



TOWN of HOPE MILLS

County Planning Department

CASE #: _____

ZONING BOARD
MEETING DATE: _____

DATE APPLICATION
SUBMITTED: _____

RECEIPT #: _____

RECEIVED BY: _____

APPLICATION FOR CONDITIONAL USE DISTRICT & PERMIT REZONING HOPE MILLS ZONING ORDINANCE

Upon receipt of this application (petition), the County Planning Staff will schedule the request to be heard by the Hope Mills Zoning Board in accordance with the Board's adopted meeting schedule. To comply with the state statutes and the board's policy, a notice of the hearing will be mailed to the owners of the adjacent and surrounding properties, which may be affected by the proposed Conditional Use.

The Zoning Board will make a recommendation to the Hope Mills Board of Commissioners concerning the request. The Board of Commissioners will schedule a public hearing and make a final decision on the matter. Generally, the Commissioners will hold a public hearing two to four weeks following the meeting of the Zoning Board. **The Conditional Use District and Permit is not effective until the request is heard and has been approved by the Board of Commissioners.**

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

1. A copy of the recorded deed and/or plat,
2. If portion(s) of an existing tract is/are being submitted for rezoning, an accurate written legal description of only the area to be considered for the rezoning;
3. A copy of a detailed site plan drawn to an engineering scale, showing the location of all buildings, yard dimensions, driveways, fencing, lighting parking areas, landscaping, and all other pertinent data to the case (see attached example); and
4. A check made payable to "The Town of Hope Mills" in the amount of \$_____ (See attached Fee Schedule).

The County Planning Staff may advise on zoning options, inform applicants of development requirements and answer questions regarding the application and rezoning process. For questions call (910)678-7603 or (910)678-7609. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday.

NOTE: Any revisions, inaccuracies or errors to/on the application may cause the case to be delayed and re-scheduled for the next available Board meeting according to the Board's meeting schedule. Also, the application fee is *nonrefundable* once processing on the application has begun.

TO THE CUMBERLAND COUNTY JOINT PLANNING BOARD AND THE TOWN OF HOPE MILLS BOARD OF COMMISSIONERS, HOPE MILLS, NORTH CAROLINA:

I (We), the undersigned, hereby submit this application, and petition the Hope Mills Board of Commissioners to amend and to change the zoning map of the Town of Hope Mills as provided for under the provisions of the Hope Mills Zoning Ordinance. In support of this petition, the following facts are submitted:

1. Request rezoning from _____
TO: (Select one)
_____ Conditional Use District, with a companion zoning district of _____ (Art. V)
_____ Mixed Use District/Conditional Use District (Art. VI)
_____ Planned Neighborhood District/Conditional Use District
_____ Density Development/Conditional Use District at the _____ density (Art. VIII)

If the area is a portion of an existing parcel, a written metes and bounds description of only that portion to be considered for rezoning, including the exact acreage, must accompany this application along with a copy of the recorded deed and/or plat. If more than one zoning classification is requested, a correct metes and bounds legal description, including acreage, for each bounded area must be submitted.

2. Address/Location of Property to be rezoned: _____
3. Parcel Identification Number (PIN #) of property: _____
(also known as Tax ID Number or Property Tax ID)
4. Acreage: _____ Frontage (feet): _____ Depth (feet): _____
5. Water Provider: Well: _____ PWC _____ Other (name) _____
6. Septage Provider: Septic Tank _____ PWC _____ Other (name) _____
7. Deed Book _____, Page _____, Cumberland County Register of Deeds. (Attach copy of deed of subject property as it appears in Registry).
8. Existing use(s) of property: _____
9. Proposed use(s) of the property (be specific): _____

10. Do you own any property adjacent to, including across the street from, the property being submitted for rezoning? Yes _____ No _____
11. Has a violation been issued on this property? Yes _____ No _____

The County Planning Staff is available for advice on completing this application; however, they are not available for completion of the application.

APPLICATION FOR
CONDITIONAL USE PERMIT

1. Proposed Use(s):

- A. List the use(s) proposed for the Conditional Use Permit. (Use of the subject property, if this request is approved, will be restricted only to the use(s) specified in this application.)

- B. Density: List the amount of acreage that will be residential, commercial, and/or open space, and the number of lots and/or dwelling units proposed, and the square footage of the non-residential units.

2. Dimensional Requirements:

- A. Reference either the dimensional requirements of the district, Sec. 102A-1204 or list the proposed setbacks.

- B. Off-street parking and loading, Article XIII: List the number of spaces, type of surfacing material and any other pertinent information.

3. Sign Requirements:

Reference the district sign regulations proposed from Article XIV.

4. Landscape and Buffer Requirements:

- A. For all non-residential and mixed use development abutting a public street, indicate the number and type of large or small ornamental trees used in the streetscape, yard space, and/or parking areas, plus the number and type of shrubs. [Sec. 102A-1202(n)].
- B. Indicate the type of buffering and approximate location, width and setback from the property lines. [Sec. 102A-1202(g)]

5. Miscellaneous:

List any information not set forth above, such as the days and hours of the operation, number of employees, exterior lighting, noise, odor and smoke, emission controls, etc.

6. Site Plan Requirements:

This application must have a site plan attached. The site plan is required to be drawn to the specifications of Sec. 102A-1502. The site plan shall be of sufficient detail to allow the County Planning Staff, Hope Mills Review Committee, the Zoning Board and the Board of Commissioners to analyze the proposed use(s) and arrangement of use(s) on the site. It shall also include the footprints of all buildings (proposed and existing), the proposed number of stories, location and number of off-street parking and loading spaces, proposed points of access to existing streets and internal circulation patterns. In addition, the location of all proposed buffers and fences and landscaping must be included on the site plan. (See attached checklist entitled: *Requirements for Site Plan Review*)

7. Acknowledgement:

It is understood by the undersigned that the official zoning map, as originally adopted and subsequently amended, is presumed to be appropriate to the property involved and that the burden of proof for a zoning amendment (rezoning) rest with the petitioner. It is the responsibility of the petitioner (personally or by agent) to submit to the County Planning and Department a valid request, not incompatible with existing neighborhood zoning patterns.

In order for the Hope Mills Zoning Board to offer a favorable recommendation, and for the Board of Commissioners to approve, any Conditional Use District and Permit, each board must find from the evidence presented at their respective hearing that:

- A. The use will not materially endanger the public health or safety if located according to the plan submitted and recommended;
- B. The use meets all required conditions and specifications;
- C. The use will maintain or enhance the value of adjoining or abutting properties, or that the use is a public necessity; and
- D. The location and character of the use, if developed according to the plan as submitted and recommended, will be in harmony with the area in which it is to be located and in general conformity with Town's most recent Land Use Plan and adopted planning policies.

I further understand I must voluntarily agree to all conditions proposed for the Conditional Use Permit.

The undersigned hereby acknowledge that the County Planning Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

Property owner(s)' name (print or type)

Complete mailing address of property owner(s)

Telephone number

Alternative telephone number

E-mail address

Fax number

Owner's signature

Owner's signature

Agent, attorney, or applicant (other than property owner) (print or type)

Complete mailing address of agent, or applicant

Telephone number

Alternative telephone number

E-mail address

Fax number

Agent, attorney, or applicant's signature
(other than property owner)

- * **ALL record property owners must sign this petition.**
- * **The contents of this application, upon submission, becomes "public record." and is available for review and/or copies upon request.**

**HOPE MILLS ZONING ORDINANCE
CONDITIONAL USE DISTRICT AND PERMIT
FEE SCHEDULE**

REQUESTED ZONING DISTRICTS¹	LESS THAN 5 ACRES	5 TO 50 ACRES	50 TO 100 ACRES	100+ ACRES
CONDITIONAL USE DISTRICTS² RESIDENTIAL DD/CUD	\$400	\$500	\$600	\$800
CONDITIONAL USE DISTRICTS² NONRESIDENTIAL PND/CUD MXD/ CUD	\$600	\$700	\$800	\$1,000

- 1 If more than one zoning district is requested in the same application, the highest fee for the district requested will apply.
- 2 If a general rezoning is requested and based on recommendations of the Zoning Board or Hope Mills Commissioners, the applicant desires to submit a Conditional Use District and Permit application; the original fee will be credited towards the Conditional Use District and Permit application fee.

REQUIREMENTS FOR SITE PLAN REVIEW

1. Drawing done to engineering scale

2. 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;*
- foot print of all existing and/or proposed buildings or additions with dimensions and square footage indicated;*
- location and size of all existing and/or proposed curbcuts and indicate such on the plan;*
- parking plan to include the location of all proposed spaces (standard size is 9' by 20'), parking aisle width and traffic circulation scheme;*
- existing or proposed location and drain field area of wells and/or septic tanks;*
- existing or proposed fencing;*
- setbacks of all existing and/or proposed buildings or additions from all other building and from all property lines- Note: If setbacks shown are not in accordance with the minimum setbacks of the zoning district of the property, and if appropriate, attach a letter requesting an alternate yard with a reasonable explanation or justification as to why the alternate yard is necessary and logical in order to develop the site;*
- Any easements which may exist on the subject property are accounted for and shown on the plan, not encumbered and that no part of the development is violating the rights of the easement holder;*
- Location, type and size of all freestanding signs;*
- Location of buffer with the type and size indicated;*
- Location of landscaping and type of plantings.*

3. Vicinity map to show location of property or site within the Town

4. Correct north arrow

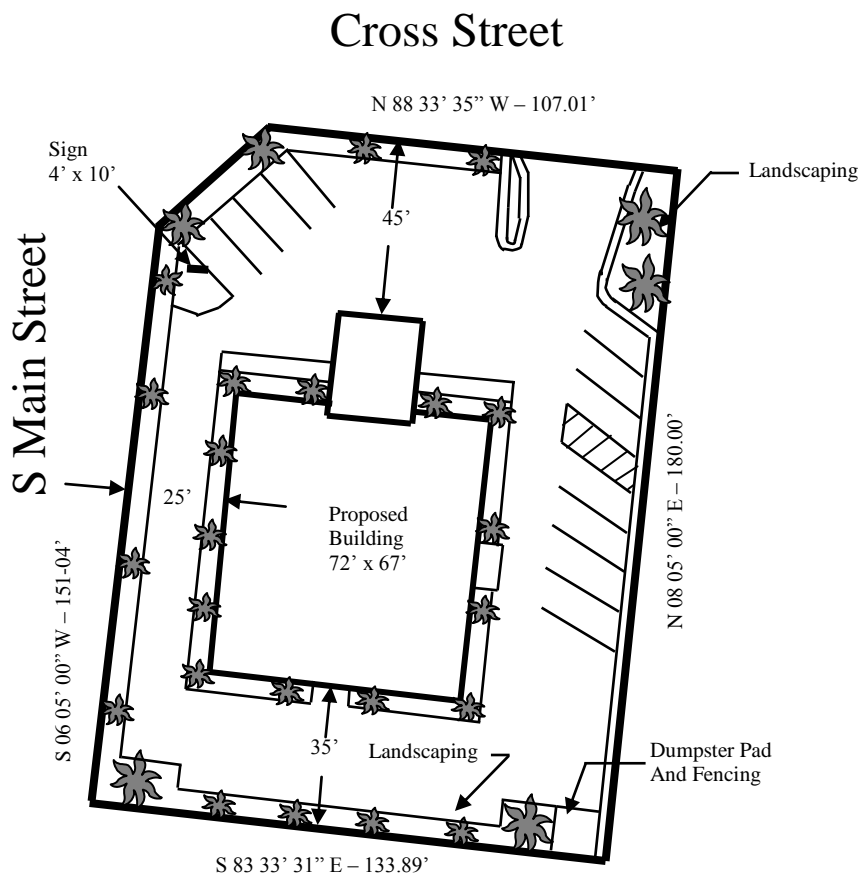
5. Data block to reflect the following:

- name of development*
- owner*
- zoning of property*
- acreage of site*
- scale of drawing*
- proposed building or addition square footage*
- number of off-street parking spaces (to include handicapped spaces)*

6. If the subject property contains split zoning, zoning lines must be shown on the site plan.

SAMPLE MAP

SITE PLAN



Property of: _____

Zoned: _____ Scale: _____

PIN#: _____

Hope Mills, NC

