

Town of Roseboro, North Carolina
Application for
Conditional Use Permit

Applicant/Owner

Name_____ Address_____

City_____ State_____ Zip_____

Name of Business (if applicable)_____

Phone: Business_____ Home_____

Fax:_____

Property Information

Address_____

City_____ State_____ Zip_____

PIN#_____ Deed Book_____ Page_____

Location of Property_____

Zoning District_____

Requested Conditional Use _____

Applicant/Owner Certification

I, _____, the undersigned applicant, do hereby certify that to the best of my knowledge and belief all information supplied in and with this application is true and accurate.

Signature_____ Date_____

Office Use Only Date Received_____ Case#_____

Application Procedures

Each application for a Conditional Use Permit shall be accompanied by two (2) sets of plans drawn to scale, one (1) of which shall be returned to the applicant upon approval. The plan shall show the following:

- (1) The shape and dimension of the lot on which the proposed building or uses to be erected or conducted;
- (2) The location of said lot with respect to adjacent rights-of-way;
- (3) The shape, dimensions, and locations of all buildings, existing and proposed, on the said lot;
- (4) The nature of the proposed use of the building or land, including the extent and location of the use, on the said lot;
- (5) The location and dimensions of off-street parking and loading spaces and the means of ingress and egress to such space; and
- (6) Any other information which the Administrative Officer may deem necessary for consideration in enforcing the provisions of this Ordinance.
- (7) The names of all adjacent property owners even across the street.
- (8) Legal description – copy of deed or written description.

A fee, set by the Town Board, shall be charged for the processing of such application. The adopted fee schedule shall be posted in the Town Clerk's Office. The fee is \$250.00 at this time and can not be refunded. Please remit application to Town of Roseboro PO Box 848 Roseboro NC 28382,