



CASE NO. _____
MEETING DATE _____

TOWN OF MOORESVILLE – APPLICATION FOR CONDITIONAL USE PERMIT

IMPORTANT INSTRUCTIONS FOR FILING FOR A CONDITIONAL USE PERMIT

APPLICATION MAY BE FILED IN PERSON OR BY MAIL

***APPLICATION MUST BE ACCOMPANIED BY AN APPROVED CONCEPT PLAN**

This application must be filed at least sixty (60) days before the meeting of the Town Board of Commissioners. The application **may be submitted in person or by mail** to the Mooresville Development Services Department, 413 North Main Street, Mooresville, NC, 28115, by **12:00 noon on _____**. The Town Board of Commissioners will hold a Public Hearing for the request. Applications are placed on the Town Board agenda according to the acceptance date. You will be notified by mail of the date, time, and location of the Public Hearing. A **Conditional Use Permit fee is required to be paid when the application is submitted. An Approved Concept Plan must be submitted with the application and fee. Make checks payable to the Town of Mooresville.**

Conditional Use Permit

\$ 500.00

If approved by the Mooresville Town Board of Commissioners, the applicant MUST have the Conditional Use Permit recorded at the Register of Deeds office in Statesville within thirty (30) days. A copy of the recorded document must also be filed with the Town of Mooresville Development Services Department.

The following information is required:

1. An approved **Concept Plan** (approved by the Development Services Department) **MUST** accompany the application. This requirement may be waived depending on the specifics of the request.
2. If title to the property is not in the name of the applicant, include a notarized letter from the owner signifying his approval.
3. Application must be completed, dated, signed by the appropriate parties, and notarized.
4. A TIA (Transportation Impact Analysis) must be submitted according to the Town of Mooresville Transportation Impact Analysis Procedures Manual if applicable.

FOR YOUR INFORMATION

Upon filing a conditional use permit application with the Mooresville Development Services Department, the following rules and procedures shall apply until the Town Board of Commissioners has ruled on the request:

- No construction shall be done except in accordance within the allowed provisions of the existing zoning district.
- Any legal proceedings to enforce compliance will be held in abeyance.
- All written or physical evidence (plans, maps, pictures, letters, etc.) presented before the Board becomes part of the physical record and property of the Town of Mooresville.
- All testimony given before the Board shall be true.
- You have the right to appear and present your case before the Board.
- Applicants may be represented at their own expense.

CHECK LIST OF ITEMS TO BE INCLUDED ON / WITH APPLICATION

- Specific reasons for your conditional use permit request.
- Description of your request including an approved Concept Plan.
- Complete application that is dated, signed by the appropriate parties, and notarized.
- If you are not the property owner include a notarized letter from the property owner giving you permission to appear before the Board.
- Names, addresses, and tax parcel numbers of adjacent property owners including those separated by street right of ways.
- TIA (Transportation Impact Analysis) if applicable.
- Fee

Your conditional use permit request will NOT be placed on the agenda if complete information and requested documentation is not included.

“TOWN BOARD HEARING PROCEEDINGS”

Public Hearings will be conducted according to the Town of Mooresville Board of Commissioners Rules of Procedure. The Town Staff will present the request. Afterwards, the applicant has up to 15 minutes to speak. Other persons wishing to speak are limited to three (3) minutes.

The applicant MUST have this Conditional Use Permit recorded at the Register of Deeds office in Statesville within thirty (30) days. A copy of the recorded document must be filed with the Town of Mooresville Development Services Department. Zoning approvals may be held pending the receipt by the Development Services Department of the recorded copy of the Notice to Applicant.

An appeal from the denial of a conditional use permit must be filed within the time period and in the manner as set out in N.C. Gen. Stat. § 160A-388.



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**TOWN OF MOORESVILLE APPLICATION FOR A
CONDITIONAL USE PERMIT**

Applicant Information: Is the applicant the property owner? _____ If not, provide a notarized letter from the owner granting permission to seek a Conditional Use Permit.

Applicant Name:	_____
Applicant Address:	_____ _____ _____
Applicant Phone No:	_____
Applicant email:	_____

Parcel Information pertinent to the conditional use permit request:

Address:	_____		
Parcel Number:	_____	Acreage:	_____
Existing Zoning:	_____	Proposed Zoning:	_____
Existing Watershed:	_____	Ex. Overlay District:	_____

What are the current uses of the property as well as the adjacent uses?

Describe the Conditional Use request.

Explain briefly the expected effect on the neighborhood if the proposed conditional use is approved.

Explain any other circumstances which tend to justify the **CONDITIONAL USE PERMIT** request in terms of the public interest.

List any conditions imposed with this request.

I certify that all of the information presented by me is accurate to the best of my knowledge, information, and belief.

Signature of Applicant Date

Name of Applicant

Complete Address

City, State, Zip

Email & phone

_____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness by my hand and official seal this _____ day of _____, 20_____.

My Commission expires _____

Notary Public

IF THE APPLICANT IS *NOT* THE OWNER OF THE PROPERTY, indicate the owner’s name and contact information along with a notarized letter signifying approval TO REQUEST A CONDITIONAL USE PERMIT FOR his/her property.

Property Owner

Address

City, State, Zip

Email and phone

CASE NO. _____

Please list all the abutting property owners below. If there are not enough spaces please follow the same format below on a separate sheet and attach to the application.

Name	Tax Parcel & Lot Number	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

This information can be obtained through the Iredell County web page at www.co.iredell.nc.us then click on GIS. If you need assistance call the Iredell County Mapping Department at 878-3137 or the Mooresville Development Services Department at 662-7040.

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