

**SPECIAL USE PERMIT APPLICATION**

Development Name			
Proposed Land Use			
Project location or address			
PIN #			
Project type	<input type="checkbox"/> Single Family	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Multi-Family <input type="checkbox"/> Non-Residential <input type="checkbox"/> PUD/Mixed Use
Number of Employees per shift		Days/Hours of Operation	
Outdoor Storage	Yes	No	Storage Type

All businesses that operate within the city limits of Goldsboro must have a Business Registration certificate prior to opening a business. Please contact the City of Goldsboro Inspections Department at 919-580-4385 for all necessary permits, including ABC Permits, prior to operation or opening to the public.

**PROPERTY OWNER INFORMATION**

Name			
Address			
Phone		Email	

**OWNER/DEVELOPER INFORMATION**

Company Name		Contact Name	
Address			
Phone		Email	

**CONSULTANT/ENGINEERING FIRM**

Company Name		Contact Name	
Address			
Phone		Email	

## ZONING INFORMATION

Zoning District		Frontage		Depth	
Total acreage (If more than one district, provide the acreage of each)					
Overlay District?	Yes	No	Inside City Limits?	Yes	No

## ENVIRONMENTAL QUALITY DATA INFORMATION

Existing Impervious Surface acres/sf	Flood Hazard Area	Yes	No
Proposed Impervious Surface acres/sf	Neuse River Buffer	Yes	No
Watershed Protection Area	Wetlands	Yes	No
FEMA Map Panel	Base Flood Elevation		

## SITE DATA

Total value of project at buildout		Total densities per zoning district	
Total # of lots		Acreage in active open space	
Total # residential Units		Acreage in passive open space	
Linear feet of new roadways		Linear feet of new sewer mains	
Linear feet of new water mains		Linear feet of new sidewalks	
Proposed sewer allocation		Linear feet in new trails	

## SIGNATURE BLOCK (Applicable to all developments)

**(2 paper copies of plans, and digital copies of all plans and applications required.)**

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed plan as approved by the City.

I hereby designate \_\_\_\_\_ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project conforms to all application requirements applicable with the proposed development use.

Signature	Date
Signature	Date

Application Fee: \$ 400 (Includes advertisement fee) Fee Type:  Cash  Check # \_\_\_\_\_  Credit Card

Application Number: \_\_\_\_\_ Date processed: \_\_\_\_\_ Initials: \_\_\_\_\_

## OWNER AUTHORIZATION

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me, or my agent, will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further consent to the City of Goldsboro to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

<i>Signature of Owner</i>		<i>Printed Name of Owner</i>	
---------------------------	--	------------------------------	--

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(County)

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

(Seal)

My Commission Expires: \_\_\_\_\_

## PROJECT NARRATIVE

**As part of a complete application, a written project narrative that provides detailed information regarding your proposal must be included.**

**On a separate sheet of paper, please address each of the applicable items listed below. (Answers must be submitted in both hard copy and electronic copy using the Adobe (PDF) or MS Word (.DOCX) file formats):**

- A statement showing the proposed density of the project with the method of calculating said density shown;
- Discuss proposed infrastructure improvements and phasing thereof (i.e. proposed roadways, sewer systems, water systems, sidewalks/trails, parking, etc.) necessary to serve the subdivision; length of each, expected sewer allocation.
- Address concerns/issues raised by neighboring properties (discussing your proposal with the neighboring landowners is recommended to get a sense of what issues may arise as your application is processed);
- A description of how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;
- Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area;
- A description of proposed parks and/or open space. Please include a brief statement on the proposed ownership and maintenance of said areas;
- A proposed development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas).
- List of deviations from the town's minimum UDO requirements.
- List of improvements that exceed the town's minimum UDO requirements.
- Expected sales, rental prices
- Architectural standards if applicable.

## INFORMATION TO BE PROVIDED ON PLAN

The City of Goldsboro Site Plan Requirements can be found in Appendix A of the Unified Development Ordinance. Site plans shall contain the following information, if applicable, as determined by the Planning Manager:

- Preferred sheet size is 24" x 36" for site plans (maximum sheet size of 30" x 42"); if more than one sheet, all sheets should be numbered; should be the same size and scale; and should show match lines, along with an index sheet.
- Submittals **must** also be made in digital PDF file format.
- The site plan shall be prepared by a professional engineer, registered land surveyor, or licensed architect.
- Engineer's scale – no smaller than 1" = 100' ; unless approved by staff. Larger scale showing more detail is better. Include both a graphic scale and a numeric scale. The site plan shall be based on the latest tax map information and shall be of a size as required by each individual site plan.
- North arrow or compass rose.
- Date (original and all revisions) should be shown on all sheets.
- A vicinity map of the site with reference to surrounding areas and existing street locations.
- The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records. Parcel Identification Numbers (PIN) for site and adjacent properties must also be included
- Proof of ownership - Deed book and page reference demonstrating ownership of property.
- Building setbacks, side line, and rear yard distances.
- Location of all existing structures, including their outside dimensions and elevations, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.
- Required setbacks, setback lines, or typical lots.
- Location, width and identification of all existing easements (public and private), defined by centerline bearings, distances and ties to property corners (with standard notes).
- Location of existing watercourses, ponds, flood zones, water supply watershed areas, and riparian buffers.
- All existing physical features, including existing trees greater than eight (8) inches in diameter measured four and one-half (4.5) feet above ground level include the tree line of wooded areas and individual trees eight (8) inches in diameter or more, identified by common or scientific name, and significant soil conditions.
- Topography showing existing contours at no greater than ten (10) foot intervals. All reference benchmarks shall be clearly designated.
- Existing zoning of the property, including zoning district lines where applicable.
- Location of existing sanitary waste disposal systems, water mains and appurtenances (including fire hydrants) on or adjacent to the parcel.
- Other utility lines both under- and above-ground, including electric power, telephone, gas, cable television
- Existing open space, other common areas; parking and loading areas
- Other information as requested by the Planning Manager.