



**Town of Forest City**  
**Building & Zoning Department**

*PO Box 728*  
*128 North Powell Street*  
*Forest City, NC 28043*  
*Phone (828) 248-5201, Fax (828) 245-6143*

**Special Use Permit and Special Use District Application**

*Note: A fee of \$250.00 will be required to accompany this application*  
*Application must submitted and fees paid 30 days prior to meeting*

Case#
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**Application Must Be Filed In Person, Cannot Be Accepted By Mail**

Special Use requested on property located at \_\_\_\_\_

Property zoned \_\_\_\_\_ Requested Zoning \_\_\_\_\_

Tax map \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Lot size \_\_\_\_\_

Current Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Property Owner \_\_\_\_\_

Applicant \_\_\_\_\_

**1. To The Forest City Board of Planning & Adjustment:**

I, \_\_\_\_\_ hereby petition the Board of Planning and Adjustment for a SPECIAL USE from the literal provisions of the Forest City Zoning Ordinance because, under the interpretation given to me by the Zoning Administrator, I am prohibited from using the parcel of land described above in a manner shown by the Plot Plan attached to this for. I request a SPECIAL USE from the following provisions of the Zoning Ordinance.

Describe the SPECIAL USE being requested on the above referenced property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Factors Relevant To the Issuance of a Special Use:**

The Board of Adjustment may approve the Conditional Use Permit if all of the findings of fact are met.

To hear and decide, in particular cases, and subject to appropriated conditions and safeguards, permits for Special Uses as authorized by Article 13.7 of the Forest City Zoning Ordinance. In granting a Special Use Permit the Board shall consider the following factors.

a. That the Use(s) requested is among those listed as an eligible Special Use in the Special Use District in which the subject property is located or is to be located.

\_\_\_\_\_  
\_\_\_\_\_

b. That the Use Limitations and Conditions as proposed and/or imposed for the Special Use Permit meet or exceed and/or are at least as restrictive as the minimum standards for the corresponding General Use District.

\_\_\_\_\_  
\_\_\_\_\_

c. That the use limitations and conditions as proposed and/or imposed for the requested Special Use Permit can reasonably be implemented and enforced for the subject property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. That when implemented the proposed and/or imposed use limitations and conditions will mitigate specific land development issues that would likely result if the subject property were zoned to accommodate all the uses and the minimum standards of the corresponding General Zoning District.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. That the applicant has agreed to accept the use limitations and conditions as proposed and/or imposed for the requested Special Use Permit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I CERTIFY THAT ALL OF THE INFORMATION PRESENTED BY ME IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.**

Signature of Applicant/Owner \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name of Applicant \_\_\_\_\_

Complete Address \_\_\_\_\_  
City State Zip Code

Telephone Number \_\_\_\_\_

**NOTE:** All applications and payment must be submitted by the first day of the month in order to be on the agenda for the Board of Adjustment meeting, which is the third Thursday of every month.

**Staff Use Only: Special Use Fee \$250.00**

Date Application Submitted: \_\_\_\_\_ Received By \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Case #: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness by my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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**IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY**, indicate the owner's name and address, along with a notarized letter signifying approval to request a special use on his property.

Property Owner \_\_\_\_\_  
(If different from Applicant)

Address \_\_\_\_\_

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

Case Number \_\_\_\_\_

WITHIN THIS BOX, DRAW A SITE PLAN, TO SCALE, DESCRIBING THE PROPERTY AND SPECIAL USE REQUEST. PROVIDE ALL APPROPRIATE DIMENSIONS, BUILDING/STRUCTURES AND THEIR DISTANCE TO THE PROPERTY LINES, RIGHT-OF-WAYS, ETC.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to draw a site plan to scale, showing property lines, buildings, and structures, along with their dimensions and distances to right-of-ways.