



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

SPECIAL USE PERMIT – APPLICATION

FEE: \$300

(ADDENDUM TO INITIAL 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.