

Date Received _____

Permit Number _____

Fee: \$250.00

HOME OCCUPATION



**CITY OF SOUTHPORT
CONDITIONAL USE PERMIT APPLICATION**

Name of Applicant _____
Address of Applicant _____
Phone # of Applicant _____

Applicant must meet with the Planning Director prior to submittal of this application

Name of Owner _____
Address of Owner _____
Phone # of Owner _____

Address of Property _____
Zoning District of Property _____
Lot Size _____
Minimum Area Requirement for Zoning District _____
Conditional Use Permit Request _____

Proposed Use _____
Zoning of Adjacent Lots _____

The plans **MUST** accompany the application in order for it to be considered complete. **Please acknowledge inclusion of each item with a check in the appropriate box, sign, date, and submit to the Planning Department at the Code Enforcement/Building Inspections Division office. Incomplete applications will not be reviewed.** The application shall be accompanied by a site plan drawn to scale, and necessary support text which shall include the following:

- Name, address, and phone number of the property owner or his or her agent, and the tax parcel number of the property. The property owner or his or her authorized agent are the only two parties who may initiate a request for a conditional use permit,
- A boundary survey and vicinity map, showing the property's total acreage, zoning classification(s), general location in relation to adjoining streets, railroads and/or waterways, date and north arrow,
- The owner's names and addresses, tax parcel numbers and existing land use(s) of all adjoining properties,
- Proposed use of all land and structures including the number of residential units, if applicable,
- Proposed number and location of all structures, their approximate area and their approximate exterior dimensions, including building height,
- Proposed provisions of stormwater drainage
- Lighting plan, inclusive of wattage and illumination,
- All existing easement, reservations and right-of-way,
- Delineation of areas located within a regulatory floodplain, as shown on the official Federal Emergency Management Act (FEMA) flood hazard boundary maps for the county,
- Delineation of areas located within a North Carolina Coastal Area Management Act (CAMA) Area of Environmental Concern as shown on the City of Southport Comprehensive Plan and defined further in 15A NCAC 7H.

- Traffic, parking and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets.
- The location and description of all proposed signage,
- Description/definition of how the property is classified on the City of Southport Comprehensive Plan future land use map.

Applicant's Signature

Date

NOTE: APPLICANTS, AND/OR THEIR AGENTS OR PARTIES OF INTEREST ARE PROHIBITED FROM ANY CONTACT IN RELATION TO THIS MATTER WITH BOARD OF ADJUSTMENT MEMBERS PRIOR TO THE PUBLIC HEARING.

Discussion Between City Staff And The Applicant Does Not Bind The City. The Applicant Should Expect That Additional Issues Will Likely Be Raised By The City At Later Stages In The Process.