



Application for Special Use Permit

APPLICATION FEE

A \$350 filing fee is required for any Special Use Permit application for property less than 2 acres. A filing fee of \$500 is required for permit applications for 2 to 10 acres, and a filing fee of \$750 + \$15/acre will be required for permit applications for over 10 acres.

APPLICATION INSTRUCTIONS:

The Special Use permitting process can be complex. It is strongly recommended that the applicant speak with Planning and Zoning Department staff prior to submitting the application and paying the filing fee. Contact staff at (336) 626-1201 ext. 2392 to ensure application requirements are satisfied.

REQUIRED APPLICATION CONTENTS

- 1) A legal description/deed reference of such land.
- 2) Two (2) draft copies of a site plan drawn to scale that has will be reviewed by staff for conformity with zoning ordinance requirements, with revisions due as noted below. Once the final draft is submitted by the site plan cutoff date, staff will also require six (6) copies of the site plan to be submitted. See pages 3 and 4 for required site plan information.
- 3) In addition to staff's notification of the request to adjoining property owners, it is recommended that the applicant also notify adjoining property owners of the request. A template of the notification is in this application and staff can assist the applicant with creating the list of property owners to be notified of the request.

APPLICATION DEADLINES AND MEETING DATES

The application is to be filed with the Zoning Administrator by 5:00 pm on the day which is at least 55 days prior to the City Council meeting at which the request will be considered. No changes may be made to any site plan fifteen (15) days prior to a City Council hearing. At no time shall the city council hear more than five (5) cases per month. If five applications have been received prior to the cut-off date, the request will be heard the following month. Site plans must conform to the ordinance by the site plan cutoff date. No revisions to site plans can be accepted after 15 days prior to the scheduled City Council meeting. Failure to submit a conforming site plan by the cutoff date will result in the case being delayed.

<i>Application Deadline</i>	<i>Site Plan Cutoff</i>	<i>City Council Meeting</i>
December 12, 2025	January 21, 2026	Thursday, February 5, 2026
January 9, 2026	February 18, 2026	Thursday, March 5, 2026
February 13, 2026	March 25, 2026	Thursday, April 9, 2026
March 13, 2026	April 22, 2026	Thursday, May 7, 2026
April 10, 2026	May 20, 2026	Thursday, June 4, 2026
May 15, 2026	June 24, 2026	Thursday, July 9, 2026
June 12, 2026	July 22, 2026	Thursday, August 6, 2026
July 17, 2026	August 26, 2026	Thursday, September 10, 2026
August 14, 2026	September 23, 2026	Thursday, October 8, 2026
September 11, 2026	October 21, 2026	Thursday, November 5, 2026
October 16, 2026	November 25, 2026	Thursday, December 10, 2026
*November, 2026: Confirm application deadline with staff	*Confirm site plan deadline with staff.	*January, 2027: Confirm meeting date with staff

***January, 2026 Council meeting date is not set by Council until December, 2025.**

APPLICANT INFORMATION

Applicant _____ *Applicant's Phone #* _____

Applicant's Address _____

Applicant email address _____

PROPERTY INFORMATION

Property Owner's Name _____

Location of Property _____ *Property Size (ac. or s.f.)* _____

Randolph County Property Identification Number(s) (PIN#) _____

Current Zoning District _____

Date Property Title Acquired _____ *Deed Book* _____ *Page* _____

Subdivision _____ *Section* _____ *Lot #* _____

Plat Book _____ *Page* _____

SPECIAL USE PERMIT INFORMATION

Application is hereby made to the City of Asheboro for a Special Use Permit for the following purpose:

SPECIAL USE PERMIT REQUIRED SITE PLAN INFORMATION

The application for a Special Use Permit shall include a site plan, which must be drawn to scale, with supporting information and text that specifies the actual use or uses intended for the Zoning Lot and any rules, regulations, and conditions that, in addition to all predetermined Ordinance requirements, will govern the development and use of the Zoning Lot. The following information must be provided, if applicable. In addition to sections of the zoning ordinance referenced below, there may be other provisions listed in Table 5-1 (Table of Permitted Uses) and Section 5.05. The checklist below is intended for general reference, however, there may be other provisions that apply to the specific request.

- 1) The actual shape, location, dimensions, and total acreage of the Zoning Lot; its zoning classification; the general location of the Zoning Lot in relation to major streets, railroads, and/or waterways; a north arrow; and, if the Zoning Lot is not of record, sufficient data to locate the lot on the ground;
- 2) All existing rights-of-way, easements, and reservations;
- 3) In addition to providing the shape, size, and location of any structure(s) already located on the Zoning Lot, the site plan must show the shape, size, and location of all structures to be erected, altered, or moved on the Zoning Lot;
- 4) Building elevations of all exterior facades at a minimum scale of 1/8" = 1'; (Section 6.11)
- 5) The existing and intended use(s) of the Zoning Lot, specifically including the number of residential units and the total square footage of any nonresidential development;
- 6) The location and size of all yards, buffers, screening, and landscaping, including by way of illustration and not limitation front yard and parking lot landscaping, required by the Ordinance's predetermined standards for the general zoning classification applicable to the Zoning Lot or as otherwise proposed by the applicant (Section 6.06);
- 7) All existing and proposed points of access to public streets;
- 8) Proposed phasing, if any;
- 9) The location and type of screening used to screen mechanical equipment (Section 6.07);
- 10) The location, access to, and screening of a central solid waste area (Section 6.08);
- 11) Traffic, parking, and circulation plans, specifically including the location and dimensions of off-street parking areas and loading spaces;
- 12) The grade separation of structure(s) and parking areas (Section 6.13);
- 13) The paving material for parking areas (Section 6.13);
- 14) Curb cuts;
- 15) The compliance of the proposed development with the Ordinance's predetermined sign regulations (Chapter 7);

- 16) The level of compliance of the land use(s) proposed for the Zoning Lot with the Ordinance's predetermined performance standards for the general zoning classification assigned to the Zoning Lot, including by way of illustration and not limitation performance standards pertaining to light, noise, and vibration (Chapter 6);
- 17) If applicable, the location of any flood zones;
- 18) The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development;
- 19) If applicable, the location of the watershed and information pertaining to compliance with Watershed Regulations (Chapter 10);
- 20) When required by the Ordinance's predetermined specifications, sidewalks (Section 6.12); and
- 21) Information addressing the applicable permitting requirements of other local governmental agencies as well as federal and state agencies, including by way of illustration and not limitation, the North Carolina Department of Transportation and the North Carolina Department of Environmental Quality.

APPLICATION SIGNATURES

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the need for a Special Use Permit rests with the applicant.

No application for a Special Use Permit will be advertised for public hearing until the Planning and Zoning Department has received the required materials. If all required materials are not received prior to the specified deadlines, this will result in delays in the case being heard.

If any Special Use Permit is discontinued for a period of 12 months; or the permit is not initiated within 12 months; or replaced by a use otherwise permitted in the zoning district, it shall be deemed abandoned and the Special Use Permit shall be null and void and of no effect.

Applicant Signature

Owner Signature (if different than Applicant)

*Printed Name of Authorized Signatory (if
different from Applicant)*

Owner Address

*Position/Relationship of Authorized
Signatory to Applicant*

Telephone Number

*Printed Name of Authorized Signatory (if
different from Owner)*

*Position/Relationship of Authorized
Signatory to Owner*

STAFF USE

Received by: _____ **Date:** _____ **Case Number:** _____

SPECIAL USE PERMIT PROCEDURE INFORMATION

The granting of a Special Use Permit is a quasi-judicial process requiring sworn testimony. The testimony given should be directed at providing evidence that supports the application. Such evidence shall address the following four items. Failure to address these items will result in the delay or denial of your request.

- 1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
- 2) That the use meets all required conditions and specifications.
- 3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity, and
- 4) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development of Asheboro and its environs.

The City Council shall make these general findings based upon substantial evidence contained in the proceedings. It shall be the responsibility of the applicant to present evidence in the form of testimony, exhibits, documents, models, plans, and the like to support the application for approval of a Special Use Permit.

I have read and received a copy of the above information regarding the testimony and the evidence required at the public hearing for the Special Use Permit for which I have made an application. I understand my responsibilities in this matter. I have also received the opinion of the North Carolina Bar Association regarding legal representation in quasi-judicial proceedings.

Applicant _____

Date _____

Received by staff: _____

CITY OF ASHEBORO
NOTICE OF SPECIAL USE PERMIT HEARING

This is to notify you that I (we), _____
have filed an application with the City of Asheboro for a Special Use Permit for the
property located _____
for the purpose of _____

On Thursday, _____, 2026 at 6:00 pm the City Council will hold a
public hearing on the Special Use Permit request. The meeting will be held in the City
Council Chambers, 146 North Church Street, Asheboro, NC. The Council, after
considering the information/testimony presented during the public hearing and reviewing
the report of the Planning and Zoning Department, will take action on the application.
Such action may include approval of the request, denial of the request, or approval of a
modified version of the request on the basis of the Council's determination that such
action is reasonably necessary to promote the public health, safety, or general welfare
and to achieve the purposes of the adopted Land Development Plan. The meeting is
open to the public and your participation is encouraged. If you have any questions,
please contact the Planning and Zoning Department at 336-626-1201 Ext. 2392. In
addition, you may contact me (or my representative _____ at
_____.