



**TOWN OF NASHVILLE**  
**PLANNING DEPARTMENT**  
499 S. Barnes Street  
Nashville, NC 27856  
252.459.4511 Phone / 252.459.8926 Fax  
[www.townofnashville.com](http://www.townofnashville.com)



## SPECIAL USE PERMIT APPLICATION

### FOR ADMINISTRATIVE USE ONLY

Case #	Date Submitted	Fee Paid	Town Council Date	Public Notice Dates

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_

ParID: \_\_\_\_\_ PIN: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Existing Zoning Description: \_\_\_\_\_

Existing Future Land Use Map Classification: \_\_\_\_\_

### APPLICANT / OWNER INFORMATION

Applicant:	Property Owner:
Mailing Address:	Mailing Address:
City:	City:
Phone:	Phone:
Email:	Email:

\_\_\_\_\_ Metes and bounds description attached

\_\_\_\_\_ Scaled site plan/sketch of property/area attached

\_\_\_\_\_ Property Owner's List (within 500' feet or within a set community)



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**SPECIAL USE PERMIT APPLICATION**

**STATEMENT OF JUSTIFICATION**

Application is hereby made for the following special use request (*explain*): \_\_\_\_\_

*The Special Use Permit, if granted shall include approval of plans as may be required. In granting the permit, the Town Council shall find that the:*

- A. Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.

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- B. Use meets all required conditions and specifications.

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- C. Use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.

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- D. Location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Town.

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**SPECIAL USE PERMIT APPLICATION**

**APPLICATION AFFIDAVIT**

*I certify that all information furnished in this application is accurate to the best of my knowledge.*

APPLICANT (Print Name): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

PROPERTY OWNER (Print Name): \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date \_\_\_\_\_



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### **SPECIAL USE PERMIT APPLICATION**

#### **○ STEP 1: APPLICATION & FEE**

- Application is available online and at Town Hall.
- The application fee is \$200.

#### **○ STEP 2: NOTIFICATIONS TO PROPERTY OWNERS**

- Notices are mailed to property owners within 500' feet or within a set community of the area sought to be rezoned, two weeks prior to the public hearing.
- The notice will provide the date and location for the Town Council's public hearing for the special use permit case.
- Legal ads are published in the local newspaper twice, two weeks prior to the Town Council's public hearing.

#### **○ STEP 3: TOWN COUNCIL QUASI-JUDICIAL EVIDENTIARY PUBLIC HEARING**

- The Town Council hold public hearings on the first and third Tuesdays of every month in the Town Council Meeting Room located at 114 W. Church Street.
- The Town Council will act as a quasi-judicial board.
- The purpose of the hearing is to gather legally acceptable evidence in order to establish sufficient facts to apply the applicable ordinance.
- The purpose is not to gather public opinion about the desirability of the project.
- Council should not discuss or receive information about the merits of the case from the parties, or members of the public, before the hearing.
- All testimony before Council must be "sworn" testimony.
- All persons wishing to speak on this matter must be sworn in.
- Applicants may elect to be represented by legal counsel.

#### **○ STEP 4: TOWN COUNCIL FINAL DECISION**

- Immediately after the Town Council's public hearing is closed, staff will present their recommendation to the Council.
- The Town Council will render a decision for the special use request based on the following findings of facts:
  - A. *The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.*
  - B. *The use meets all required conditions and specifications.*
  - C. *The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.*
  - D. *The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Town.*