

**Town of Waxhaw
Conditional Use Permit Application**

Application Process:

1. Pre-application meeting with Planning Staff – this should be completed prior to submitting this application.
2. Submit completed application to staff along with review fee.
3. Application reviewed by Planning Board for a recommendation.
4. Public hearing notices sent to adjoining property owners and proper posting of the property.
5. Public hearing held (quasi-judicial) and decision made by Town Commissioners.

Application Instructions:

1. A Conditional Use Permit application must be accompanied by the items required in Section 14 of the Unified Development Ordinance. Please make sure all items are included before submitting to the Planning & Zoning Administrator.
2. All applications must be signed and dated and submitted with the application fee according to the Town of Waxhaw Fee Schedule. Applications submitted without the fee are considered incomplete and will not be scheduled for the Planning Board meeting. Checks may be made payable to the Town of Waxhaw. The fee **is non-refundable**.
3. Applications must be received by the deadline for the Planning Board meeting (no exceptions). Please check the Planning Board Schedule on the Town website or contact the Planning & Zoning Administrator at 704/843-2195.
4. Ten copies of the Conditional Use Permit site plan should be submitted for the Planning Board meeting (in addition to one copy for Town filing).



Town of Waxhaw
Development Services Department
1150 N. Broome Street, PO Box 617
Waxhaw, NC 28173
704-843-2195 (Phone)
704-243-3276 (Fax)
www.waxhaw.com

Date Received
Received By
Fee

CONDITIONAL USE PERMIT APPLICATION

Application Number: CU- _____ Date of Application: _____

Applicant Information

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Telephone: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner Telephone: _____

Relationship of Applicant to Property Owner: _____

Subject Property Information

Property Location: _____

Tax Map and Parcel Number(s): _____

Existing Zoning: _____ In Flood Area? _____

Is Conditional Use (CU) Rezoning Requested: Yes No

Proposed Conditional Use: _____

Comments: _____

A site plan must be submitted for evaluation by the Zoning Administrator and Planning Board and subsequently approved by the Board of Commissioners prior to any development and/or construction and must be accompanied by the following:

1. **Name, address, and phone number of the applicant and property owner(s) (if different from applicant).**
2. **A scaled boundary survey showing the total acreage, present zoning classification(s), date & north arrow.**
3. **The owner's names and addresses, the tax parcel numbers, and the existing land use(s) of all adjoining properties.**
4. **A scaled site plan showing the following information:**
 - A: All existing easements, reservations, rights-of-way and all yard requirements on the property or properties which are subject to the application.**
 - B: Proposed size, layout and setbacks of all proposed structures. For residential uses this shall include the number of units and an outline of the area where the structures will be located. For non-residential uses, this shall include the approximate gross floor area of all structures and an outline of the area where the structures will be located.**
 - C: Traffic, parking and circulation plans, showing the proposed locations and arrangement of parking spaces and access points to adjacent streets.**
 - D: Landscape plans showing proposed screening and landscaping, including walls, fences or planted areas as well as treatment of any existing natural features within the site.**
 - E: Delineation of areas within the regulatory floodplain as shown on the Official Flood Plain Hazard Boundary Maps.**
 - F: Proposed number, type and location of all free-standing identification signs.**
5. **Proposed phasing, if any, and approximate completion time of the project.**
6. **A fee paid in accordance with the fee schedule.**

No application will be considered complete unless it has been properly completed and submitted to the Zoning Administrator by the deadline for the Planning Board Meeting.

To the best of my knowledge, all of the information herein submitted is accurate and complete.

(Signature of Property Owner)

(Date)

(Signature of Applicant)

(Date)

All of the information herein required has been submitted by the applicant and is included or attached with this application.

(Signature of Zoning Administrator)

(Date)

TO BE FILLED OUT BY ZONING ADMINISTRATOR

Completed application submitted on: _____

Reviewed by Planning Board on: _____

Action of Planning Board: _____

Town Board Public Hearing Held On: _____

Date of Town Board Decision: _____

Action Taken by Town Board: _____

****Newspaper Affidavit should be attached***

Public Hearing Notice Filed in (Newspaper): _____

Date(s) Notices Published: _____

Notification to adjacent property owners mailed on: _____

Property Posting Date: _____