

## TOWN OF DALLAS – CONDITIONAL/SPECIAL USE PERMIT APPLICATION

### IMPORTANT INSTRUCTIONS FOR FILING FOR A CONDITIONAL/SPECIAL USE PERMIT

\* APPLICATION MUST BE ACCOMPANIED BY AN ENGINEERED SITE PLAN APPROVED BY STAFF

This application must be filed at least thirty (30) days prior to the next scheduled Planning Board meeting. The application may be submitted in person or by mail to the Town of Dallas at 210 N. Holland Street, Dallas, NC 28034. Upon review by the Planning Board, the application is then sent to the Dallas Board of Aldermen which will hold an advertised Public Hearing. Applications are placed on the agenda according to the acceptance date. You will be notified by mail or email of the date, time and location of the Public Hearing. A permit fee is required to be paid when the application is submitted.

If approved by the Town of Dallas Board of Aldermen, the applicant MUST have the Conditional/Special Use Permit recorded at the Gaston County Register of Deeds office in Gastonia, North Carolina within (30) thirty days. A copy of the recorded document must also be filed with the Town of Dallas Development Services Department.

The following information is required:

1. An approved preliminary Site Plan MUST accompany the application.
2. If title to the property is not in the name of the applicant, include a notarized letter from the owner signifying approval of the request.
3. Application must be completed, dated, signed by the appropriate parties and notarized. All fees must be paid.

### FOR YOUR INFORMATION

Upon filing a Conditional/Special Use Permit application with the Town of Dallas, the following rules and procedures shall apply until the Board of Alderman has ruled on the request:

- No site clearing, no building demolition or construction may commence without approved zoning, subdivision, erosion, and building permits are issued.
- All written or physical evidence (plans, maps, pictures, letters, etc.) presented before the Board of Adjustment becomes part of the physical record and property of the Town of Dallas.
- All testimony given before the Board of Adjustment shall be true.
- You have the right to appear and present your case before the Board, or provide representation at your own expense.
- Because this is a quasi-judicial proceeding, you should not have contact regarding the application with any Board of Aldermen members prior to the hearing. Questions may be addressed to Town Staff.
- Conditions may be placed on the parcel. Conditions might include but are not limited to limits on hours of operation; buffer, landscape and/or fencing requirements; building design and material specifications; lighting; traffic, street, or utility improvements; storm water; or open space requirements.
- The entire process may take three (3) to six (6) months.

# TOWN OF DALLAS – CONDITIONAL/SPECIAL USE PERMIT APPLICATION

## IMPORTANT INSTRUCTIONS FOR FILING FOR A CONDITIONAL/SPECIAL USE PERMIT

\* APPLICATION MUST BE ACCOMPANIED BY AN SCALED CONCEPT PLAN APPROVED BY STAFF WITH PAID FEE.

Application Information: Is the applicant the owner of the property? \_\_\_\_\_ If not, provide a notarized letter from the property owner(s) granting permission to seek a Conditional/Special Use Permit.

Applicant Name(s)	_____
Applicant Address	_____ _____
Applicant Phone No.	_____
Applicant email:	_____

Parcel Information pertinent to the Conditional/Special Use Permit request

Parcel Owner	_____		
Parcel Address	_____		
Tax Parcel No.	_____	Acreage	_____
Existing Zoning	_____	Proposed Zoning	_____

What are the current uses of the property, as well as the adjacent uses?

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Describe the Conditional/Special Use Permit request

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Explain briefly the expected effect on the neighborhood if the proposed Conditional/Special Use Permit is approved

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Explain any other circumstances which tend to justify the Conditional/Special Use Permit request in terms of public interest

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List any conditions proposed with this request

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I (we) certify that all of the information presented is accurate to the best of my knowledge, information and belief.

Signature of Applicant (s) \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone no.(s) \_\_\_\_\_

**Notary Approval**

\_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness by my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_

SEAL

\_\_\_\_\_  
Notary Public

If the applicant is not the owner of the property, indicate the owner's name and contact information along with a notarized letter signifying approval to request a Conditional/Special Use Permit for his/her property.

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Property Owner Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email and phone

**STAFF USE ONLY:**

Staff Review	Receipt of Application:	Recommendation:
Planning Board Review	Publication Dates:	Mailing Dates:
	Date of Meeting:	Recommendation:
Board of Alderman Review	Publication Dates:	Mailing Dates:
	Date of Hearing:	Decision: