



Application # _____ Date Filed: _____
--

Town of Sharpsburg
110 Railroad St.
PO Box 1759
Sharpsburg, NC 27878
Ph: (252) 446-9441
Fax: (252) 977-7488

Application for Conditional Use Permit

Circle Applicable Jurisdictions		
Inside City Limits of Sharpsburg	Inside Extra-Territorial Jurisdiction	
Edgecombe County	Nash County	Wilson County

The Conditional Use Process

The Sharpsburg Zoning Ordinance specifies that many property uses require that **property owners** make application for a **Conditional Use (CU) Permit Prior to a New Use of the Property**. Normally, the CU process will be used for commercial uses of property but some residential land uses may apply such as a home-based business or residential day care facility. It is always the responsibility of the land owner to know when a permit of any kind is required. Contact the Town of Sharpsburg if there are any permitting questions.

A CU Permit simply means that your proposed land use is neither permitted or disallowed by the Zoning Ordinance. Instead, your proposed use requires careful review by the Town’s Planning Board and Board of Adjustments prior to permitting. This review is necessary to insure there will be no detrimental effects to surrounding properties nor will it be contrary to the public interest.

To apply for a CU Permit, complete this Application and file with the applicable fee with the Sharpsburg Planning & Development Office. Each land use case for a CU Permit presents specific yet unique characteristics. Applicants must comply with all requests for additional information requested by the Town staff if they expect a CU Permit to be issued. The Town Planning Board will normally address your case within 45 days. After a recommendation by the Planning Board, the Town Board of Adjustment will conduct a public hearing on your case in a quasi judicial format within 60 days. Citizens applying for a Conditional Use Permit will need to appear before both the Planning Board and Board of Adjustment at appropriate times. In order for the Board of Adjustment to grant approval of the conditional use, the applicant must provide the requested information in the following application.

If the Board finds that all approval criteria have been met, they may impose reasonable conditions upon the granting of any conditional use to insure public health, safety, and general welfare. If the application is approved the applicant then may proceed with securing all required local and state permits necessary for the endeavor. Failure to follow conditions set in the approval process would result in a violation of the Zoning Ordinance.

If there are additional questions concerning this process, please call the Sharpsburg Planning Office at 252- 446-9441.

TO THE BOARD OF ADJUSTMENT:

I, HEREBY PETITION THE BOARD OF ADJUSTMENT TO GRANT THE ZONING ADMINISTRATOR THE AUTHORITY TO ISSUE A CONDITIONAL USE PERMIT FOR THE USE OF THE PROPERTY AS DESCRIBED BELOW.

Applicant's Name Property Owner's Name

Applicant's Address Property Owner's Address

Applicants Telephone Number _____

Parcel Information

Existing Use of Property _____

Proposed Use of Property _____

Existing Zoning _____

Property Location _____

Property Acreage _____

Tax Map and Parcel Number (PIN) _____

Land Use of Adjacent Properties
(Provide Plat Map if Requested)

NORTH _____

SOUTH _____

EAST _____

WEST _____

Additional Information Often Required

1. Tax Card. Available from County Tax Office.
2. Tax Map. Available from Tax Office.
3. Survey Map. New survey or copy of recorded survey from Register of Deeds.
4. Proof of Ownership. Copy of Deeds or Deeds of Trust available from Register of Deeds.
5. Photographs. Digital preferred on CD. Pictures of parcel, buildings, and adjacent properties.