



CITY OF BELMONT

PLANNING & ZONING

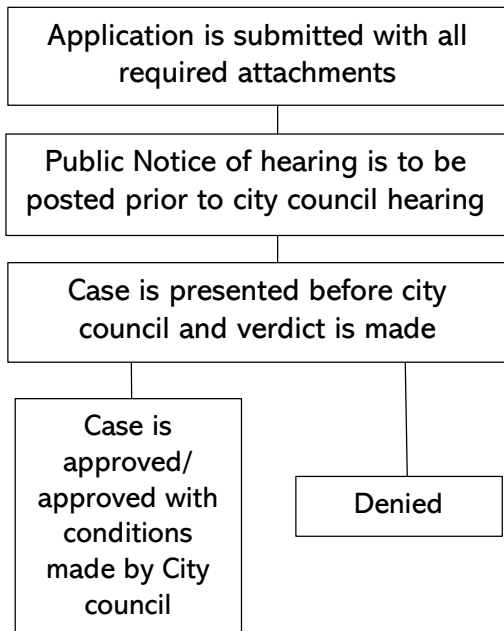


SPECIAL USE PERMIT APPLICATION GUIDE

This application should be used for projects seeking quasi-judicial approval of designated Special Use as outlined in chapter 6 of the LDC.

THE PROCESS

NOTE: Cases cannot be discussed with any council members. No ex parte communication is allowed.



REQUIRED ATTACHMENTS:

- Site plan
- Building elevations (if applicable)
- Any exhibits or supporting evidence (fact based)
- Special Use Permit findings of fact applicant statements
- List of adjacent property owners

In addition to uploaded files, four (4) hard copy sets of submitted plans (24" x 36" minimum) must be delivered to:

*Planning Department
1401 E. Catawba St, Belmont, NC 28012*

APPLICATION SUBMITTAL AND REVIEW

NOTE: For more information on this process, refer to chapter 15.10 of the LDC.

1. **Application is submitted with all required attachments.** Applicant submits an application and all required documentation (see reverse side) for consideration and review. Upon submittal of an online application, an invoice will be sent via email noting the associated application fees.
2. Once all fees are paid and project planner deems the application complete, the planning department will begin review of the submitted application and plans.
3. **Public Notice of hearing is to be posted prior to city council hearing.** Public notices will be mailed to all adjacent property owners and posted on site by the planning department at least 10 days but not more than 25 days prior to the public hearing. The applicant is responsible for these costs.
4. **Case is presented before city council and verdict is made.** Quasi-judicial hearing will occur at the city council meeting. All parties with standing are able to speak/present evidence to the council.

NOTE: Staff presents the facts of the case at this hearing and does not make a recommendation to the city council.

NOTE: This is a quasi-judicial/evidentiary hearing and will require the applicant to obtain a lawyer to present evidence and testimony. The burden of proof of producing evidence to support findings shall rest entirely with the applicant.

5. The city council will make the verdict on whether evidence is sufficient to support each required finding and can approve, approve with conditions, or deny. If approved with conditions, the applicant should be prepared to sign a written document agreeing to the conditions.

NOTE: City council may attach fair and reasonable conditions. The applicant then has 60 calendar days to consider and respond in writing to any additional requirements prior to the official approval or denial.

NOTE: In the case the SUP is approved, please bring a \$26.00 check to the hearing made out to "Gaston County Register of Deeds" for the approved document to be recorded.

6. If city council approves the case, the applicant can pull zoning permit or a plan review application from the planning department.

For more information or any feedback, please contact the Planning Department at 704-901-2610 or at planning@cityofbelmont.org