



**Town of Hope Mills**  
◆  
**BOARD OF ADJUSTMENT**

CASE #: _____
HOPE MILLS BOA MEETING DATE: _____
DATE APPLICATION SUBMITTED: _____
RECEIPT #: _____
RECEIVED BY: _____

**APPLICATION FOR  
SPECIAL USE PERMIT**

The Hope Mills Board of Adjustment meetings are held at the Town Hall, 5770 Rockfish Road Hope Mills, unless otherwise specified. The Town of Hope Mills will advertise the public hearing and a notice will be mailed or delivered to surrounding property owners that may be affected by the proposed Special Use Permit request.

The Board of Adjustment is a quasi-judicial review board and all persons wishing to appear before this board should be prepared to give sworn testimony on relevant facts. Applicants for Special Use Permits are encouraged to read Section 102A-1706 “Special Use Permits” of the Zoning Ordinance to ensure the technical requirements of the ordinance are met before submission to the Board of Adjustment (see next page).

**The following items are to be submitted with the complete application:**

- 1. A copy of the recorded deed and/or plat;**
- 2. If a portion of an existing tract, an accurate written legal description of only the area to be considered;**
- 3. A copy of a detailed site plan drawn to engineering scale, showing the location of all buildings, yard dimensions, driveways, fencing, lighting parking areas, landscaping, and all other pertinent data to the case; and**
- 4. Cash or a check made payable to “Town of Hope Mills” in the amount of \$400.00.**

**NOTE: Any revisions, inaccuracies or errors to the application or site plan may cause the case to be delayed and will be scheduled for the next available Board of Adjustment meeting according to the board’s meeting schedule. Also, the application fee is nonrefundable.**

The County Planning Staff is available for advice on completing this application; however, they are not available for completion of the application or preparation of the site plan.

## **EXCERPT FROM THE HOPE MILLS ZONING ORDINANCE**

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### **Sec 102A-1706. Special Use Permits (portion of)**

(b) *Procedure.* Special Use Permits shall be granted by the Board of Adjustment as permitted for only those uses enumerated in Section 102A-403, Use Matrix, as special uses. Uses specified as a special use in Section 102A-403 shall be permitted only upon the issuance of a Special Use Permit by the Board of Adjustment.

The owner or owners of all property included in the petition for a special use permit shall submit a complete application and five copies of a detailed site plan (drawn in accordance with the specifications listed in Section 102A-1502) to the County Planning Staff. The Staff will schedule the application to be heard by the Board of Adjustment in accordance with the adopted time schedule. The County Planning Staff shall also notify the commanders of the military bases of any application affecting the use of property located within a five miles or less of the perimeter boundary of said bases.

Developers are encouraged to discuss their special use plans with the County Planning Staff and Town Staff prior to submission of the application. The Staff shall assist the developer upon request by reviewing special use plans to ensure that the technical requirements of this ordinance are met before submission to the Board of Adjustment.

(c) *Consideration of Application.* The Board of Adjustment shall consider the application, site plan and any other evidence presented in accordance with this article and may grant or deny the special use permit requested. In granting a Special Use Permit, the board shall find that:

1. The use will not materially endanger the public health or safety if located according to the plan submitted and proposed;
2. The use meets all required conditions and specifications;
3. The use will maintain or enhance the value of adjoining or abutting properties, or that the use is a public necessity; and
4. The location and character of the use, if developed according to the plan as submitted and recommended, will be in harmony with the area in which it is to be located and is in general conformity with Hope Mills' most recent and officially adopted land use plan, either comprehensive or a detailed area plan.

**Any special use permit granted becomes null and void if not exercised within the time specified in such approvals, or if no date is specified, within one calendar year from the date of such approval.**

**TO THE BOARD OF ADJUSTMENT, HOPE MILLS, NORTH CAROLINA:**

I (we), the undersigned, hereby submit this application, and petition the Hope Mills Board of Adjustment to consider a request for a Special Use Permit. In support of this petition, the following facts are submitted:

1. Address/location of property to be rezoned: \_\_\_\_\_
2. Parcel Identification Number (PIN) of property: \_\_\_\_\_  
(also known as Tax ID Number or Property Tax ID)
3. Acreage: \_\_\_\_\_ Frontage (feet): \_\_\_\_\_ Depth (feet): \_\_\_\_\_
4. Water Provider: Well \_\_\_\_\_ PWC \_\_\_\_\_ Other (name) \_\_\_\_\_
5. Sewer Provider: Septic Tank \_\_\_\_\_ PWC \_\_\_\_\_ Other (name): \_\_\_\_\_
6. Deed Book: \_\_\_\_\_, page \_\_\_\_\_, Cumberland County Register of Deeds. (Attach copy of deed of subject property as it appears in Registry).
7. Existing use(s) of property: \_\_\_\_\_
8. Proposed use(s) of the property: \_\_\_\_\_  
\_\_\_\_\_
9. Do you own any property adjacent to, including across the street from, the property being submitted for rezoning? Yes \_\_\_\_\_ No \_\_\_\_\_  
  
If yes, where? \_\_\_\_\_
10. Has a violation been issued on this property? Yes \_\_\_\_\_ No \_\_\_\_\_
11. It is proposed that the property will be put to the following use: (Describe proposed use/activity in detail including hours of operation, number of employees, signage, parking, landscaping, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The County Planning Staff is available for advice on completing this application; however, they are not available for completion of the application.*

The undersigned hereby acknowledge that the County Planning Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

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Property owner(s) name (print or type)

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Complete mailing address of property owner(s)

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E-mail address

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Telephone number

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Alternative telephone number

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E-mail address

---

Fax number

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Agent, attorney, or applicant (other than property owner) (print or type)

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Complete mailing address or agent, attorney, or applicant

---

Telephone number

---

Alternative telephone number

---

E-mail address

---

Fax number

---

Owner's signature

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Agent, attorney, or applicant's signature  
(other than property owner)

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Owner's signature

**Upon submission, the contents of this application becomes "public record" and is available for review and/or copies upon request.**

**STATEMENT OF ACKNOWLEDGMENT**

Regarding appearance before the Board of Adjustment, the undersigned owner(s), agents, or their assigns, by virtue of their signature(s) to this application, hereby acknowledge the following:

- That although appearance before the board is not required, it is strongly encouraged;
- The board will hear any and all argument for and against this matter before them and such relevant facts will be given under sworn testimony;
- At the public hearing the board has the authority to issue a final approval or denial decision on this request, or defer the request for additional information to be provided;
- If the petitioner or the representative of this application does not appear personally before the board, whether there is opposition or not, the board has full authority to consider the case and defer, approve, or deny the case;
- If the board’s action is to deny the matter before them, the course of appeal to their decision will be that of Cumberland County Superior Court. (Affected parties of the board’s decision have 30 days from proper notification which to serve notice of appeal).

Signed acknowledgment that the County Planning Staff has explained the application process and procedures regarding this request and the public hearing procedure stated above.

SIGNATURE OF OWNER(S) \_\_\_\_\_

PRINTED NAME OF OWNER(S) \_\_\_\_\_

DATE \_\_\_\_\_

Only expressly authorized agents or assigns may sign in this acknowledgment in lieu of the tax record owner’s signatures.

**FEE SCHEDULE TOWN OF HOPE MILLS**

<u>BOARD OF ADJUSTMENT*</u>	
SPECIAL USE PERMITS	\$400
VARIANCES	
ADMINISTRATIVE REVIEW	\$200
INTERPRETATIONS	
NONCONFORMING USES	
*Board of Adjustment fees include hearings for the Hope Mills Flood Chapter	