



City of Boiling Spring Lakes

9 East Boiling Spring Road Boiling Spring Lakes, NC 28461
 Phone ~ 910-363-0025 Fax ~ 910-363-0029 Web page ~ www.cityofbsl.org

Project Number

Application for Conditional Use Permit

Date _____

Property owner or his/her Agent are the only two parties who may initiate a request for a Conditional Use Permit

A. Property Owner/ Agent Information: Name _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

B. Project Physical Address _____ Parcel ID _____

Mailing Address (if different) _____

Phone _____ Email Address _____

The application shall be accompanied by the following in addition to information requested by the Technical Review Committee and/or the Board of Adjustment:

Site plan drawn to scale	
~ Boundary Survey and Vicinity Map Showing These Items~	
Date	Owner's Names and addresses
North Arrow	Tax Parcel Numbers
the property's total acreage	Existing Land use of All Adjoining Properties
general location in relation to adjoining streets, railroads and/or waterways	Proposed use of all land and structures including the number of residential units, if applicable
Zoning classification(s) of site & adjacent tracts	All existing easements, reservations and rights-of-way
Delineation of areas within a regulatory floodplain, as shown on the official Federal Emergency Management Act (FEMA) flood hazard boundary maps for the county.	Traffic, parking and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets.
Delineation of defined Coastal Area Management Act (CAMA) Areas of Environmental Concern.	

I hereby certify that all information in this application is correct.

Signature of Applicant _____

Date _____

Conditional Use Permit Informational Sheet
Section 13.5 CONDITIONAL USE PERMIT REQUIREMENTS

- (A) **Approval Process.** The application shall be accompanied by a site plan drawn to scale, and necessary supporting text which shall include the following information:
- (1) Name, address, and phone number of the property owner or his or her agent, and the tax parcel number of the property. The property owner or his or her authorized agent are the only two parties who may initiate a request for a conditional use permit.
 - (2) A boundary survey and vicinity map, showing the property's total acreage, zoning classification(s), general location in relation to adjoining streets, railroads and/or waterways, date and north arrow.
 - (3) The owner's names and addresses, tax parcel numbers and existing land use(s) of all adjoining properties.
 - (4) Proposed use of all land and structures including the number of residential units, if applicable.
 - (5) Proposed number and location of all structures, their approximate area and their approximate exterior dimensions.
 - (6) All existing easements, reservations and rights-of-way.
 - (7) Delineation of areas within the regulatory floodplain, as shown on the official Federal Emergency Management Act (FEMA) flood hazard boundary maps for the county.
 - (8) Traffic, parking and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets.
 - (9) Delineation of defined Coastal Area Management Act (CAMA) Areas of Environmental Concern.
- (B) **Additional Information.** The following additional information may be required as requested by the TRC and/or the Board of Adjustment:
- (1) **Stormwater drainage plan.**
 - (2) **Existing and proposed topography at two-foot contour intervals or less.**
 - (3) **The existing and proposed location of all water and sewer lines and fire hydrants intended to serve the proposed development.**
 - (4) **Proposed number, type and location of signs.**
 - (5) **A traffic impact study of the proposed development prepared by a qualified transportation or traffic engineer or planner. The traffic impact study shall include the following information:**
 - (a) Existing traffic conditions within the study area boundary.
 - (b) Traffic volumes generated by the existing and proposed development on the parcel, including the morning peak, afternoon or evening peak, and average annual daily traffic levels.
 - (c) The distribution of existing and proposed trips through the street network.
 - (d) Analyses of the capacities of intersections located within the study area boundary.
 - (e) Recommendations for improvements designed to mitigate traffic impacts and to enhance pedestrian access to the development from the public right-of-way.
 - (f) Other pertinent information, including but not limited to, accidents, noise, and impacts of air quality and other natural resources.
 - (g) A computer generated 3-D model showing building footprints and project outline; such model expandable to add details such as parking, landscaping and lighting.
 - (6) **An environmental impact statement which contains the following information:**
 - (a) A cover sheet which provides, in summary form, a description of the proposed project;
 - (b) A statement of purpose and need of the project;
 - (c) For projects proposed by public entities, a list of alternatives of the proposed project;
 - (d) A succinct description of the environment affected by the project;
 - (e) A discussion of short and long-term consequences of the project on the environment including any adverse environmental impacts which cannot be avoided; and
 - (f) A list of means which could be employed to mitigate any negative effects on the environment caused by this project.
 - (7) **A description of all screening and landscaping required by these regulations and/or proposed by the applicant.**
 - (8) **Proposed phasing, if any, and approximate completion time for the project.**
- (C) **Ten copies of an application, and all attachments and maps, for a conditional use permit shall be submitted to the City. Eight copies shall be for TRC review, and two copies for staff.**