



TOWN of YOUNGVILLE

Planning and Zoning Department
Youngville Town Hall
134 US 1A South
Youngville, NC 27596
t 919-925-3401
f 919-925-3402

SPECIAL USE PERMIT APPLICATION

PROCESS INFORMATION and FILING INSTRUCTIONS

1. Purpose: Special uses are established to provide for the location of those uses which are generally compatible with other land uses permitted in a zoning district but which, because of the unique characteristics or potential impacts on the surrounding neighborhood and the Town of Youngville as a whole, require individual consideration of their location, design, configuration, and/or operation at the particular location proposed. Such individual consideration may also identify cause(s) for the imposition of individualized conditions in order to ensure that the use is appropriate at a particular location and to ensure protection of the public health, safety, and welfare.
2. Pre-Application Requirements: Every applicant for a special use permit is required to meet with the Planning, Zoning, and Subdivision Administrator in a pre-application conference prior to the submittal of a request for approval of a special use. Applicants are also encouraged to review Section 7.8 of the Youngville Development Ordinance prior to this conference.
3. Application Submittal Process: The applicant must submit a complete application packet on or before the submittal deadline. This includes:
 - a. Completed *Town of Youngville Special Use Permit Application*
 - b. Application fee. Please see the adopted fee schedule for the current filing fee.
 - c. A digital version (PDF) and five (5) paper copies of an accurate and detailed site plan (see Site Plan Checklist for items to include)
4. Administrative Review: The Planning, Zoning, and Subdivision Administrator will review the application for completeness and compliance and schedule the proposal for review by the Youngville Board of Commissioners.
5. Board of Commissioners Meeting: The special use permit process requires a public hearing and public notification to include a sign posted on the property and mailed notice to adjacent property owners. Planning staff will present the request to the Board of Commissioners and a public hearing will be held. The Board of Commissioners will make a final decision regarding the special use permit.

In order to be considered by the Board of Commissioners, applications must be submitted to the Planning and Zoning Department at least thirty-five (35) working days prior to the meeting. The Board's monthly meetings are held on the second Thursday of each month at 7 pm at the Youngville Community House, located at 115 E Main St.



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6. For item (a) on the application, the applicant must state all facts and attach any supporting documents that assert the property complies with the zoning ordinance and policies. IT IS NOT SUFFICIENT TO STATE “the proposed use does not violate the zoning policies.”

For item (b), the applicant must state how the use complies with or conforms to the Comprehensive Land Use Plan and is in harmony with the surrounding area. IT IS NOT SUFFICIENT TO STATE “the proposed use complies with the Land Use Plan.”

For item (c), the applicant must state how the use will not be detrimental to the health, safety, and general welfare of the public and attach any documents the applicant asserts support the proposed use.

For item (d), the applicant must state the facts to support how the use will not injure the property or cause injury to the value of the property or surrounding properties, or how the use is a public necessity. IT IS NOT SUFFICIENT TO STATE “the use will not injure the property.”

If the application does not comply with the above requirements, it will be deemed incomplete and returned to the applicant to provide the requested information. A general statement or generalized conclusion/opinion is not sufficient to satisfy this requirement.

NOTE: These are minimum submittal requirements. The Board of Commissioners reserves the right to require additional information where such submission is necessary to ensure compliance with applicable criteria in the individual case. The Board also has the right to impose additional conditions on the proposed use or development other than those set forth in the Youngville Development Ordinance.

The special use permit will expire one (1) year from the date of issuance if zoning compliance permit, building permit, or site plan approval is not obtained. The Planning, Zoning, and Subdivision Administrator may grant a single extension of this time period of up to six (6) months upon submittal by the applicant of sufficient justification for the extension.



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SITE PLAN CHECKLIST

Per Section 7.8-3(B) of the YDO, the Special Use Permit application must be accompanied by a detailed site plan that contains the following elements:

1. Property boundary with dimensions
2. Property PIN
3. Location of adjacent streets, rights-of-way, and utility easements
4. Location of existing and proposed utilities
5. Dimensioned footprint and setbacks of the existing and proposed structures with gross floor area included
6. Location and number of parking spaces, including loading areas, maneuvering spaces, and fire lane(s)
7. Location and size of buffer and landscape areas
8. Location of existing and proposed driveways and/or streets
9. Location of all flood zones (if applicable)
10. Location of adjoining properties and both the existing zoning designation and use of these properties
11. Names and addresses of adjoining property owners
12. Number of stories and overall height of all existing and proposed structures
13. Location of proposed stormwater facilities
14. Location of existing and proposed dumpster and recycling containers
15. Generalized depiction or description of natural features on and immediately adjoining the site, including streams and other water bodies, steep slopes, areas covered by tree canopy, etc.
16. Other information determined by the Planning, Zoning, and Subdivision Administrator as necessary to evaluate the request.



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GENERAL INFORMATION

Applicant: _____ Phone: _____
Street Address: _____ Email: _____
City, State, Zip Code _____ Fax: _____

PROPERTY OWNER INFORMATION (if different from applicant):

Name: _____ Phone: _____
Address: _____

PROPERTY INFORMATION

Tax Map ID/PIN: _____ Is property within floodplain? YES NO
Zoning District: _____ City Limits ETJ

Description of proposed use:

For Department Use Only:

Case #: _____
Submittal Date: _____
Receipt Number: _____

Decision Date: _____
Hearing Date: _____
Authorized Signature: _____



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Provide testimony as to how the proposed special use will meet the following general approved criteria of Article 7, Section 7.8-5(c) of the Youngsville Development Ordinance. Answers should be supported by facts when possible. Attach additional pages if needed. Please provide any additional information you feel will be necessary or helpful for the Board of Commissioners in rendering their decision.

The Board of Commissioners may grant permission for the establishment of a listed special use if the Board finds from the evidence produced after a study of the complete record that:

- (a) Conditions and Specifications. That the proposed use meets all the required conditions and standards of the Youngsville Development Ordinance and all other applicable Town regulations; nor will the proposed use be in conflict with the purpose and objectives set forth in the Ordinance for the zoning district in which it is located.

- (b) Comprehensive Plan. That the proposed use or development will be in harmony with the area in which it is to be located and is in general conformity with the Comprehensive Land Use Plan of the Town of Youngsville and its environs.



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- (c) Health and Safety. That the proposed use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare.

- (d) Injury to Properties or Improvements. That the proposed use or development is located, designed, and proposed to be operated so as not to substantially injure the value of adjoining or abutting properties, or that the use or development is a public necessity.

I certify that all the information presented by me in this application is accurate to the best of my knowledge, information, and belief. I authorize the Town of Youngville to place a sign on the property in question in order to alert the general public to my request.

Print Name

Signature

Date

Print Name

Signature

Date



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NOTE: If the person who has requested the Board of Commissioners to take action on a particular piece of property is not the owner of the property and does not have a binding option to purchase the property, then the actual owner(s) of the land must complete this form. If the person who is requesting the Board of Commissioners to take action on a particular piece of property is the owner of the property or has a binding option to purchase the property, please disregard this form. Attach a copy of the option to purchase if the applicant has a binding option to purchase the property.

I/We _____ am/are the owner(s) of the
property located at _____.

I/We hereby authorize _____
to appear by consent before the Youngsville Board of Commissioners in order to ask for a special use
permit to

_____ at this location. I/we understand that the special use permit, if granted, is permanent and runs with the
land unless otherwise conditioned. I/we authorize the Town of Youngsville to advertise and present
this matter in my/our name as the owner of the property.

If there are any questions you may contact _____ at my address,

or by telephone at (____) _____ or email address _____.

Respectfully yours,

Owner Date

Owner Date

_____ County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to
me that he or she voluntarily signed the foregoing document for the purpose stated therein and, in
the capacity, indicated: _____

Date: _____

Notary Public