



City of Shelby

CONDITIONAL USE PERMIT CHECKLIST Requirements for filing an application

- 1. One (1) completed **checklist** (this form).
- 2. One (1) completed **application**.
- 3. Application fee of **\$500.00**. Make checks payable to "City of Shelby".
- 4. One (1) copy of the **legal description** attached to the application.
- 5. Two (2) copies of a **site plan**, no larger than 24" by 36" and drawn to scale, that shows the following criteria: **Must be sealed by a registered engineer, surveyor, architect, or landscape architect licensed to practice in the State of North Carolina.*
 - All property lines with dimensions and distances of lot from the nearest intersection.
 - Adjoining streets with right-of-ways and pavement widths.
 - Existing locations of buildings on lot.
 - Zoning classification of all adjoining properties (Adjoining properties shall be construed to mean and include properties on the opposite side of any street, stream, railroad, road, or highway from the property sought to be rezoned).
- 6. One (1) copy of all **adjoining property owner information** (name, address, and tax parcel identification number), as shown on the current records of the Cleveland County Tax Assessor's Office, **within 100' of any portion of the property**.
- 7. One (1) copy or PDF version, at 8.5" by 11", of the **site plan, adjoining property owner information, and any additional information** submitted for the review process.
- 8. **Findings Information: (For your knowledge)**

Conditional use permit approval requires the Zoning Board of Adjustment to make certain findings of fact relative to the proposal (listed below). It shall be the responsibility of the applicant to ensure that the proposed development meets these findings. Additional information supporting the special use permit application shall be the responsibility of the petitioner.

Findings Required:

 - 1. The use will not materially endanger the public health or safety, AND
 - 2. The use will not substantially injure the value of adjoining or abutting property, AND
 - 3. The use will be in harmony with the area in which it is to be located, AND
 - 4. The use will be in general conformity with the land development plan and other plans officially adopted by the City Council.
- 9. **Contact person/Appointed Agent** (See Appointment of Agent Application) identified. This person will be contacted to provide additional information and will receive the written Decision Letter.