



Buncombe County Government
Application for a Conditional Use Permit (CUP)

Planning and Development
www.buncombecounty.org

46 Valley Street
Asheville, NC 28801
Telephone (828) 250-4830
Fax (828) 250-6086

Please complete all sections of the application.

A. CONTACT INFORMATION

Company/Corporation Name (if applicable)

Petitioner's Name

Owner's Name (if different from Petitioner)

Mailing Address

Mailing Address

Town/city, state and zip

Town/city, state and zip

Telephone

Telephone

Email Address

Email Address

B. APPLICATION FOR CONDITIONAL USE PERMIT

Application is hereby made to the Board of Adjustment to issue a Conditional Use Permit for use of the property as a (please provide a brief description of the use): _____

on the following property(s):

PIN(s): _____

and address(es): _____

C. DEVELOPMENT PLAN SUBMISSION AND CONTENTS

I, the petitioner, submit three copies of a development plan containing the following information (some requirements of the development plan may be waived in writing by the Buncombe County Zoning Administrator):

- Three copies of the development plan to scale and dated.
- A copy of the development plan reduced to 8 ½" by 11" or 11"x 17".
- A digital version of the development submission in pdf format.
- Existing site conditions including the following if applicable: contours, watercourses, identified flood hazard areas, and any unique natural or manmade features.
- Boundary lines of the proposed development, lot lines, and plot design.
- Proposed location and use of all existing and proposed structures, including the location of any proposed retaining walls. The maximum height of any retaining wall shall be shown on the proposed site plan.
- Location and size of all areas to be conveyed, dedicated, or reserved as common open space, parks, recreational areas, school sites, and similar public and semipublic uses.
- The existing and proposed street system, including the location and number of off-street parking spaces, service areas, loading areas, and major points of access to the public right-of-way.
- Notation of the proposed ownership of the street system (public or private).
- Documentation from the Buncombe County Fire Marshal indicating the adequacy of the development's facilities for emergency medical and fire services.
- Approximate location of proposed water and sewer systems, including documentation of approval.
- Documentation of an application for a Sedimentation and Erosion Control Permit and a Stormwater Management Permit, where required.
- Locations and/or notation of existing and proposed easements and right of way.
- The proposed treatment of the perimeter of the development including materials and/or techniques such as screens, fences, and walls.
- Information on adjacent land areas, including land use, zoning classifications, public facilities, and any unique natural features.
- A legal description of the total site proposed for development, including a statement of present and proposed ownership.
- The zoning district in which the project is located.
- A development schedule indicating approximate beginning and completion dates of the development, including any proposed stages.
- A statement of the applicant's intentions with regard to the future selling and/or leasing of all or portions of the development.
- Quantitative data for the following: proposed total number and type of residential dwelling units, parcel size, gross residential densities, and the total amount of open space.
- Plan for maintenance of common areas, recreation areas, open spaces, streets and utilities.
- Documentation of an application for a sedimentation and erosion control permit and stormwater management permit shall also be submitted.
- Elevation renderings of the site from each cardinal direction, drawn to a known scale, shall be provided and shall include, but not be limited to, the following items: any retaining wall system proposed to provide a

cumulative vertical relief in excess of 10 feet in height; structures; landscaping; vegetative screening; and impervious or disturbed surfaces.

(Failure to submit a complete set of development plans will result in your removal from the Board of Adjustment agenda)

D. FACTORS RELEVANT TO THE ISSUANCE OF A CONDITIONAL USE PERMIT:

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a Conditional Use Permit. In the spaces provided below, indicate the **factors you contend to show** and the **arguments that you intend to make** to convince the Board that it can properly grant the Conditional Use Permit as provided for in §78-677. *Procedures for obtaining a Conditional Use Permit (g) Conditions for granting approval* (if necessary please provide the information on a separate sheet of paper).

(a) Indicate how the proposed CUP will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed CUP:

(b) Indicate how the proposed CUP will not be detrimental to the public welfare or injurious to property or public involvement in the neighborhood of the proposed CUP:

(c) Indicate how satisfactory ingress and egress to the property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control have been provided or how the items listed are not applicable to the proposed CUP:

(d) Indicate how off-street parking and loading areas are proposed to be provided, with particular attention to the items in §78-658 of the Buncombe County Zoning Ordinance and the economic, noise, glare, and odor effects of the conditional use on adjoining properties or how the items listed are not applicable to the proposed CUP:

(e) Indicate how adequate and proper utilities, with reference to locations, availability, and compatibility are to be provided or how the items listed are not applicable to the proposed CUP:

(f) Indicate how buffering, with reference to type, locations, and dimensions will be provided or how it is not applicable to the proposed CUP:

(g) Indicate how signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect will be compatible and harmonious with properties in the area or how the items listed are not applicable to the proposed CUP:

(h) Indicate what playgrounds, open spaces, yards, landscaping, access ways, and pedestrian ways are proposed, in reference to location, size, and suitability in relation to the proposed CUP or how the items listed are not applicable to the proposed CUP:

(i) Describe building and structures with reference to location, size, and use and how the proposed buildings would be compatible with the surrounding neighborhood or how the items listed are not applicable to the proposed CUP:

(j) Describe the hours of operation of the proposed use and how those hours will protect and maintain the character of the surrounding neighborhood or how the hours of operation are not applicable to the proposed CUP:

E. ADDITIONAL CONDITIONAL USE STANDARDS

Before issuance of a conditional use permit for one of the specific uses listed in §78-678. *Conditional Use Standards* of the Buncombe County Zoning Ordinance additional standards must be met. **The petitioner shall be required to complete an additional information form to assure these conditions are met. An application for a Conditional Use Permit listed in §78-678 shall not be deemed complete until the additional form is provided to the Buncombe County Planning and Development Department.**

(Failure to submit complete additional information form will result in your removal from the Board of Adjustment agenda)

F. CERTIFICATION AND SIGNATURE

I hereby certify that he/she is the owner, contractor, or authorized agent of the owner, and the above information is correct to the best of his/her knowledge and hereby makes application for a conditional use permit. Any information given that is incorrect will cause this application to become null and void.

Signature of Petitioner

Month Day Year

Withdrawal of an application after notice has been made will result in forfeiture of any application fees associated with said application.

<p>OFFICE USE ONLY:</p> <p>Date recieved: _____</p> <p>Case number: _____</p> <p>Scheduled Board of Adjustment Hearing: _____</p>
