

CITY OF LOWELL
CONDITIONAL USE PERMIT APPLICATION

Applicant Number _____

Date of Application _____

I. Applicant/Owner Information

A. Applicant's Name: _____

Address: _____

Phone: _____

B. Owner's Name: _____

Address: _____

Phone: _____

II. Property Information

A. Property Location: _____

B. Tax Pin Number: _____

C. Deed Book _____ **Page** _____

D. Existing Zoning _____ **Proposed Zoning** _____

E. Existing Use _____ **Proposed Use** _____

F. Property Size _____ **(Sq. Ft./Acres)**

**G. Is a rezoning application being submitted with the CUP application?
Yes or No (circle)**

III. Other Required Information (attach the following)

A conditional use permit application shall be filed with the Zoning Enforcement Officer. The application shall be accompanied by a site plan, drawn to scale and necessary supporting text which shall include the following information:

- A. Name, address and phone number of the property owner (or his agent) and the tax parcel number of the property. (Note: The property owner or his authorized agent are the only two parties who may initiate a request for a conditional use permit.)
- B. A boundary survey and vicinity map, showing the property's total acreage, zoning classification(s), general location in relation to adjoining streets, railroads and/or waterways; date and north arrow.
- C. The owners' names and addresses, tax parcel numbers and existing land use(s) of all adjoining properties.
- D. Proposed use of all land and structures including the number of residential units (if applicable).
- E. Proposed number and location of all structures, their approximate area and their approximate exterior dimensions.
- F. A description of all screening and landscaping required by these regulations and/or proposed by the applicant.
- G. All existing easements, reservations and rights-of-way.
- H. Proposed phasing, if any, and approximate completion time for the project.
- I. Delineation of areas within the regulatory floodplain as shown on the official Federal Emergency Management Agency (FEMA) Flood Hazard Boundary Maps for Gaston County.
- J. Traffic, parking and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets.

IV. Request for Additional Information

In the course of evaluating the proposed use, the Planning Board and the City Council may request additional information from the applicant. A request for such additional information shall stay any further consideration of the application. This information may include (but shall not be limited to) the following:

- A. Stormwater drainage plan.
- B. Existing and proposed topography at five-foot contour intervals or less.
- C. The existing and proposed location of all water and sewer lines and fire hydrants intended to serve the proposed development.
- D. Proposed number, type, and location of signs.
- E. A traffic impact study of the proposed development prepared by a qualified transportation or traffic engineer or planner. The traffic impact study shall include the following information:
 - 1. Existing traffic conditions within the study area boundary.
 - 2. Traffic volume generated by the existing and proposed development on the parcel, including the morning peak, afternoon or evening peak, and average annual daily traffic levels.
 - 3. The distribution of existing and proposed trips through the street network.
 - 4. Analyses of the capacities of intersections located within the study area boundary.
 - 5. Recommendations for improvements designed to mitigate traffic impacts and to enhance pedestrian access to the development from the public right-of-way; and
 - 6. Other pertinent information, including but not limited to accidents, noise, and impacts of air quality and other natural resources.
 - 7. An environmental impact statement which contains the following information:

- a. A cover sheet which provides, in summary form, a description of the proposed project; and,
- b. A statement of purpose and need of the project; and,
- c. For projects proposed by public entities, a list of alternatives of the proposed project; and,
- d. A succinct description of the environment affected by the project; and,
- e. A discussion of short and long term consequences of the project on the environment including any adverse environmental impacts which cannot be avoided; and,
- f. A list of means which could be employed to mitigate any negative effects on the environment caused by this project.

No application shall be deemed complete unless it contains or is accompanied by all items listed in Section 9.2.1 (and as may be required in Section 9.2.2) and a fee, in accordance with a fee schedule approved by the City Council for the submittal of conditional use permit applications.

Upon receipt of a complete conditional use application, the Planning Board shall review the plan in a public meeting. The Planning Board shall have forty-five (45) days from the date at which it met to review the application to submit its recommendation to the City Council. If a recommendation is not made during said 45 day period, the application shall be forwarded to the City Council without a recommendation from the Planning Board.

I, the undersigned owner or authorized representative, hereby submit this application with the attached information. The information and documents provided are complete and accurate to the best of my knowledge.

DATE

**SIGNATURE OF OWNER(S) OR
AUTHORIZED REPRESENTATIVE**