



Mayor Bill Braswell

Town Commissioners  
Gary Hamill  
Johnny Lowery  
John Mangum  
Brent Moser  
Peggy Taylor

P.O. BOX 367 • Wingate NC 28174 • TEL: (704) 233-4411 • FAX: (704) 233-4412

## Conditional Use Permit Application

Date: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

### Property Owner Information

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

### Property Information

Street Address: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Current Zoning: (check one)  R-6  R-10  R-20  R-40

B-1  B-2  B-3  B-6

LI  HI  PID

How many square feet is the property? \_\_\_\_\_

What is the gross floor area of the proposed building(s)? \_\_\_\_\_

Describe the proposed building and use: (Example: Single Family Home—One family will live in the house) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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**Attach 8 copies of a site plan that includes the items shown in the attached Conditional Use Permit Site Plan Checklist:**

**Applicant Certification and Signature**

I hereby certify that the above information is, to the best of my knowledge, true and correct. I understand that incorrect or missing information may cause a delay in the issuance of a zoning permit, a denial of a zoning permit, or the revocation of a zoning permit that has been issued as a result of the information included in this application. I further agree to provide the Land Use Administrator with any additional information that may be required to show compliance with the Wingate Land Use Ordinance.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Date Application Received:** \_\_\_\_\_

**Application Received By:** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_

**Additional Information Required:**  Yes \_\_\_\_\_

No

**Application:**  Approved **Zoning Permit #:** \_\_\_\_\_

Denied **Reason:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Application Fee: \$350.00

## Conditional Use Permit Site Plan Checklist

### Conditional Use Development Site Plan

Every application for a conditional use permit shall contain a plan that locates the development site and graphically demonstrates existing and proposed natural, man-made, and legal features on and near the site in question.

### Graphic Materials Required for Conditional Use Permit Site Plans

- (a) The plans shall include a location map that shows the location of the project in the broad context of the Wingate area. This location map shall be drawn on the site plan.
- (b) The site plan shall be drawn to scale, using such a scale that all features required to be shown on the plan are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resorting to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a conditional use permit may rely in the first instance on the recommendations of the administrator.
- (c) The site plan should show on the first page the following information:
  - (1) Name of Applicant
  - (2) Name of Development
  - (3) North Arrow
  - (4) Legend
  - (5) Scale
- (d) All of the features required to be shown on the plan may be included on one set of plans, so long as the features are distinctly discernible.

### Existing Natural, Man-Made and Legal Features

- (a) The site plan shall show all existing natural, man-made, and legal features on the lot where the development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features indicated below by an asterisk that are located within fifty feet in any direction of the lot where the development is to take place, and shall specify (by reference to the Table of Permissible Uses or otherwise) the use made of adjoining properties.



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(b) Existing natural features:

- (1) Tree line of wooded areas.
- (2) Individual trees eighteen inches in diameter or more, identified by common or scientific name.
- (3) Orchards or other agricultural groves by common or scientific name.
- (4) \*Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
- (5) (If the proposed development is a subdivision of more than fifty lots or if more than five acres of land are to be developed), base flood elevation data (See Article XVI, Part I).
- (6) \*Contour lines (shown as dotted lines) with no larger than five foot contour intervals. Proposed contour lines shall be shown as solid lines).

(c) Existing man-made features:

- (1) \*Vehicle accommodation areas (including parking areas, loading areas and circulation areas, see Section 290), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
- (2) Streets, private roads, sidewalks, and other walkways, all designated by surface material.
- (3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
- (4) Other storm water or drainage facilities, including manholes, pipes, and drainage ditches.
- (5) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.
- (6) Aboveground utility lines and other utility facilities.
- (7) \*Fire hydrants.
- (8) \*Buildings, structures, and signs (including dimensions of each).
- (9) Locations of exterior light fixtures.
- (10)\*Location of dumpsters.

(d) Existing man-made features:

- (1) The zoning of the property, including zoning district lines where applicable.
- (2) Property lines (with dimensions identified).
- (3) Street right-of-way lines.
- (4) Utility or other easement lines.

**Proposed Changes in Existing Features or New Features**

- (a) The site plan shall show proposed changes in (i) existing natural features (see A-5(b)), (ii) existing man-made features (see A-5(c)), and (iii) existing legal features (see A-5(d)).



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- (b) The site plan shall also show proposed new legal features (especially new property lines, street right-of-way lines, buffer areas and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:
- (1) Lot dimensions, including lot widths measured in accordance with Section 183.
  - (2) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see Section 184).
  - (3) Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing building heights (see Section 186) and proposed wall sign or window sign area;
  - (4) Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures.
  - (5) Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed.
  - (6) Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
  - (7) Curbs and gutters, curb inlets and curb cuts, drainage grates.
  - (8) Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
  - (9) Sidewalks and walkways, showing widths and surface material.
  - (10) Bridges.
  - (11) Outdoor illumination with lighting fixtures sufficiently identified to demonstrate compliance with Section 242.
  - (12) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipe line signs shall be labeled.
  - (13) Aboveground utility lines and other facilities.
  - (14) Fire hydrants.
  - (15) Dumpsters.
  - (16) New contour lines resulting from earth movement (shown as solid lines) with no larger than five foot contour intervals (existing lines should be shown as dotted lines).
  - (17) Scale drawings of all signs requiring permits pursuant to Article XVII, together with an indication of the location and dimensions of all such signs.
  - (18) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see Section 290), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel of lanes, aisles, and driveways.



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- (19) Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX, Part I, as well as proposed plantings of trees to comply with the shading requirements of Article XIX, Part II. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 30'; dwarf or decorative trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.

### **Documents and Written Information in Addition to Plans**

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

- (1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- (2) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.
- (3) For proposed non-residential flood-proofed structures, or for enclosed areas below the lowest floor that are subject to flooding, certification from a registered professional engineer or architect that the proposed structure meets the criteria in Article XVI, Section 254 (d), (f).
- (4) Certification and supporting technical data from a registered professional engineer demonstrating that any proposed use within a floodway if permitted under Article XVI, Section 253, shall not result in any increase in flood levels during occurrence of the base flood discharge.
- (5) Bonds, letter of credit, or other surety devices.
- (6) Stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent to comply with Section 22, 102, or 323.
- (7) Complete documentation justifying any requested deviation from specific requirements established by this ordinance as presumptively satisfying design standards.
- (8) Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Section 298.
- (9) Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in section 299.



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- (10) Verification that Manufactured Goods, Class 1 and 2-uses will meet the supplementary standards set forth in Article XI. Such verification shall be made by a licensed engineer or other qualified expert unless it is utterly apparent from the nature of the proposed development that such expert verification is unnecessary.
- (11) Time schedules for the completion of phases in staged development, as required by Section 61.
- (12) The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas.
- (13) The traffic of a development, including its effect on pedestrian or vehicular traffic or congestion.

