

Town of Dallas Special Use Permit Application

**Town of Dallas**  
Development Services Department  
210 N. Holland Street  
Dallas, NC 28034  
Phone (704) 922-3176, Fax (704) 922-4701



**Special Use Permit Process**

A Special Use Permit is necessary when a proposed land use may have some consequences that may warrant review by the Board of Adjustment. This review is to insure there will be no detrimental effects to surrounding properties, nor will it be contrary to the public interest.

In order to apply for a Special Use Permit, a completed application, fee, and all supporting documentation is required to be submitted to the Town of Dallas Development Services Department. In order for the Board of Adjustment to grant approval of the Special Use Permit, the applicant must provide all of the information required.

If the Board finds that all approval criteria has been met, they may impose reasonable conditions upon the granting of any Special Use Permit to ensure public health, safety, and general welfare. If the application is approved, the applicant may proceed with securing all required local, state, and federal permits necessary for the endeavor. Failure to follow conditions set in the approval process would result in a violation of the Town of Dallas Code of Ordinances.

For questions concerning this process, contact the Town of Dallas Development Services department at 210 N. Holland Street during regular business hours M-F 8:00am to 5:00pm.

This application must be filed at least thirty (30) days prior to the next scheduled Board of Adjustment Meeting. The application may be submitted in-person, via mail, or digitally to the Town of Dallas Development Services Department at 210 N. Holland Street, Dallas, NC 28034, [dallasplanning@dallasnc.net](mailto:dallasplanning@dallasnc.net). Applications shall not be deemed complete until the necessary fee, as defined in the Town of Dallas Fee Schedule, and all required documents are received.

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**Important instructions for filing a Special Use Permit Application**

1. An approved preliminary site plan must accompany the application submittal.
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.
4. All fees must be paid

**The following rules and procedures shall apply until the Board of Adjustment has ruled on the application**

1. No site clearing, building demolition, or commencement of construction until approved zoning, subdivision, erosion, stormwater, and building permits are issued.
2. All written physical evidence (plans, maps, pictures, letters, etc.) presented before the Board of Adjustment become part of the physical record and property of the Town of Dallas.
3. All testimony shall be true.
4. You have the right to appear and present your case before the Board of Adjustment or provide representation at your own expense.
5. Because this is a quasi-judicial proceeding, you should not have contact regarding the application with any Board of Adjustment member prior to the hearing. Questions may be addressed by Town staff.
6. Conditions may be placed on the parcel. Conditions may include, but are not limited to, hours of operation, buffer, landscaping and/or fence requirements, building design and material specifications, lighting, street, traffic, or utility improvement, storm water, or open space requirements.

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TO THE BOARD OF ADJUSTMENT:

I hereby petition the Town of Dallas Board of Adjustment to grant the following Special Use Permit request:

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Parcel Information**

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Property Location: \_\_\_\_\_

Property Acreage: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

**Land Use of Adjacent Properties**

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_



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3. *That public facility systems are sufficient to serve the development;*

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4. *That surrounding properties will be adequately protected from potential adverse effects of the development;*

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**Certification**

**I hereby acknowledge that the information contained herein is true and accurate to the best of my knowledge, information, and belief. It is further understood that this application will be reviewed for completeness and accuracy that it shall not be scheduled for official consideration until all required contents in proper form and the fee made payable to the Town of Dallas are submitted to the Town of Dallas Development Services Department. When/if a Special Use Permit is granted for the proposed land use, I understand that the project must still comply with any/all additional regulatory requirements, such as compliance with the NCDOT Driveway Permit process, the Building Code and Fire Code.**

\_\_\_\_\_  
Signature of Applicant (Print and Sign)

\_\_\_\_\_  
Date

STATE OF NORTH CAROLINA  
GASTON COUNTY

I, \_\_\_\_\_, a Notary Public for Gaston County and State of North Carolina do hereby certify that \_\_\_\_\_ personally appeared before me on this day and acknowledged the due execution of the foregoing Instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(OFFICAL SEAL)

\_\_\_\_\_  
Notary Public Signature  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant (Print and Sign)

\_\_\_\_\_  
Date

***This signature to be notarized below.***

I, \_\_\_\_\_, a Notary Public for Gaston County and State of North Carolina do hereby certify that \_\_\_\_\_ personally appeared before me on this day and acknowledged the due execution of the foregoing Instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(OFFICAL SEAL)

\_\_\_\_\_  
Notary Public Signature  
My commission expires: \_\_\_\_\_