



# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | [www.marvinnc.org](http://www.marvinnc.org)

## CONDITIONAL USE PERMIT APPLICATION

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Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relationship of Applicant to Property Owner: \_\_\_\_\_

Property Location: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Deed Book and page #: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

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

A completed written application for a Conditional Use Permit shall be filed with the Zoning Administrator. The application, at a minimum, shall include the following required information:

1. A scaled boundary surveyed drawn to an appropriate scale prepared by and certified to be correct by a surveyor or engineer registered with the State of North Carolina, showing the total acreage, present zoning classification(s), date and north arrow. On this survey shall be sketched the information required in sections 3, 4, 5, 6, and 7.
2. The owners' names, addresses, and tax parcel numbers (as shown on the current year Union County Tax Records), and the uses and current zoning classifications of all adjacent properties.
3. All existing easements, reservations, rights-of-way and all yard requirements for the zoning district.
4. A site plan showing all existing and/or proposed buildings, storage areas, parking and access areas, proposed size, layout and setbacks of land and proposed structures, and proposed number, type, and location of signs. For residential uses this shall include the number of units and an outline of the area where the structures will be located. For nonresidential uses, this shall include the approximate square

footage of all structures and an outline of the area where the structures will be located.

5. Traffic, parking and circulation plans, showing the proposed locations and arrangement of parking spaces and access points to adjacent streets.
6. Landscape plan at the same scale as the site plan showing existing and proposed trees, ground cover and landscape material, proposed screening, including walls, fences or planted areas as well as treatment of any existing natural features.
7. Plans and elevations for all proposed structures.
8. Depending on the nature of the proposed conditional use, the Zoning Administrator (or the Planning Board or Village Council) may require that the following information be submitted in scaled form along with other required information:
  - a) Delineation of the areas within the floodplain as shown on the official flood hazard boundary maps.
  - b) Accurate mapping of all soil classifications found on the site and general depths thereof. The applicant shall use the same classifications used by the U.S. Department of Agriculture.
  - c) Existing and proposed topography at five (5) feet contour intervals.
  - d) Plans for providing potable water and for the treatment of wastewater.
9. Proposed phasing, if any, and approximate completion time of the project.
  - a) All applications shall be signed by the applicant and shall be submitted with any application fee required by the Village.
  - b) The Zoning Administrator shall present any properly completed application to the members of the Planning Board at least fifteen (15) days prior to their next regularly scheduled meeting. The Planning Board by majority vote may shorten or waive the time provided in the Article for receipt of a completed conditional use application.
  - c) The Planning Board shall have a maximum of thirty (30) days from the date at which it met or until its next regularly scheduled meeting, whichever is longer, to review the application and to submit its recommendation to the Village Council. If a recommendation is not made during said time period, the application shall be forwarded to the Village Council without a recommendation from the Planning Board.
  - d) When dealing with the Conditional Use Permit process, it may be desirable to request additional information in order to evaluate a proposed use and its relationship to the surrounding area. Therefore, the Planning Board and/or Village Council may request needed additional information as they deem necessary.
  - e) Once the application is forwarded to the Village Council from the Planning Board, the Village Council shall consider conducting a public hearing as prescribed in Article 12.1.7 (a public

hearing is required if CUP is to be approved). In the event the Village Council deems a public hearing appropriate, due notice of such public hearing shall be as prescribed in Article 12.1.7(A) and (B) of the Village of Marvin Zoning Ordinance.

This completed application shall be submitted to the Zoning Administrator and shall not be considered complete unless accompanied by all required information and a fee in accordance with the current Fee Schedule adopted by the Village of Marvin. Please note: all fees for regulation approval in the Village of Marvin are non-refundable, and checks that are returned will be subject to a returned check fee in accordance with the current fee schedule adopted by the Village of Marvin.

To the best of my knowledge, all information herein submitted is accurate and complete.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

All of the information herein required has been submitted by the applicant and is included or attached with this application.

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date

***This section to be filled out by the Zoning Administrator***

1. Completed application submitted on \_\_\_\_\_
2. First reviewed by Planning Board on \_\_\_\_\_
3. Action by the Planning Board taken on \_\_\_\_\_
4. Action of the Planning Board: \_\_\_\_\_  
\_\_\_\_\_
5. First reviewed by Village Council on \_\_\_\_\_
6. Public Hearing held on \_\_\_\_\_
7. Notification posted on Village of Marvin bulletin board on \_\_\_\_\_
8. Publication notices filed in \_\_\_\_\_  
(name of newspaper)  
on \_\_\_\_\_ and \_\_\_\_\_  
(date of publication) (date of publication)
9. Action by the Village Council taken on: \_\_\_\_\_
10. Action of the Village Council: \_\_\_\_\_  
\_\_\_\_\_