

DATE APPLICATION SECURED \_\_\_\_\_  
RETURN DEADLINE \_\_\_\_\_  
DATE OF CUMBERLAND COUNTY  
BOARD OF ADJUSTMENT MEETING \_\_\_\_\_  
DATE APPLICATION SUBMITTED \_\_\_\_\_  
RECEIPT # \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**APPLICATION  
CUMBERLAND COUNTY BOARD OF ADJUSTMENT  
FOR  
SPECIFIED CONDITIONAL USE PERMIT**

The Cumberland County Board of Adjustment meetings are held on the third Thursday of each month. The Planning Department will advertise the public hearing and a notice will be mailed or delivered to surrounding residents or property owners that may be affected by the proposed specified conditional use permit request.

The Board of Adjustment is a quasi-judicial review board and all persons wishing to appear before this Board should be prepared to give sworn testimony on relevant facts.

**The following items are to be submitted with the completed application:**

- 1. A copy of the recorded deed and/or plat, or an accurate written legal description of only the area to be considered;**
- 2. A copy of a detailed site plan drawn to engineering scale, showing the location of all buildings, yard dimensions, driveways, fencing, lighting, parking areas, and all other pertinent data to the case;**
- 3. A check made payable to Cumberland County for the amount of \$200.00. The application fee is nonrefundable.**

**Note: Inaccuracies or errors on legal descriptions or site plans may cause a case to be delayed to a later Board of Adjustment meeting.**

**REQUIREMENTS FOR SITE PLAN SUBMISSION FOR  
SPECIFIED CONDITIONAL USE PERMIT APPLICATIONS**

1. Drawing done to engineering scale
2. Correct north arrow
3. Drawing will reflect metes and bounds of entire site with adjoining street right-of-way shown and name or state road number of that street or road.
4. Drawing will reflect:
  - A. foot print of all existing and/or proposed buildings or additions with dimensions and square footage indicated;
  - B. setbacks of all existing and/or proposed buildings or additions from all other buildings and from all property lines;
  - C. location and size of all existing and/or proposed curbcuts and indicate such on the plan;
  - D. parking plan to include the location of all proposed spaces (standard 8 ½' by 20'), parking isle width and traffic circulation scheme;
  - E. if wells or septic tanks are to be used, the existing or proposed location and the drain field area;
  - F. if any fencing exists or is proposed on the site, indicate such on the plan;
  - G. locations of any proposed or existing signs.

## APPLICATION FOR SPECIFIED CONDITIONAL USE PERMIT

To the Planning staff and the Board of Adjustment of Cumberland County, I (We), the undersigned, do hereby submit application and petition to the Board of Adjustment to grant a Specified Conditional Use Permit as required in the Zoning Ordinance. In support of this application, the following facts are submitted:

1. The property sought for Specified Conditional Use Permit is located at

\_\_\_\_\_ between \_\_\_\_\_  
(Street address or Route and Box #, and Zip Code) (street name)

and \_\_\_\_\_ on the \_\_\_\_\_ (north, south, east, west) side of  
(street name)

the street and known as lot(s) number(s) \_\_\_\_\_. It has frontage of \_\_\_\_\_ feet and consists  
of \_\_\_\_\_ +/- acres.

2. The area sought for Specified Conditional Use is described in Deed Book \_\_\_\_\_,  
Page \_\_\_\_\_, Cumberland County Registry. (Attach copy of recorded deed or complete metes  
and bounds (survey) description of subject property.)
3. The property sought for Specified Conditional Use is owned by \_\_\_\_\_
4. Parcel Identification Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ for subject property.  
(Obtain from Tax Receipt or from Office of the Tax Administrator 678-7567)
5. It is proposed that the property will be put to the following use: (Describe proposed use/activity in  
detail including hours of operation, umber of employees or clients, etc.)

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# MAILING LIST

The following are all of the individuals, firms or corporations owning property adjacent to BOTH SIDES and REAR, and the property in FRONT of (across the street from) the property sought for Variance: **(This information should be obtained from the Tax Mapping office on the 5th floor of the New Courthouse.)**

## ADJACENT PROPERTY OWNERS

NAME	ADDRESS	ZIP CODE

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Address of Owner or Agent

\_\_\_\_\_  
City State Zip Code

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

## STATEMENT OF ACKNOWLEDGEMENT

Statement of Acknowledgement regarding appearance before the Cumberland County Board of Adjustment.

The undersigned owner(s), agents, or their assigns, by virtue of their signature(s) to this application, hereby acknowledge the following:

- That although appearance before the Board is not required, it is strongly encouraged;
- The Board will hear any and all arguments for and against this matter before them and such relative facts will be given under sworn testimony;
- If the petitioner, or the representative of, this application does not appear personally before the Board, whether there is opposition or not, the Board has full authority to consider the case and defer, approve, or deny the request;
- If the Board's action is to deny the matter before them, the course of appeal to their decision will be that of Superior Court. (Affected parties of the Board's decision have 30 days from proper notification in which to serve notice of appeal.)

Signed acknowledgement that the Secretary to the Cumberland County Board of Adjustment has conferred with the petition on this application of matters pertaining to the request and the understanding of the course of the public hearing stated above at which time the Board will make a decision on this matter.

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Signature of Owner(s)

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Printed Name of Owner(s)

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Date

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Case No.

Note: If authorized by the owner(s), their agents may sign this acknowledgement.