



City of Shelby

SPECIAL USE PERMIT CHECKLIST Requirements for filing an application

- 1. One (1) completed **checklist** (this form).
- 2. One (1) completed **application**, signed by the applicant and filed at least **25 business days** prior to the City Council meeting at which it is to be reviewed.
- 3. Application fee of **\$500.00**. Make checks payable to "City of Shelby".
- 4. One (1) copy of the **deed description** attached to the application showing the metes and bounds of the property.
- 5. One (1) copy of a description of the **proposed map changes** or a summary of the **specific objective** of any proposed change in the text of the Ordinance.
- 6. 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).
- 7. 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.**
- 8. One (1) copy of a **statement of reasonableness**, which must meet the following criteria:
 - Must be completed and available for the public inspection at the time notice is given for the public hearing on the proposed rezoning.
 - Address the consistency of the proposed rezoning with any comprehensive plan with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.
 - Include an analysis of the compatibility of the proposed rezoning with the site and surrounding area, including a discussion of the benefits and detriments of the proposed rezoning for the landowner, the immediate neighbors, and the surrounding community.

The City reserves the right to require detailed impact analysis at any time during the review and approval process, including, but not limited to:

- A prospective appraisal report for the surrounding property and/or surrounding neighbors,
- Transportation impact analysis,
- School impact analysis,
- Any other similar studies conducted by qualified professionals.

9. 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.

10. **Findings Information: (For your knowledge)**

Special use permit approval requires the council 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. The burden of submitting competent evidence that the findings have been met is the petitioner's responsibility. Additional information supporting the special use permit application shall be the responsibility of the petitioner and not the responsibility of the City.

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.

11. **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.