

**TOWN OF TARBORO**  
**PROCEDURE FOR APPROVAL OF CONDITIONAL USE PERMIT**

A. APPLICATION

1. DEADLINE. All required application material must be submitted to the Department of Planning and Economic Development by the application deadline date listed on the attached calendar.
2. REQUIRED APPLICATION MATERIALS.
  - a. Application for Conditional Use Permit.
  - b. All required application materials, including written documentation, site plans and/or building plans as specified in the appropriate subsection of Article IV – Permits and Final Plat Approval of the Land Development Ordinance and Appendix A – Information required with application **(30 copies)**.
  - c. **Application fee of \$100 for a SIMPLE CONDITIONAL USE REQUEST**; must be submitted with application. No fees will be refunded after the first advertisement of public hearing notice. Checks should be made payable to the Town of Tarboro.
  - d. Envelopes. Two sets of stamped addressed envelopes must accompany the application. Envelopes should be addressed to each property owner as listed on the application; should be #10 size with no return address. These will be used for mailings for the two public hearings by the Planning Board and Town Council.

B. REVIEW AND APPROVAL

**The applicant or his representative is expected to attend all meetings to answer questions concerning the request.** The absence of the applicant is sufficient grounds to warrant a deferral of action by the Planning Board and/or Town Council.

1. STAFF REVIEW. The Town staff will review the request prior to the Planning Board meeting, conferring with the applicant as necessary.
2. PLANNING BOARD REVIEW. The Planning Board meets at 6:00 p.m. on the third Monday of each month in the Municipal Building Council Chambers. The Planning Board may hold a Public Hearing after which they may consider the applicant's request, as well as the report of the Town staff and the information presented at the meeting and make a recommendation of approval, approval with conditions, or denial. The Planning Board has the option, however, of deferring the request, pending further study.
3. LEGAL NOTICES. A legal notice as required by State law will be prepared by the Town staff and published in The Daily Southerner for two (2) successive weeks, the first notice being published for the first time not less than ten days nor more than twenty-five days before the date fixed for the public hearing. The property in question will also be posted with a notice of public hearing on the day that the legal notice appears in the newspaper.

4. PUBLIC HEARING. Public hearings are held before the Town Council at its regular monthly meeting date 7:00 p.m. on the second Monday of each month in the Municipal Building, Council Chambers, 500 Main Street. At the public hearing the Council will consider comments of the applicant, adjacent property owners, or other interested citizens. Action may be taken on the request after the public hearing.
5. TOWN COUNCIL ACTION. The Town Council meets regularly at 7:00 p.m. on the second Monday of each month in the Municipal Building Council Chambers. The Town Council will consider all information presented at the public hearing, as well as the recommendation of the Town staff and Planning Board and approve, approve with conditions, or deny the request. The Town Council has the option, however, of deferring the request, pending further study.
6. ISSUANCE OF PERMIT. If the request is approved by the Town Council, a conditional use permit will be issued to the applicant stating any conditions which are attached to the approval. If certifications are required to be signed, required signatures will be obtained and the amps returned to the applicant for recording. All construction associated with the project and/or the operation of the development must comply with the approved permit.

CU- \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICATION FOR CONDITIONAL USE PERMIT  
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT  
TOWN OF TARBORO, N.C.

TO THE PLANNING BOARD AND TOWN COUNCIL:

I, the undersigned, do hereby make application to and petition the Planning Board and Town Council to grant a conditional use permit as required in the Land Development Ordinance. In support of this application, the following facts are shown:

The property sought for conditional use is located on the \_\_\_\_\_ side of \_\_\_\_\_ (street/avenue) between \_\_\_\_\_ (street/avenue) and \_\_\_\_\_ (street/avenue). The address is \_\_\_\_\_ and it is known as lot number(s): \_\_\_\_\_, block number(s): \_\_\_\_\_ of Edgecombe County tax map \_\_\_\_\_ - \_\_\_\_\_ township. It has a frontage of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet, containing \_\_\_\_\_ acres.

The conditional use sought is based on Section(s) \_\_\_\_\_ of the Tarboro Land Development Ordinance. The property in question is located in a \_\_\_\_\_ zoning district and is proposed for the following use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following are all individuals, firms or corporations owning property, any portion of which is within one hundred (100) feet of the property involved in this request:

| Parcel ID# | Name | Address |
|------------|------|---------|
|            |      |         |
|            |      |         |
|            |      |         |
|            |      |         |
|            |      |         |
|            |      |         |
|            |      |         |

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

Petitioner: \_\_\_\_\_ Signature: \_\_\_\_\_

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

\*Property Owner: \_\_\_\_\_ Signature \_\_\_\_\_

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

\*Property owner(s) signature is required before application is accepted.

NOTE: IF THE REQUEST IS MADE BY A CORPORATION, THE NAMES AND ADDRESSES OF ALL OFFICERS IN THE CORPORATION MUST BE PROVIDED. A REQUEST FOR "PARALLEL CONDITIONAL USE DISTRICT" MUST ALSO BE ACCOMPANIED BY A LETTER FROM THE OWNER OR AN AUTHORIZED OFFICER OF THE CORPORATION INDICATING THEIR AGREEMENT TO ABIDE BY THE CONDITIONS OF APPROVAL IMPOSED BY THE TOWN COUNCIL.

Legal Description (Metes and Bounds Description):

Current land use: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Conditional Use Permit Application