

**City of Dunn Planning and
Inspections Department**
102 N. Powell Ave. P.O. Box 1065
Dunn, NC 28335
Main: (910) 230-3505
Fax: (910) 230-9005
www.cityofdunn.org



Case # _____
Date received _____
Fee paid: _____
Board meeting date: _____
City Council meeting date _____

Special Use Application

Please print clearly

OWNERSHIP APPLICATION

Applicant: _____

Phone number: _____

Applicant's legal interest in property: _____

Applicant's Address: _____
(Street) (City, State, Zip Code)

Property owner: _____

Owner's Address: _____
(Street) (City, State, Zip Code)

Date property acquired: _____ Deed reference: Book: _____ \Page: _____

Tax PIN Number: _____ - _____ - _____ .000

Size (square feet or acres): _____ Street frontage (feet): _____

Location / Address: _____

Attach a legal description in metes and bounds of the area requested for special use zoning.

Print Name

Signature

SPECIAL USE REQUEST

A. EXISTING ZONING: _____

Requested Use: _____

B. LAND USES

1. Existing Land Uses: _____

2. Uses Requested: _____

Number of parking spaces provided: _____

Driveway / Right-of-way access: _____

3. Existing or proposed land uses on all adjoining properties

North: _____

South: _____

East: _____

West: _____

C. STATEMENTS OF JUSTIFICATION (*Dunn City Code, Chapter 22, Article IX*)

Attach a statement justifying the following:

- (1) The use requested is listed among the conditional uses in the district for which the application is made.
- (2) The requested use is essential or desirable to the public convenience or welfare.
- (3) The requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to health, morals, or welfare.
- (4) The requested use will be in conformity with the land development plan.
- (5) Adequate utilities, access roads, drainage, sanitation, and other necessary facilities have been or are being provided.

INSTRUCTIONS FOR FILING A SPECIAL USE APPLICATION

- 1) A petitioner for a special use request must complete this application in full. This application will not be processed unless all information is provided.
- 2) Include the filling fee for each special use request, which is **\$700**.
- 3) Include a site plan drawn to scale of the entire property and the location of each facility and the uses of the property. The site plan should include parking layout, required landscaping, and applications of installation / construction.
- 4) The application must be signed by the owner or by an authorized agent of the property requesting the Special Use permit; the signature shall be notarized.
- 5) The Planning Board meets regularly on the fourth Tuesday of each month at 6:30 pm in the Dunn Municipal Building, located at 410 East Broad Street the Planning Board shall make recommendations to the City Council on all conditional use requests.
- 6) The City Council meets regularly the second Tuesday of each month at 7:00 pm in the Dunn Municipal Building located at located at 410 East Broad Street, and is the approving authority for all conditional use requests.
- 7) This project is required to go through the commercial site plan review process. This request is for use approval only. In order to ensure specifications meet the minimum standard(s) for the City of Dunn, a thorough review process must be performed. Reviewers may include, but are not limited to, Public Works, Planning Department, Inspections, the Fire Department, Environmental Health, etc.

For additional information or assistance, call the Planning Department at 910-230-3505.

ADJOINING PROPERTY OWNERS*(Within 150 feet of requested change.)*

NAME	MAILING ADDRESS	PIN NUMBER
1.		____-__-____
2.		____-__-____
3.		____-__-____
4.		____-__-____
5.		____-__-____
6.		____-__-____
7.		____-__-____
8.		____-__-____
9.		____-__-____
10.		____-__-____
11.		____-__-____
12.		____-__-____
13.		____-__-____
14.		____-__-____

OWNER'S CERTIFICATION

I (We) do hereby certify that:

I am (We are) the owner(s) or authorized agent of the property described in this application for special use permit and have attached copies of deed, title reports, or other documents as proof of ownership.

I (We) have read the conditional use procedures and requirements and have truthfully completed this application for a special use permit.

I (We) understand that the filing fees are non-refundable; the process to review special use cases includes public hearing and review by the Planning Board and the City Council. I (We) understand any action to approve our request is at the discretion of the Planning Board and the City Council and additional requirements may be imposed as determined necessary.

_____	_____
Print name	Signature

_____	_____
Print name	Signature

_____	_____
Print name	Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires _____