



ZONING AND INSPECTIONS DEPARTMENT  
P. O. Box 423  
Montreat, NC 28757  
Tel: (828) 669-8002, ext. 303  
[www.townofmontreat.org](http://www.townofmontreat.org)

**SPECIAL USE PERMIT - APPLICATION**

(ADDENDUM TO ZONING/DEVELOPMENT COMPLIANCE – APPLICATION)

Project Address(s): \_\_\_\_\_

Parcel Identifier Number(s) (PIN #): \_\_\_\_\_

Zoning District(s) & Existing Use(s): \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

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

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

Short description of proposed project/changes and intended use: \_\_\_\_\_

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

**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 250'** of the site
- **Existing uses** of all properties within **250'** of the site
- **Application fee** (see current Fee Schedule) payable to the Town of Montreat
- **Project response to 310.62 PROCEDURES FOR SPECIAL USE PERMITS APPROVED BY THE BOARD OF ADJUSTMENT (Items 310.621 – 310.626)** (see next page)

*Applicants must attach a written response to Items 310.621 – 310.626 as part of a complete application. (see next page)*

Following a determination by the Zoning Administrator that the application is Complete, all documents and other pertinent data shall be transmitted to the Board of Adjustment for final action.

**Applicant's Acknowledgement**

I, \_\_\_\_\_, hereby certify that all of the information set forth above is true and accurate to the best of my knowledge.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Applicant's Name (PLEASE PRINT): \_\_\_\_\_

**FOR OFFICE USE ONLY**

Materials Submitted:     Plat                       Topographic Map                       Property Owner List                       Existing Uses

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

Date: \_\_\_\_\_ Zoning Administrator's Signature: \_\_\_\_\_

Zoning Administrator's Name (PLEASE PRINT): \_\_\_\_\_



**310.62 Procedures for Special Use Permits Approved by the Board of Adjustment.**

A Special Use Permit may be issued by the Zoning Administrator after approval by the Board of Adjustment for the Uses as designated in the Table of Permitted Uses, Section 500. All applications for Special Use Permits shall be submitted in accordance with application requirements. Once the application has been determined complete, the Zoning Administrator shall forward the application to the Chair of the Board of Adjustment.

The Board of Adjustment shall hold a public hearing prior to rendering a decision on the Special Use Permit, and if approved, shall include approval of such plans as may be required. In approving the permit, the Board of Adjustment shall find:

**310.621** That the Use will not be detrimental to or endanger the public health, safety or general welfare if located where proposed and developed according to the plan as submitted and approved;

**310.622** That the Use meets or will meet all the required and applicable development standards and conditions of the Town of Montreat (including without limitation all development standards, conditions, and requirements related to utilities, parking, access, and stormwater drainage and the applicable regulations of the Zoning District in which it is located, except as such regulations may, for each case, be modified by the Board of Adjustment);

**310.623** That the Use will not substantially diminish and impair the value of any property any portion of which is located within two hundred fifty feet (250') of the boundary of the parcel on which the Use will be located.

**310.624** That the location and character of the Use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will not be injurious to the use and enjoyment of other property, for the purposes already permitted, within the area in which it is located;

**310.625** That the location and character of the Use, if developed according to the plan as submitted and approved, will be in general conformity with the adopted policies and plans, including the Comprehensive Plan of the Town of Montreat; and

**310.626** That adequate measures have been taken or will be taken to provide ingress and egress so designed as to minimize congestion in the public streets.