



Franklin County Conditional Use Permit

Franklin County Planning & Inspections
"Working Today to Help Build a Better Tomorrow"

215 East Nash Street
Louisburg, NC 27549
Phone (919) 496-2909 / Fax (919) 496-2637

Purpose:

Conditional Uses add flexibility to the zoning ordinance by permitting potential undesirable uses of property in specified districts when certain conditions are met. The Board of Adjustment may choose to place additional conditions on the permit to minimize any adverse effects it might have on surrounding properties.

The following outline is the procedure for applying for and Conditional Use Permit. Applicant is advised to discuss with Planning Staff before applying for Conditional Use Permit.

Procedure:

1. Obtain Conditional Use Packet and discuss with Planning Staff. The packet will include:
Application and Board of Adjustment deadlines and meeting dates.
2. Applicant is to fill out the application.
 - Note: Be sure to provide as much information as possible.
 - Note: Applications require site plans.

Site Plans should show the following:

- Topography: Topography of the site at contour intervals not greater than (10) feet.
 - Structure: Location and approximate size of all existing and proposed buildings and structures within the site and on the lots adjacent thereto.
 - Circulation: Proposed points of access and egress and pattern of internal circulation.
 - Lighting: Proposed lighting location and design.
 - Buffering: Shall be required.
 - Parking and Loading: Layout of parking spaces and type of proposed surfacing.
 - Drainage: Proposed provision for storm drainage (including retention pond facilities, when applicable), approved by the Administrator.
 - Landscaping if applicable.
3. The applicant will need to bring the application back to the Planning Department before the deadline along with \$250.00 fee.
 - Note: The fee must be paid with the submittal of the application.
 4. Planning Staff will prepare a staff report that will be sent to each Board of Adjustment member.
 - Note: The report will contain a copy of the signed petition, a map prepared by the planning department, pictures of the property, the site map prepared by the applicant, and other information that the applicant provides to support their request.

5. Planning Staff will send a letter all adjacent property owners informing them of the Public Hearing.
6. Planning Staff will post the applicants property with a Public Hearing Sign two weeks prior to the meeting.
7. The meeting will be held on the assigned date.
 - Note: The applicant is expected to be in attendance to answer any questions and provide all information necessary as requested by the Board.
 - Note: In order for a Conditional Use Permit to be granted, four (4) out of five (5) members must vote in favor of the Conditional Use Permit.



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For Administrative Use Only:

Project #	
Fee Paid	
BOA Date	

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Property Owner Information

Property Owner: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: () - _____ Fax #: () - _____
E-mail Address: _____

Applicant Information

Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: () - _____ Fax #: () - _____
E-mail Address: _____

Property Information *For multiple properties please attach an additional sheet.*

Property Address: _____
Township: _____
Tax Map Number: _____ PIN (parcel identification #): _____
Type of Petition: _____
Existing Zoning: _____ Proposed Zoning: _____
Existing Use: _____ Land Use Designation: _____
Acreage: _____ Road Frontage: _____

Deed Reference

- Metes and bounds description attached
- Site plan/sketch of proposal attached

Statement of Justification

1. Application if hereby made for the following use: *Please explain below:*

2. The intent is to: *Check all that apply:*

- Construct a new structure for the conditional use
 - Repair the existing structure for the conditional use
 - Alter and/or expand the existing structure for the conditional use
 - Other:
-

3. The following requirements have been provided: *Check all that apply:*

- Site plan Not Applicable
 - Property description Not Applicable
 - Health Department Improvement Permit Not Applicable
 - NC DOT entrance permit Not Applicable
-

4. Additional information:

Property Owners' Signature

Date

Please sign in blue or black ink

Applicants' Signature

Date

Please sign in blue or black ink