



TOWN OF MONTREAT

ZONING AND INSPECTIONS DEPARTMENT

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Montreat, NC 28757

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[www.townofmontreat.org](http://www.townofmontreat.org)

**CONDITIONAL USE PERMIT APPLICATION**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

PIN#: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Current Use of Subject Property: \_\_\_\_\_

Proposal [State both proposed use of and proposed modifications(s) to property]:

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

**This application must be accompanied by the following items:**

- A **plat** showing the proposed locations and dimensions of any structures to be built or modified
- A **map** showing the topography of the site
- A list of **property owners within 200'** of the site
- **Existing uses** of all properties within **200'** of the site
- **Application fee** (see current Fee Schedule) payable to the Town of Montreat

The Montreat Planning and Zoning Commission will review the Conditional Use Permit application at their next regular meeting. Following a determination by the Planning and Zoning Commission that the application should be recommended to the Board of Adjustment, all documents and other pertinent data shall be transmitted to the Board of Adjustment for final action.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Zoning Official Date

**FOR OFFICE USE ONLY**

Materials Submitted:

- Plat     Topography Map     Property Owner List     Existing Uses

Permit Fee: \$ \_\_\_\_\_ Cash: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Paid: \_\_\_\_\_