



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. A site plan (20 hard copies and 1 electronic copy using the Adobe.PDF or MS Word.DOCX file format) prepared/drawn to scale (min. 1"=50' unless otherwise specified) by either a N.C. Professional Land Surveyor, Engineer or Architect depicting the following:
 - 1. Vicinity map, property boundaries, total area of parcel (sq. ft. and acreage), names of adjoining property owners, north arrow, and scale. If leasehold property, also show boundaries of leasehold and access easement to leasehold property.
 - 2. Names of adjoining streets, location of rights-of-way(s) and easements.
 - 3. Existing and proposed structures (including additions) existing & proposed parking areas, parking spaces (including handicapped parking spaces) drive/sidewalk location(s), existing & proposed exterior building/structure lighting and site lighting.
 - 4. If the site is in a protected watershed, please state the applicable square footage, acreage, and percentage, of impervious surface area (existing and proposed).
 - 5. If applicable, location of 100 year flood plain.
 - 6. If applicable, location of all wetlands, perennial streams and surface drainage areas, retention ponds, existing and proposed topography [min. 10' contour]) and buffer areas.
 - 7. If applicable, existing or proposed dumpster location(s) & screening.
 - 8. If applicable, location/type of any required landscape buffer either existing or proposed.
 - 9. Note on site plan all that apply: Height/# stories of existing/proposed buildings/structures, proposed land use (i.e., restaurant, warehouse, etc.), zoning of adjacent tracts.
 - 10. If applicable, any existing utility lines easements (water, sewer, electric, gas, etc.)
 - 11. Location of existing and proposed fire hydrant(s) and standpipes, existing or proposed fire lane.
 - 12. Location/Type of Traffic Control Devices/Driveways Adjacent to Site.
 - 13. Supplemental standard requirements (where applicable) – see Attached Exhibit (s):

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 II, Division 2, Subdivision 2, Section 30-90 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. All applicable specific conditions pertaining to the proposed use have been or will be satisfied;

B. Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency;

C. Off-street parking, loading, refuse, and other service areas are located so as to be safe convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties in the general neighborhood;

D. Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use;

E. The location and arrangement of the use on the site, screening, buffering, landscaping, pedestrian ways, and bicycle facilities harmonize with adjoining properties and the general area and minimize adverse impact;

F. The type, size, and intensity, of the proposed use, including such considerations as the hours of operations and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.

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 complied with and to reduce or minimize any potentially injurious effect of the use on adjoining properties, the character of the neighborhood, or the health, safety, morals, or general welfare of the community. Where appropriate, such conditions may include requirements that the special use permit may be reviewed by the town council on a periodical basis, street and utility rights-of-way be dedicated to the public and that provision be made of recreational space and facilities.

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 27573**

Main: 919.359.9727

Fax: 919.359.3333

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