



# SPECIAL USE PERMIT APPLICATION

*DPM Appendix #A.04.1 Supplement 20 October 2023*

## General Information

The full review procedures for a Special Use Permit can be found in the Town of Holly Springs [Unified Development Ordinance \(UDO\)](#), section 11.12.

The Special Use Permit request will follow the Board of Adjustment review schedule. Submittal does not guarantee placement on a particular meeting agenda.

Visit <https://www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet> for a current fee schedule and review calendars.

## Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [Portal](#). All applications submitted by NOON on Friday will be routed the following week for review:

- Application
- Detailed Findings of Fact, consistent with the UDO
- If applicable, A Development Plan or Master Subdivision Petition should be submitted for concurrent review to be deemed a complete submittal.
- Neighborhood Meeting Report

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [Portal](#).

For questions about your submittal, please reach out to [dsintake@hollyspringsnc.gov](mailto:dsintake@hollyspringsnc.gov)



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## PETITION CONTACT INFORMATION (Attach additional sheets if needed)

Applicant and Financially Responsible Party will need to register for an account on the [Portal](#)

<b>Project Applicant</b> Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Design Professional <input type="checkbox"/> Developer <input type="checkbox"/> Other	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
<b>REQUIRED: Property Owner(s) if different from Applicant/Contact</b> <small>(Attach additional sheets if needed)</small>	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:

## PROJECT INFORMATION

Project Name	
Project Number	
Project Location <i>Use street address. If none, use closest intersection</i>	<input type="checkbox"/> Within Corporate Limits <input type="checkbox"/> Within Holly Springs ETJ <input type="checkbox"/> Pending Annexation
Shopping Center/Lot #	
PUD/Development	
PIN(s)	
Project Acreage	
Current Zoning	
Sketch Plan Held:	

## CERTIFICATE OF COMPLETION

I certify that all information presented in this petition is accurate to the best of my knowledge and belief. If required, I grant permission for members of Board of Adjustment and Town Staff to visit the site in question for informational, advertisement and inspection needs.

Signature of Applicant:

Date:



**FINDINGS OF FACT** (Attach additional sheets if needed)

A petition for Special Use Permit may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination based on the following:

Special Exception Use:

Specific Special Use Permit Request:

1. The proposed use will not be injurious to the public health, safety, comfort, convenience, or general welfare:

2. The proposed use will not injure or adversely affect the adjacent area:

3. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Comprehensive Plan:

4. The proposed use shall conform to all development standards of the applicable district (unless a Variance or Administrative Adjustment is issued for said standard):

5. Roadways, access drives, and/or driveways are or will be sufficient in size and properly located to:

6. The location and arrangement of the use on the site, screening, buffering, landscaping and pedestrian accessways harmonize with adjoining properties and the general area and minimize adverse impacts:

7. The type, size and intensity of the proposed use (including, but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood: