GREENSBORO
NORTH CAROLINA
PLANNING

BOARD OF ADJUSTMENT
SPECIAL USE PERMIT APPLICATION

SECTION 1: GENERAL INFORMATION

COMPLETE APPLICATION
This entire special use permit application must be completed and submitted, along with supporting documentation, as required below. Submitted applications are not deemed to be complete until Planning Department staff reviews and makes that determination. Incomplete applications will not be processed and may result in the postponement of your request.

REQUIRED DOCUMENTATION
- Legal description of subject property (metes and bounds)
- Boundary survey/map of subject property
- Documentation demonstrating how the required findings, as outlined on page 4, will be addressed. This should include circulation, parking/loading, service entrances/areas, lighting, signs, utilities, open spaces, screening/buffering/landscaping, environmental protection, effect on adjacent property, and compatibility; along with any applicable additional use standards outlined in the Land Development Ordinance.
- Additional materials may be requested if needed.

AUTHORITY TO FILE
An application for a special use permit **must** be signed by the property owner of the subject property.

APPLICATION DEADLINES/SUBMITTAL
All application deadline dates will be strictly enforced. A schedule of deadlines and public hearings is attached. Submittal of this special use permit application hereby authorizes City staff to enter upon the property at any reasonable time for site visit(s) in connection with the review of the application.

PUBLIC HEARING ATTENDANCE
The property owner must attend the Board of Adjustment public hearing, unless represented by legal counsel. However, if the property owner is a corporation, legal counsel representation is mandatory. If the applicant is different than the property owner, he/she must also be present. All evidence presented at public hearings on special use permits must be under oath.

PUBLIC NOTIFICATION
Property owners within a 600 foot radius of the subject property will be notified of the proposed request. The Planning Department recommends that special use permit applicants discuss the proposed request with surrounding property owners prior to the public hearing date.

GREATER RESTRICTIONS
In granting a special use permit, the Board of Adjustment may impose more restrictive requirements as deemed necessary to advance the purposes and intent of this ordinance, provided that such requirements are directly related to the impacts of the proposed use.

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APPEALS
Final decisions made by the Board of Adjustment may be appealed within thirty (30) days to the Guilford County Superior Court who must hear the appeal on the record.

PERMIT PERPETUALLY BINDING
Unless expired or discontinued, approved special use permits are perpetually binding upon the property unless subsequently changed or amended in accordance with this section or a use otherwise permitted in the zoning district is established.

A. **Expiration of Permit:** Authorization of a special use permit shall be void after two (2) years or such lesser time as the authorization may specify unless use of the property has begun and/or a footing inspection has been passed.

B. **Discontinuance of Permitted Activity:** If any special use is discontinued for a period exceeding eighteen (18) months or replaced by a use otherwise permitted in the zoning district, it shall be deemed abandoned and the special use permit shall be null and void and of no effect. The owner shall demonstrate that the special use has not been discontinued for a period exceeding (18) months or has not been replaced by a use otherwise permitted to maintain a valid special use permit.

SECTION 2: FEES

- Less than one acre: $1,280
- One acre to 4.99 acres: $1,500
- Five or more acres: $1,715

SECTION 3: APPLICANT & OWNER CERTIFICATION

I have read Section 1 and Section 2 above and understand the City of Greensboro's submission requirements for this special use permit application.

Applicant Name _____

Applicant Signature _____ Date _____

Owner Name
(if different than applicant) _____

Owner Signature _____ Date _____

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To be completed by applicant. Please print, unless otherwise stated.

Date:	
Property Address:	
Parcel Identification Number (PIN):	
Zoning:	
Existing Use of Property:	
Property Size (acres):	
Applicant Name:	
Applicant Address:	
Applicant Phone:	
Applicant Email:	
Owner Name (if different than applicant):	
Owner Address:	
Owner Phone:	
Owner Email:	

I, _____, respectfully request that the Greensboro Board of Adjustment, pursuant to Section 30-4-10 of the Land Development Ordinance, issue a special use permit for the following use(s), subject to the following conditions:

Proposed Use:	
Proposed Conditions (if applicable):	

Applicant Name & Signature: _____ _____

Owner Name & Signature:
(if different than applicant) _____ _____

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An application has been duly filed requesting that the property involved in this application be issued a special use permit for the use(s) indicated in this application. It is understood and acknowledged that if a special use permit is issued as requested, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in Chapter 30 of the City Code (aka Land Development Ordinance). It is further understood and acknowledged that final plans for any development to be made pursuant to any such special use permit so authorized shall be submitted to the Technical Review Committee for review in the same manner as other development plans that require approval by the Technical Review Committee.

A special use permit must be granted by the Board of Adjustment when all of the following findings have been made. In the lines below, please indicate how the proposed use will support each finding. If the Board of Adjustment does not make any one of these findings, the special use permit may not be granted.

A. That the proposed use will not be detrimental to the health or safety of persons residing or working in the vicinity or injurious to property or improvements in the vicinity;

_____
_____
_____

B. That the proposed use at the particular location provides a service or facility that will contribute to the general well-being of the neighborhood or the community; and

_____
_____
_____

C. That the location and character of the proposed use will be in harmony with the area in which it is to be located and in general conformity with the Comprehensive Plan.

_____
_____
_____

To be completed by Planning Department staff.

Property Address:		
Location:	*Generally described as the*	
Received By:		**Date:**
Determined Complete:		**Date:**
Case #:	BOA – _____ – _____	

Applicant has read and understands the instructions contained in this application. Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the Board of Adjustment.