



CASE NO. _____
MEETING DATE _____

TOWN OF MOORESVILLE – APPLICATION FOR CONDITIONAL USE PERMIT

IMPORTANT INSTRUCTIONS FOR FILING FOR A CONDITIONAL USE PERMIT

APPLICATION MUST BE FILED IN PERSON, CAN'T BE ACCEPTED BY MAIL

This application must be filed at least sixty (60) days before the meeting of the Town of Mooresville Board of Planning Board. The application **must be submitted in person** to the Mooresville Planning Department, 201C N. Church Street, Mooresville, NC, 28115, by **12:00 noon on** _____. The Planning Board meeting will be held on _____. After the Planning Board has delivered a recommendation and the Town Board of Commissioners have scheduled a Public Hearing, you will be notified by mail of the date, time, and location of the Public Hearing. Applications are placed on the agenda according to the acceptance date. **A Conditional Use Permit fee is required to be paid when the application is submitted. Make checks payable to the Town of Mooresville.**

Conditional Use Permit

\$ 100.00

The following information is required:

1. Submit a physical survey (**not to exceed 8 ½ “ x 14”**), or provide a scale drawing, describing the property for the request. Give all appropriate dimensions or computations, building / structures, and their distance to all property lines, right-of-ways, etc., pertaining to the requested rezoning request.
2. If title to the property is not in the name of the applicant, include a notarized letter from the owner signifying his approval.
3. Application must be completed, dated, and signed by the appropriate parties for acceptance

FOR YOUR INFORMATION

Upon filing a conditional use permit application with the Mooresville Planning Board, the following rules and procedures shall apply until the Town Board of Commissioners has ruled on the request request:

- ?? No construction shall be done except in accordance within the allowed provisions of the existing zoning district.

- ?? All legal proceedings to enforce compliance will be held in abeyance.

- ?? All written or physical evidence (plans,, maps, pictures, letters, etc.) presented before the Board becomes part of the physical record and property of the Town of Mooresville.

- ?? All testimony given before the Board shall be true.

- ?? You have the right to appear and present your case before the Board.

- ?? Applicants may be represented by council at their own expense, if they choose to do so.

CHECK LIST OF ITEMS TO BE INCLUDED ON / WITH APPLICATION

- Have you been specific by stating the reason for your rezoning request.
- Have you described your rezoning request and included a physical survey or a scaled drawing of the site?
- Is your application complete, dated, and signed by the appropriate parties?
- If you are not the property owner, have you included a notarized letter from the property owner giving you permission to appear before the Board?
- Names of Adjacent property owner, address and tax parcel numbers including those separated by street right of ways.
- Fee

Your conditional use permit request may not be placed on the agenda if complete information and requested documentation is not included.

“PLANNING BOARD MEETING PROCEEDINGS”

All exhibits should be numbered and must remain with the Board. Persons wishing to speak are limited to five (5) minutes. Those wishing to speak more than five (5) minutes must have approval by the Chairman of the Planning Board **at least ten (10) days prior to the day of the meeting.**

The Planning Department shall be notified in writing fifteen (15) days before the Planning Board meeting of a withdraw for the full refund of the application fee. Failure to withdraw within fifteen (15) days of the meeting date will forfeit all refunds.



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**TOWN OF MOORESVILLE APPLICATION FOR A
CONDITIONAL USE PERMIT**

Applicant Information

Applicants Name:	_____
Applicants Address:	_____ _____ _____
Applicants Phone No:	_____

Parcel Information pertinent to the conditional use permit request:

Address:	_____		
Parcel Number:	_____	Acreage:	_____
Existing Zoning:	_____	Proposed Zoning:	_____
Existing Watershed:	_____	Ex. Overlay District:	_____

What is the current use of the property as well as the adjacent uses?

Describe the Conditional use requested?

Explain briefly the expected effect on the neighborhood if the proposed conditional use is approved?

Explain any other circumstances which tend to justify the amendment in the public interest?

List any conditions imposed of proposed request?

I certify that all of the information presented by me is accurate to the best of my knowledge, information, and belief.

Signature of Applicant / Owner Date

Name of Applicant

Complete Address

City, State, Zip

Zip

_____ 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 _____

Notary Public

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, indicate the owner's name and address, along with a notarized letter signifying approval TO REQUEST A REZONING / CONDITIONAL USE REZONING on his property.

Property Owner

Address

City, State, Zip

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WITHIN THIS BOX, DRAW A SITE PLAN, TO SCALE, DESCRIBING THE PROPERTY AND THE REZONING / CONDITIONAL USE REZONING REQUEST. PROVIDE ALL APPROPRIATE DIMENSIONS, BUILDINGS / STRUCTURES AND THEIR DISTANCES TO ALL PROPERTY LINES, RIGHT-OF-WAYS, ETC.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a site plan. The box is currently blank.

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Please list all the abutting property owners below. If there are not enough spaces please follow the same format below on a separate sheet and attach to the application.

Name	Tax Parcel & Lot Number	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

This information can be obtained through the Iredell County Web Page at www.co.iredell.nc.us then click on GIS. If you need assistance call the Iredell County Mapping Department at 878-3137 or the Mooresville Planning Department at 662-7040