

TOWN OF STEDMAN
—◆—
BOARD OF ADJUSTMENT

CASE #: _____

TOWN OF STEDMAN BOA
MEETING DATE: _____

DATE APPLICATION
SUBMITTED: _____

RECEIPT #: _____

RECEIVED BY: _____

**APPLICATION FOR
CONDITIONAL USE PERMIT**

The Town of Stedman Board of Adjustment meetings are held at the Town Hall, 5110 Front Street, unless otherwise specified. The Planning and Inspections 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 special 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. Applicants for special use permits are encouraged to read Section 12.44. "Conditional Use Permit." of the Zoning Ordinance to ensure the technical requirements of this Ordinance are met before submission to the Board of Adjustment (see next page).

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, landscaping, and all other pertinent data to the case;**
- 3. A check made payable to "Cumberland County" for the amount of \$200.00.**

NOTE: Any revisions, inaccuracies or errors to the application or site plan may cause the case to be delayed and will be scheduled for the next available Board of Adjustment meeting according to the Board's meeting schedule. Also, the application fee is *nonrefundable*.

The Planning and Inspections staff is available for advice on completing this application; however, they are not available for completion of the application or preparation of the site plan.

STATEMENT OF ACKNOWLEDGEMENT

Regarding appearance before the 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 relevant facts will be given under sworn testimony;
- At the public hearing the Board has the authority to issue a final approval or denial decision on this request, or defer the request for additional information to be provided;
- 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 case.
- If the Board's action is to deny the matter before them, the course of appeal to their decision will be that of Cumberland County Superior Court. (Affected parties of the Board's decision have 30 days from proper notification which to serve notice of appeal).

Signed acknowledgement that the Planning and Inspections Staff has explained the application process and procedures regarding this request and the public hearing procedure stated above.

SIGNATURE OF OWNER(S) _____

PRINTED NAME OF OWNER(S) _____

DATE _____

Only expressly authorized agents or assigns may sign this acknowledgement in lieu of the tax record owners' signatures.

MAILING LIST

The following are the tax record owners, with complete mailing address, of all properties immediately adjacent to the subject property. This includes those properties separated from the subject properties by any right-of-way. **(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(s)

Address of Owner(s)

City State Zip Code

Telephone: Home _____

Work _____

Please note: All information included in this application, upon submission of the application, becomes “public record.”

EXCERPT FROM THE TOWN OF STEDMAN ZONING CODE

SECTION 12.4. ADMINISTRATIVE PROCEDURES

12.41. Hearings.

Any case involving an appeal, variance or a conditional use permit requires a public hearing to be held by the Board of Adjustment and any case involving a change of zoning district classification and other ordinance changes requires a public hearing to be held by the Stedman Board of Commissioners.

Each Board shall fix a reasonable time for hearing and give public notice as well as due notice to the parties in interest. At the hearing any person or party may appear in person or by agent or attorney. Each Board shall take action on a matter within a reasonable time after the termination of the proceedings.

12.44 Conditional use permit.

The Board of Adjustment, upon request of a property owner or his authorized agent after public hearing, may authorize and subject to appropriate conditions and safeguards which the Board deems necessary, conditional use permits, when in its judgment, the public convenience and welfare will be substantially served and the appropriate use of neighboring property will not be substantially or permanently injured.

Any conditional use granted becomes null and void if not exercised within the time specified in such approvals, or if not date is specified, within one year from the date of such approval.