



# Franklin County Special 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:

Special Uses add flexibility to the zoning ordinance by permitting potential undesirable uses of property in specified districts when certain conditions are met. The Planning Board will review the Special Use Permit Application in order to make a recommendation to the Board of Commissioners. The Planning Board may also play additional conditions on their recommendation for the Board of Commissioners to consider. The Board of Commissioners will review the Special Use Permit to make a final decision.

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

## Procedure:

1. Obtain Special Use Packet and discuss with Planning Staff. The packet will include: Application w/submittal requirements, Planning Board 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.

For consideration of all Special Use Permits prepared by a licensed engineer or surveyor, plans are required and must show:

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.
  - Utilities: Location of all existing and proposed utilities if the development is to be serviced by public utilities including but not limited to water, sewer, and gas.
3. The applicant will need to bring the application back to the Planning Department before the deadline along with a \$250.00 fee. The deadline will be six weeks prior to meeting date.



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- 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 Planning Board member.
    - Note: The report will include 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.
    - Note: The Special Use Permit process can take 60 to 90 days, depending on when the Planning Department receives the completed application.
  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: The Planning Board is a recommending board. Once the Panning Board has made a recommendation, it is forwarded to the County Commissioners for public hearing. The Board of Commissioners will make the final decision.
  8. The Board of Commissioners will meet the first and third Monday of the month at 7:00 p.m. in the County Administration Building, located on 113 Market St. Applicant or authorized representative must attend Board of Commissioners meeting.



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For Administrative Use Only:

Project #	
Fee Paid	
PB Date	
BOC 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:*

\_\_\_\_\_  
\_\_\_\_\_



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

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

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

- Site plan
  - Property description
  - Health Department Improvement Permit (if applicable)
  - NC DOT entrance permit (if applicable)
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4. Additional information:

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**In order to issue a Special Use Permit, the Board shall consider each of the following conditions, and based on the evidence presented at the hearing(s) make findings in regards to each and must find that the issuance of the Special Use Permit is in the best interest of the county.**

(A) The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety and general welfare;

Yes \_\_\_ No \_\_\_

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(B) The use or the development complies with all required regulations of this Unified Development Ordinance and all applicable specific standards and regulations;

Yes \_\_\_ No \_\_\_

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(C) The use or development is located, designed and proposed to be operated so as to maintain or enhance the value of contiguous property, or that use or development is a public necessity;

Yes \_\_\_ No \_\_\_



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(D) The use or development conforms with general plans for the physical development of the County's planning jurisdiction as embodied in this chapter, the Franklin County Comprehensive Development Plan, or other development policies as adopted by the Board of Commissioners;

Yes\_\_\_\_ No\_\_\_\_

(E) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts;

Yes\_\_\_\_ No\_\_\_\_

(F) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties of the neighborhood;

Yes\_\_\_\_ No\_\_\_\_

(G) Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use;

Yes\_\_\_\_ No\_\_\_\_

## Property Owners' Signature

Date \_\_\_\_\_

\_\_\_\_\_  
*Please sign in blue or black ink*

## Applicants' Signature

Date \_\_\_\_\_

\_\_\_\_\_  
*Please sign in blue or black ink*