

County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Transportation: (910) 947-3389

CONDITIONAL USE PERMIT APPLICATION PACKET

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$300 plus postage for adjacent properties.
- A Site Specific Development Plan.

Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- All adjacent property owners will be notified by certified mail.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

Step 5. Planning Board Meeting

Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

Step 6. Board of Commissioners Meeting—Call To

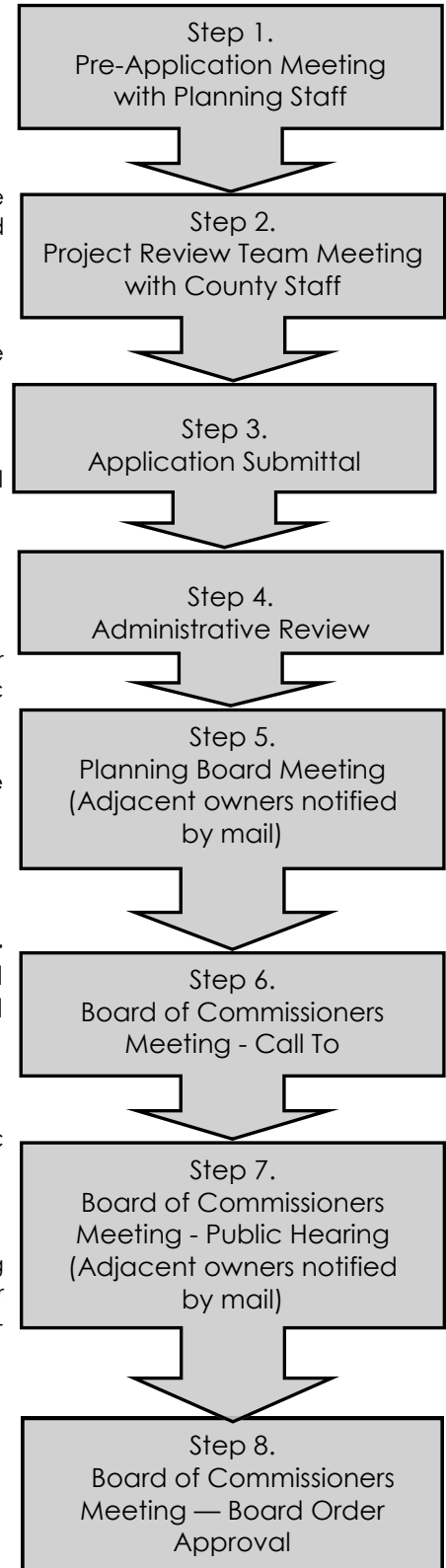
Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicant need not be present at this meeting.

Step 7. Board of Commissioners Meeting—Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.

Step 8. Board of Commissioners—Board Order Approval

The Board Order will be placed on the consent agenda for approval. Applicant need not be present at this meeting.



Application Submittal Deadlines / Meetings

A date and location for a public hearing will be set (subject to change) once a complete application is submitted to the Planning Staff.

Pre-Application Meeting Deadline	Project Review Team Meeting Deadline	Application Deadline	Planning Board Public Hearing	Call To Meeting	BOC Public Hearing	BOC—Board Order Approval
Nov. 12, 2018	Nov. 21, 2018	Dec. 4, 2018	Jan. 3, 2019	Feb. 5, 2019	Feb. 19, 2019	Mar 5, 2019
Dec 10, 2018	Dec 19, 2018	Jan 8, 2019	Feb 7, 2019	Mar 5, 2019	Mar 19, 2019	April 2, 2019
Jan 14, 2019	Jan 23, 2019	Feb 5, 2019	Mar 7, 2019	April 2, 2019	April 16, 2019	May 7, 2019
Feb 11, 2019	Feb 20, 2019	Mar 5, 2019	April 4, 2019	May 7, 2019	May 21, 2019	June 4, 2019
Mar 11, 2019	Mar 20, 2019	April 2, 2019	May 2, 2019	June 4, 2019	June 18, 2019	TBD—July 2019

Site Specific Development Plan

Chapter 4 Section 2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.

County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221
 Planning: (910) 947-5010
 Transportation: (910) 947-3389

Conditional Use Permit Application

Application Date:			
Location/Address of Property:			
Applicant:			Phone:
Applicant Address:	City:	St:	Zip:
Owner:			Phone:
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Use:		
Comments:			

<p>I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.</p>			
Applicant/Owner Signature _____			Date _____
Applicant/Owner Signature _____			Date _____
Office Use Only:			
PAR ID: _____			
Received By _____			Date _____