



**ALEXANDER COUNTY**  
**North Carolina**

Case #: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**Special Use Permit Application**

**A) OWNER/APPLICANT OR AGENT INFORMATION:**

1) APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2) PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Check here if there are additional property owners, and attach their names, addresses and telephone numbers.

3) Will an attorney, realtor or other agent represent the applicant/property owner in this matter?

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**B) PROPERTY INFORMATION:**

1) PROPERTY LOCATION (Address or Description): \_\_\_\_\_

\_\_\_\_\_

2) DATE PROPERTY ACQUIRED: \_\_\_\_\_ DEED BOOK/PAGE: \_\_\_\_\_

3) PIN #: \_\_\_\_\_ PARCEL ID #: \_\_\_\_\_ SIZE (sqft./acres): \_\_\_\_\_

\_\_\_\_\_ Check here if there are more than two lots and attach a list of the properties to be considered for a special use.

4) UTILITIES PROVIDED (please circle):    Public Water    Well    Public Sewer    Septic System

5) AMOUNT OF ROAD FRONTAGE: \_\_\_\_\_ CURRENT LAND USE: \_\_\_\_\_

6) METES AND BOUNDS DESCRIPTION ATTACHED:            YES            NO

**C) SPECIAL USE REQUEST:**

1) ZONING DISTRICT: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

2) SITE PLAN OF PROPOSED DEVELOPMENT ATTACHED:            YES            NO

3) # OF EXISTING BUILDINGS: \_\_\_\_\_ GROSS FLOOR AREA: \_\_\_\_\_

4) # OF PROPOSED BUILDINGS: \_\_\_\_\_ GROSS FLOOR AREA: \_\_\_\_\_

5) TOTAL LAND AREA TO BE DISTURBED: \_\_\_\_\_

6) ESTIMATED COST OF PROJECT: \_\_\_\_\_

**D) SPECIAL USE REQUEST:**

TO THE ALEXANDER COUNTY BOARD OF ADJUSTMENT:

I/We hereby petition the Board of Adjustment to grant a special use permit for the  
aforementioned use and subject to the following conditions:

- 1) **DEVELOPMENT AND DIMENSIONAL REQUIREMENTS:** *(In no case shall the development and dimensional requirements be less strict than what is allowed by the zoning district, however, the applicant may propose stricter requirements: i.e., increased setbacks, larger minimum lot size, lower overall density, etc.)*

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- 2) **TRANSPORTATION:** *(The applicant may propose to dedicate a right-of-way for future roadway improvements, limit and/or restrict the number and location of vehicular access points to the site; provide turn lanes or offer other vehicular or pedestrian access conditions/restrictions.)*

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- 3) **LANDSCAPING, BUFFERS AND SCREENING:** *(The applicant may propose to provide landscaping at a rate above the ordinance requirements, specify type or size of plantings, provide additional buffer areas, construct screening fences, require preservation of existing trees, etc.)*

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- 4) **OTHER CONDITIONS:** *(Are there other conditions the applicant is willing to offer in order to address any potential negative impact to abutting property owners?)*

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**E) REQUIRED SIGNATURES:**

I/We certify that I/we completely read the application and understand the guidelines as listed above. I/We, the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge. It is understood and acknowledged that if the conditional use permit is authorized, the use is bound by the conditions imposed unless amended as provided by the Alexander County Zoning Ordinance.

- |    |   |                              |        |
|----|---|------------------------------|--------|
| 1) | (Owner's Name- <i>please print</i> )          | (Owner's Signature)          | (Date) |
| 2) | (Owner's Name- <i>please print</i> )          | (Owner's Signature)          | (Date) |
| 3) | (Applicant's Name- <i>please print</i> )      | (Applicant's Signature)      | (Date) |
| 4) | (Representative's Name- <i>please print</i> ) | (Representative's Signature) | (Date) |

If there are additional property owners, applicants or representatives, please attach an additional signature sheet with their names and signatures. If the applicant is different from the property owner, both parties must sign the application.

Corporations, Limited Liability Corporations, Partnerships or other similar entities: please include a notarized Official Corporate Certification authorizing a representative to sign on behalf of the corporation.

**STAFF USE ONLY – APPLICANT: DO NOT WRITE BELOW THIS LINE**

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

BOA Meeting Date: \_\_\_\_\_  
 Published on: \_\_\_\_\_  
 Letters Mailed: \_\_\_\_\_  
 Sign posted: \_\_\_\_\_

BOA Action:            Approved      Denied            Applicant Notified: \_\_\_\_\_

BOC Action:            Approved      Denied            Applicant Notified: \_\_\_\_\_

Staff Comments: \_\_\_\_\_

**GUIDELINES FOR THE  
SPECIAL USE PERMIT APPLICATION**

1. The petition must be filed with the Director of Planning and Development at least twenty (20) days prior to the meeting at which it is to be considered by the Board of Adjustment. The following items are required at the time of submission:
  - A) A completed petition;
  - B) A filing fee of \$500.00; and
  - C) A site plan depicting the property lines in relation to the proposed buildings and associated improvements (parking, landscaping, etc.).

Staff will post a sign on the subject property in a prominent position no later than ten (10) days prior to the first public meeting at which the case is to be considered.

2. An application may only be withdrawn by written request from the applicant or property owner. If such request is received prior to submitting public notices to the newspaper, filing fees may be refunded. However, if the application is withdrawn after public notices are published, application fees cannot be refunded.
3. All exhibits, including maps, pictures, drawings, mounted materials, models, etc., presented at the public hearing become part of the petition and the permanent record, and shall be considered the property of the County. Such items shall not be returned to the petitioner. Where an identical copy not yet mounted can be provided for the County's record, then the petitioner may request in writing the retrieval of mounted documents.
4. The Alexander County/ Taylorsville Board of Adjustment meets the 2nd Thursday of every month at 6 pm.

5. If an approved special use permits has not been exercised within one year of the date of approval, as described by the Alexander County/Taylorsville Zoning Ordinance, the permit shall be null and void.