

**Town of McAdenville**  
**Planning Board Application for Review**

Application Number: Z \_\_\_\_\_ Date File: \_\_\_\_\_

Permit or Relief Requested:

Conditional Use \_\_\_\_\_  
Amendment to Zoning Ordinance \_\_\_\_\_  
Amendment to Zoning Map \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone No. (W) \_\_\_\_\_ (H) \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

\_\_\_\_\_

Telephone No. (W) \_\_\_\_\_ (H) \_\_\_\_\_

Relationship of applicant to the property owner: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

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

Physical Description of Location: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Book: \_\_\_\_\_ Map: \_\_\_\_\_ Page: \_\_\_\_\_

Acreage of Parcel: \_\_\_\_\_ +/- Acreage to be Rezoned: \_\_\_\_\_ +/-

## CONDITIONAL USE

The following information shall be furnished by applicants seeking a conditional use:

Two copies of this completed application shall be filed with the Zoning Administrator. The Application, as a minimum shall contain or be accompanied by a copy of the deed and a scaled boundary survey showing total acreage, and present zoning classifications for the property(s) for which the Conditional Use Permit is sought, date and north arrow. On this survey shall be sketched the information required in Sections 13.3 (a) (4-8) of the Zoning Ordinance, set out below:

4. All existing easements, and right-of-ways and all required setbacks.
5. Proposed size, layout and setbacks of all proposed structures. For residential uses this shall include the number of units and an outline of the area where the building(s) will be located. For nonresidential uses, this shall include the approximate gross floor areas of all principal and accessory structures and an outline of the area where the structures will be located.
6. Traffic, parking and circulation plans, showing the proposed locations and arrangement of parking spaces and access points to adjacent streets.
7. Landscape plan showing proposed screening and landscaping, including location of walls, fences, berms, and natural plantings as well as treatment of any existing natural features within the site.
8. Delineation of areas within the regulatory floodplain shown on the official Flood Hazard Boundary Maps.

In addition, the applicant must furnish the following:

- The owner's names and address, tax parcel numbers and the existing land uses of all contiguous properties; Sec. 13.3A(3).
- Proposed number, size, type and location of signs not attached to any building. Sec. 13.3A(9).
- Proposed phasing, if any, and approximate completion time of the project. Sec 13.3A(10).

AMENDMENTS TO ZONING ORDINANCE TEXT AND MAP

CHANGE TO TEXT

Specific section, subsection, paragraph or item proposed to be changed: \_\_\_\_\_

Proposed Amendment \_\_\_\_\_

CHANGE TO MAP

Current zoning of Property \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

An application for change in the zoning district shall be accompanied by an accurate and scaled diagram showing:

- a. All property lines with dimensions, distances of lot from the nearest street intersection and north arrow.
- b. Adjoining street right-of-way(s) and paving widths.
- c. Zoning classification of all contiguous lots.
- d. The names and addresses of all contiguous owners as shown on the most current records of the Gaston County Tax Office.

Neither the Planning Board nor the Town Council shall evaluate a rezoning petition based on any specific proposal for the use or development of the property. The applicant shall refrain from using and graphic materials or descriptions before either board except for those which would apply to any use permitted in the requested zoning district.

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**The completed application for conditional use or amendment to the text and map of the Zoning Ordinance shall be submitted to the Zoning Administrator at least fourteen (14) days prior to the Planning Board meeting at which it is to be reviewed. This application must be accompanied by a fee in the amount of \$300.00 paid by cash, check or money order to the Town of McAdenville to be considered.**

CERTIFICATIONS

A. I hereby certify that all of the information provided for this application is to the best of my knowledge, accurate and complete, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

B. I, \_\_\_\_\_, owner(s) of property \_\_\_\_\_ (List Tax Book, Map and Parcel #) in McAdenville, NC do hereby authorize \_\_\_\_\_ (Applicant's Name) to submit this application for a CONDITIONAL USE PERMIT on my behalf, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

*I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ State of North Carolina, hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

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

\_\_\_\_\_  
Commission Expiration

**If this application is not fully completed, this will cause rejection or delayed review of the application. In addition, please return the completed application to the Town of McAdenville located at 125 Main Street, McAdenville, NC.**

TO BE COMPLETED BY THE ZONING ADMINISTRATOR

Application #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_

Minimum Front Setback: \_\_\_\_\_

Minimum Side Setback: \_\_\_\_\_

Minimum Rear Setback: \_\_\_\_\_

Maximum Building Height: \_\_\_\_\_

Minimum lot width: \_\_\_\_\_

Screening (if required): \_\_\_\_\_

\*\*Additional 10 feet must be provided on all side yards that abut a public street.

Lot/Structure Sizes

Type of Structure: \_\_\_\_\_

Structure Square Footage: \_\_\_\_\_

Total Lot Size: \_\_\_\_\_

1. Deed Attached Yes \_\_\_\_\_ No \_\_\_\_\_
2. Survey, Diagram or sketch plan attached Yes \_\_\_\_\_ No \_\_\_\_\_
3. Date Application completed and Fee Paid: \_\_\_\_\_
4. Planning Board Review Date: \_\_\_\_\_  
(No later than 60 days after application complete for conditional use.)
5. Town Council Review Date: \_\_\_\_\_  
(No later than 45 days after application complete for conditional use.)
6. Town Council Public Hearing Date: \_\_\_\_\_
7. Notices to Applicant and Adjoining Property Owners mailed on \_\_\_\_\_  
Certification attached
8. Public Hearing Notice Published in \_\_\_\_\_, on \_\_\_\_\_  
And \_\_\_\_\_. (Attach newspaper affidavit.)
9. Sign posted on subject property at least 10 days prior to public hearing:  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_
10. List of findings of fact and special conditions and additional requirements for conditional use permit attached: Yes \_\_\_\_\_ No \_\_\_\_\_
11. Date of Town Council decision: \_\_\_\_\_
12. Final Decision of Town Council: Approved, Denied, or Approved with additional conditions.
13. Conditional Use permit issued: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_
14. Certificate of Occupancy issued: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_