

# Site Plan Requirements For a Special Use Permit

Applicants for a special use permit are advised to confer with the Planning Department and, if possible, with the Planning Board before formal application for a permit in order to determine what information must accompany the formal application. Depending on the character and size of the proposed use, any or all of the following information may be required, in addition to the specific conditions set forth under each special use:

- a. Vicinity map, showing the location of the property in relation to existing and proposed streets, streams, railroads and other major physical features.
- b. Location, size and type of all buildings, existing and proposed, on or near the property
- c. Grading plan
- d. Proposed points of vehicle ingress and egress, together with the proposed pattern of internal circulation
- e. Proposed parking and loading areas
- f. Landscape plan, showing the number, location, size and name of each plant species; and the proposed ground cover, especially on slopes, blanks, and ditches. If the special use permit is approved, the landscape plan shall be carried out within one year of the date of issuance of the certificate of occupancy; landscaping shall be permanently maintained thereafter.
- g. Proposed provision for utilities
- h. Location, size, height, orientation, and lightning information on all signs. Applications for special use permits, together with site plans, maps, and drawings in sufficient detail to present required information, shall be submitted to the planner, who shall transmit these to the Planning Board.



## Appeal

No appeal may be taken to the Board of Adjustment from the action of the City Council in granting or denying a special use permit. The City Council's action on an application for a special use permit, like the council's action on an application for an amendment to the ordinance, shall be reviewable by the courts as provided by law.

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## Invalidation

In the event of failure to comply with the plans approved by the City Council or with any other condition imposed by the City Council upon the special use permit, the permit shall immediately become void and of no effect. No further building permits or certificates of occupancy shall be issued, and completed structures shall be regarded as nonconforming uses. A special use permit shall become null and void 24 months after date of its issuance unless construction is begun during the twenty-four month period.

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# *Special Use Permits for the City of Graham*



*A brief guide and summary that will help you become more familiar with the special use permitting processes.*

# What is a Special Use Permit and How Does It Work?

Certain land uses within the City of Graham require a special use permit before the use can be initiated. Special use permits allow land uses in zoning districts that would otherwise be prohibited. Examples of such uses include cellular communication towers, unified business developments, and manufactured home parks.

## Purpose of Special Use Regulations

Permitting special uses adds flexibility to the Zoning Ordinance. Subject to high standards of planning and design, certain property uses are allowed in districts where they would not otherwise be acceptable. By means of controls exercised through the special use permit procedure, property uses that would otherwise be undesirable in certain districts can be developed to minimize any undesirable effects they may have on surrounding properties.

## Timing of Submissions

The applicant must submit the required plans and request for a special use permit on or before the 25th day of the month preceding the Planning Board meeting at which consideration is desired.

## Special Use Permit Fees

All applicants must pay a \$100 fee.

# How to Apply For a Special Use Permit

- Obtain a special use permit application from the planning department
- Who may apply for special use?
  - ◊ The property owner
  - ◊ The applicant with property owner signature
- What information is needed?
  - ◊ Property address or location description
  - ◊ Tax map or PIN# from [www.cityofgraham.com](http://www.cityofgraham.com) GIS link or tax bill
  - ◊ Current zoning (contact planning department)
  - ◊ 12 copies of required site plan
- Application deadline is the 25<sup>th</sup> of the month
- Application fee: \$100.00 per application
- Planning Zoning Board
  - ◊ Advisory board makes a recommendation on the special use permit
  - ◊ Meets on the 3<sup>rd</sup> Tuesday of the month at 7:30 pm
- City Council
  - ◊ Final decision making body
  - ◊ Meets the 1<sup>st</sup> Tuesday of the month at 7:30 pm
  - ◊ The City Council can add conditions to an approval

# Role of Planning Board

The Planning Board reviews applications for special use permits, together with accompanying plans, maps, and drawings. The Planning Board may recommend that the City Council 1) deny the special use permit, 2) approve the special use permit subject to the conditions for individual special uses, or 3) approve the special use permit subject to the conditions for individual special uses and other reasonable conditions recommended by the Planning Board. The Planning Board may also recommend modifications of the original plans.

## Role of Historic District Commission

The Historic District Commission is authorized to review and comment on special use applications for proposed uses within the Historic District Overlay Zone. Recommendations and comments from the Commission shall be relayed directly to the City Council for consideration along with the Planning Board's recommendations.

## Role of City Council

For each application for a permit, the City Council will hold a public hearing, which will be published in the same manner as required for a hearing on a zoning amendment. At the public hearing, the City Council will review the application for a special use permit, together with accompanying plans, maps, drawings, and recommendations of the Planning Board. The City Council may 1) deny the special use permit, 2) grant the special use permit subject to the conditions for individual special uses, or 3) grant the special use permit subject to the conditions specified for each use and to other reasonable conditions the council imposes upon the permit. There shall be competent, material and substantial evidence in the record to support the council's conclusions.

**Special Use Permit Application**

STATE OF NORTH CAROLINA COUNTY OF ALAMANCE CITY OF GRAHAM	APPLICATION FOR SPECIAL USE PERMIT PLANNING-ZONING BOARD
Property Owner: _____	
Property Address: _____	
Alamance County Tax MAP _____ BLOCK _____ LOT _____	
Present Zoning: _____	
Existing Use of the Property: _____	
Proposed Use of the Property: _____	
Number of People Employed: _____	
Is Construction or Alteration Necessary to Existing Structure? _____	
If So, Explain: _____	
Have You Contacted the Adjoining Property Owners Concerning This Use of Your Property? _____	
Have You Had Any Objections? _____	
Date: _____	
Remarks: _____	
_____ Applicant Signature	_____ Owner Signature
_____ Applicant Address	_____ Owner Address
_____ Applicant Phone #	_____ Owner Phone #