



Town of Boone
Development Services Department

Special Use Permit and Special Use Permit Modification Packet

1510 Blowing Rock Road • Boone, North Carolina 28607 • Phone (828) 268-6960 • www.townofboone.net

Application For:

Special Use Permit

Special Use Permit Modification

General Submittal Information:

It is recommended that applicants schedule a meeting with Development Services Staff prior to application submittal to ensure that the application is complete. **Incomplete applications will not be processed.**

Documents Required for Submittal:

- Completed Application and Fee
- Ten (10) complete set of development site plans (please see page 3)
- One (1) reduced copy of development site plans (11X17)
- Forty (40) copies of any color rendering

Contact Information

Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person must be submitted along with this application (i.e. letter from property owner).

Applicant/Contact: _____ **Company:** _____

Address: _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

Property Owner: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

Prime Designer: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

General Information:

Watauga County Parcel Identification Number(s): _____

Location/Address: _____
 City Limits Extra Territorial Jurisdiction Pending Annexation

Zoning District: _____ Project Cost: _____

Surrounding Land Use: N: _____ S: _____
E: _____ W: _____

Are there are any variances granted to the property? Yes No
If so, describe: _____

Are any variances being requested? Yes No
If so, describe: _____

Is the property located within the Viewshed Protection District? Yes No

Is the property located with a within a designated Public Water Supply Watershed Area? Yes No
If yes, please select: WS-II-CA WS-IV-PA WS-IV-CA

To be developed in phases? Yes No
Total Number of Phases: _____

Extended vesting pursuant to Article IV, Section 79 requested? Yes No

Special Use Permit Modifications, please specify original Special Use Permit: _____

Development Information:

Previous Land Use: _____ Proposed Land Use: _____
Existing Building Sq ft: _____ Proposed Building Sq. ft: _____
Existing Building Height: _____ Proposed Building Height: _____
Total Land Area: _____ Total Disturbed Area: _____

Is development occurring on slopes in excess of 30%? Yes No (If yes, please see UDO Section 285.)

Subdivision Information (If Applicable)

Subdivision Name: _____ Number of lots: _____

Applicant Signature:

Applicant (Print) Applicant Signature Date

Development Site Plan Information Required for Special Use Permit Applications:

Applicant

Staff

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Name of development | <input type="checkbox"/> |
| <input type="checkbox"/> | North arrow, legend, or scale | <input type="checkbox"/> |
| | <i>Existing Natural Features</i> | |
| <input type="checkbox"/> | Tree line of wooded areas | <input type="checkbox"/> |
| <input type="checkbox"/> | Individual trees 8 inches in diameter or more, identified by common or scientific name | <input type="checkbox"/> |
| <input type="checkbox"/> | Streams, ponds, drainage ditches, swamps, boundaries of floodway or floodplain | <input type="checkbox"/> |
| <input type="checkbox"/> | Base flood elevation data | <input type="checkbox"/> |
| <input type="checkbox"/> | Contour lines (generally 2 foot contour interval) | <input type="checkbox"/> |
| | <i>Existing Man Made Features</i> | |
| <input type="checkbox"/> | Vehicle accommodation areas | <input type="checkbox"/> |
| <input type="checkbox"/> | Streets, roads, and sidewalks | <input type="checkbox"/> |
| <input type="checkbox"/> | Drainage facilities and drainage ditches | <input type="checkbox"/> |
| <input type="checkbox"/> | Underground utility lines | <input type="checkbox"/> |
| <input type="checkbox"/> | Above ground utility lines | <input type="checkbox"/> |
| <input type="checkbox"/> | Fire hydrants | <input type="checkbox"/> |
| <input type="checkbox"/> | Buildings/structures | <input type="checkbox"/> |
| | <i>Existing Legal Features</i> | |
| <input type="checkbox"/> | Zoning of subject and adjacent properties | <input type="checkbox"/> |
| <input type="checkbox"/> | Property lines with dimensions identified | <input type="checkbox"/> |
| <input type="checkbox"/> | Street right-of-way lines | <input type="checkbox"/> |
| <input type="checkbox"/> | Utility or easement lines | <input type="checkbox"/> |
| | <i>Proposed Features</i> | |
| <input type="checkbox"/> | The number of square feet in every lot created by a new subdivision | <input type="checkbox"/> |
| <input type="checkbox"/> | Lot dimensions, lot widths and land use intensity ratios (See UDO Section 200 (a)) | <input type="checkbox"/> |
| <input type="checkbox"/> | The location and dimensions of all buildings as well as the distance of all buildings are setback from property lines and/or street right-of-way lines | <input type="checkbox"/> |
| <input type="checkbox"/> | Elevation drawings of buildings and an outdoor illumination plat that meet Commercial Development Appearance standards as contained in UDO Section 400 | <input type="checkbox"/> |
| <input type="checkbox"/> | The location and dimensions of all required recreational areas with each area designated as to type of use | <input type="checkbox"/> |
| <input type="checkbox"/> | Streets and bridges | <input type="checkbox"/> |
| <input type="checkbox"/> | Drainage facilities | <input type="checkbox"/> |
| <input type="checkbox"/> | Preliminary grading plan which shows new contour lines resulting from earth movement shown in accordance with the requirements of Article XVI | <input type="checkbox"/> |
| <input type="checkbox"/> | Proposed plantings and landscape buffering shown in accordance with the requirements of Article XX | <input type="checkbox"/> |
| <input type="checkbox"/> | Sidewalks and walkways | <input type="checkbox"/> |
| <input type="checkbox"/> | Geologic analysis as referenced in UDO Section 285 | <input type="checkbox"/> |
| <input type="checkbox"/> | Provide a statement on development plans that identifies whether or not the project is in a viewshed. If the project is in a viewshed, submit information demonstrating compliance with UDO Section 160. | <input type="checkbox"/> |
| | <i>Additional Information</i> | |
| <input type="checkbox"/> | Documentation requesting a deviation from specific requirements established in the UDO | <input type="checkbox"/> |
| <input type="checkbox"/> | Verification that industrial uses will meet performance standards set forth in Article XI of the UDO with verification made by a licensed engineer or other qualified expert | <input type="checkbox"/> |
| <input type="checkbox"/> | Time schedule for phased development projects | <input type="checkbox"/> |
| <input type="checkbox"/> | Traffic Impact Analysis – if required | <input type="checkbox"/> |

Official Use Only

Project File Name: _____

Date:	Fee:	Receipt Number:	Case Number:	Staff:

Zoning District: _____

Meeting Date for Board of Adjustment: _____

Adjacent property owners notified by First Class Mail on: _____

Was the project approved? Yes No

Date meeting minutes approved: _____ Date order recorded: _____

Date Project Routed: _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Planning Supervisor | <input type="checkbox"/> Urban Design Specialist | <input type="checkbox"/> Public Utilities |
| <input type="checkbox"/> Development Coordinator | <input type="checkbox"/> Planner _____ | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Environmental Planner | <input type="checkbox"/> Planner _____ | <input type="checkbox"/> Fire Department |

Comments Received:	Date:
Planning Supervisor:	
Development Coordinator:	
Environmental Planner:	
Urban Design Specialist:	
Planner:	
Planner:	
Public Utilities:	
Public Works:	
Fire Department:	

Notes: _____
