



## Conditional Use Permit

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on this form below are submitted with your application. Submit digitals and 1 hard copy of applications and accompanying documents to the Planning Department at the address above.

### CONDITIONAL USE PERMIT REQUEST

**Conditional Use Permit (CUP)** – Request for CUP as required by Table 4.6-1 of the Unified Development Ordinance (UDO).

*Approval authority – Board of Adjustment.*

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

### SUBMITTAL CHECKLIST

Pre-Application Meeting – send an email to [planreviewappointment@kannapolisnc.gov](mailto:planreviewappointment@kannapolisnc.gov)

CUP Checklist and Application – Complete with all required signatures

Plot/Site Plan showing the proposed use

Fee: \$625.00 (\$600 Application Fee + notification fee [see Fee Schedule])

### PROCESS INFORMATION

**Public Notification:** This is a quasi-judicial process that requires a public hearing and public notification including first-class mailed notice to adjacent property owners and a sign posted prominently on the property (Section 3.1.5.2 of the UDO).

**Review Process:** All applications will be reviewed for compliance and then forwarded to the Board of Adjustment for consideration at a public hearing which is held monthly on the 3<sup>rd</sup> Tuesday at 6:00pm in City Hall Laureate Center. The application and all fees must be paid prior to scheduling the public hearing.

**Action by Board of Adjustment:** After conducting a public hearing, the Board of Adjustment may: deny the application; conduct an additional public hearing on the application; approve the application; or approve the application with conditions. The Board may approve a petition only if it reaches all of the required conclusions.

**Scope of Approval:** Per Section 3.5.4 of the UDO, approval of a CUP does not authorize any development activity, but shall authorize the applicant to apply for final site plan approval. Zoning clearance permits will not be issued until the CUP and final site plan have been approved.

*By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if incomplete.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Planning Department  
401 Laureate Way  
Kannapolis, NC 28081  
704.920.4350  
planningapps@kannapolisnc.gov

## CONDITIONAL USE PERMIT APPLICATION

*Approval authority – Board of Adjustment*

### Applicant Contact Information

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner Contact Information same as applicant

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Project Information

Project Address: \_\_\_\_\_ Zoning District \_\_\_\_\_

Parcel PIN: \_\_\_\_\_ Size of property (in acres): \_\_\_\_\_

Current Property Use: \_\_\_\_\_

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

The location of the above-mentioned proposed use is indicated on the accompanying site plan, and the nature of the proposed use is more fully described as follows *(attach separate sheet if necessary)*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### APPROVAL CRITERIA

The Board of Adjustment does not have unlimited discretion in deciding whether to approve a Conditional Use Permit (CUP). The Kannapolis Development Ordinance requires that the applicant demonstrate successful compliance with several conditions to obtain a CUP. In the space provided below, indicate the *facts* that you intend to provide to convince the Board that it can properly reach the following conclusions:

- A. The proposed conditional use conforms to the character of the neighborhood, considering the location, type, and height of buildings or structures and the type and extent of landscaping and screening on the site.**

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

**B. Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.**

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**C. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.**

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**D. The establishment of the proposed use shall not impede the orderly development and improvement of surround property for uses permitted within the zoning district.**

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**E. The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare.**

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**F. Compliance with any other applicable Sections of the Unified Development Ordinance.**

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***By signing below, I certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I acknowledge that the Board of Adjustment may add conditions on the requested use as part of the approval to assure that adequate mitigation measures are associated with the use. For example, landscaping or fencing may be required, or a shift of operations away from adjoining properties may be stipulated.***

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Applicant Signature

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Date

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Property Owner Signature

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Date

**For Staff Use Only:**

Filing Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Case #: \_\_\_\_\_

Date Received: \_\_\_\_\_