



Office Use Only:

Permit #: _____
Fee: \$ _____; Receipt No. _____
Payment Method: Ck# _____
Cash: _____; Other: _____ Pay Date: _____
Application Rec.: _____

Town of Archer Lodge

Special Use Permit Application

1. General Information (Please Type or Print)

Property Owner: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____
E-mail Address: _____
Applicant/Contact: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____
E-mail Address: _____

2. Property Information:

Property Address (if known): _____
Johnston Co. Tax Map: _____ Lot: _____ Zoning District: _____
Site Access Off Road: _____ Lot Acreage: _____
Status of Lot: Existing: _____ Proposed: _____
Protected Watershed: No: _____ Yes: _____, If yes, proposed impervious surface area: _____;
Existing Impervious Surface: _____

3. Utilities (Existing or Proposed – Check All That Apply):

Public Sewer: (a) _____ Existing, (b) _____ Proposed
Public Water: (a) _____ Existing, (b) _____ Proposed
Well: (a) _____ Existing, (b) _____ Proposed
Septic: (a) _____ Existing, (b) _____ Proposed
Building Floor Area (sq. ft.) _____ Max. Bldg./Structure Height: _____ ft.

4. Describe Nature of Request (Type of Building, Land Use, Hours of Operation, etc.):

5. Submittal Information:

The items listed below are needed to verify compliance with the Town of Archer Lodge, Code of Ordinances, NC State/Local laws and must accompany the special use permit application. Please note that additional information may be needed upon review of the submitted material.

- A. A copy of the most recent deed to the property for which the permit is requested. A copy can be obtained from the Johnston County Register of Deeds Office.
- B. A copy of the property survey plat.
- C. If leasehold property, provide copy of lease and, if applicable, access easement to leasehold property.
- D. All site plans shall be prepared by a NC registered engineer, architect, or professional land surveyor, sealed by the same and shall include information as stated in Unified Development Ordinance (UDO), Article 11, Division 5. UDO provisions may be found at the following link: [Archer Lodge Unified Development Ordinance - Effective: June 7, 2021](#)
- E. Other: _____
- F. Fee: _____

6. Special Use Permits:

The Archer Lodge Town Council does not have unlimited discretion in deciding whether to grant a special use permit. NC State Laws will be adhered to in the conduct of quasi-judicial public hearing. Moreover, findings of fact will be made in accordance with ordinance provisions referenced in Chapter 30, Article 3, Division 3, Section 30-3318 of the Archer Lodge Code of Ordinances.

Additionally, where applicable, development standards for specific uses will also be considered and evaluated for ordinance compliance.

Please note: Under each indicate the facts you, the applicant, intend to show and statements that you intend to make to convince the Town Council that it can properly reach the required findings of fact listed below (attach additional sheets if needed):

A. Will not materially endanger the public health, safety if located where proposed;

B. Complies with all standards, conditions, and specifications in the UDO, including Article 5 Use Regulations, and Article 6, Development Standards;

C. Will not substantially injure the value of the abutting land, or the special use is a public necessity;

D. Will be in harmony with the area in which it is to be located;

E. Is in general conformity with the Town's adopted policy guidance; and

F. Will not exceed the Town's ability to provide adequate public facilities (fire and rescue, utilities, etc.).

Note: If the Town Council approves a special use permit, it may, as part of the terms of such approval, impose any additional reasonable conditions and safeguards as may be necessary to ensure that the criteria for the granting of such a permit will be followed per Section 30-3206, Conditions of Approval. The Town Council may not impose conditions for which the Town does not have statutory authority, including taxes, impact fees, building elements for one-two family dwellings and driveway improvements in excess of those allowed by 160D -170 (b) of the North Carolina General Statutes.

7. Signatures and Acknowledgment:

The undersigned hereby certify that the application material is complete and accurate.

FURTHERMORE, the undersign hereby authorizes the Town of Archer Lodge, NC Town Planner or designated representatives to enter upon the above referenced property for the purpose of inspecting and determining/verifying compliance with the Town’s ordinance provisions.

Applicant’s Signature

Date

**Property Owner’s or
Authorized Agent’s Signature**

Date

**Town of Archer Lodge, NC
14094 Buffalo Road
Archer Lodge, NC 27527**

Main: 919.359.9727

Fax: 919.359.3333

Web Site: <https://www.archerlodgenc.gov/planning-zoning>