

Notice of Request to City Council for Special Use Permit

ROCKY MOUNT
DEVELOPMENT SERVICES
THE CENTER OF IT ALL



Street address of property:		
Parcel Identification Number (PIN):		
Property Owner(s):		
Appellant Name:		Daytime Telephone:
Mailing Address:	City, State:	Zip Code:
Appellant Email Address:		
Lot Dimensions: Width _____ Length _____ Total Area in Sq.Ft. _____		
Nature of Request: _____ _____ _____ _____		

A fee of \$250 for church/childcare center use and \$300 for all other uses must be submitted with this application to the Department of Development Services so your request may be placed on the agenda

One (1) copy of the sketch plan drawn to scale on an 8.5" x 11" sheet is required to be submitted with the application.

All special use permit applications shall include a legal description of the subject site and a site plan which illustrates the following:

1. Boundaries of the lot or parcel
2. Location of buildings, signs and sign location where applicable.
3. Circulation: proposed point of access, egress and pattern of internal travel lanes where applicable.
4. Parking layout.
5. Lighting plan including wattage and illumination.
6. Screening and fencing as specified in Section 704 of the Rocky Mount Land Development Code. If not otherwise required, there shall be a minimum six (6) foot high solid fence or wall or dense plant material where a lot abuts a residential lot, as applicable.

Note any specific requirements for a particular use in Section 506 of the Land Development Code.

I understand that all requests must be submitted *twenty-one (21) working days prior to the meeting date* of the City Council (meetings are held the second Monday of each month). An incomplete application cannot be accepted.

Applicant Signature: _____

(Do not write below this line. For office use only.)

Application Number: _____	Date Received: _____	Staff Initials: _____
Fee of \$ _____ paid on _____ Staff Initials _____		

Revised 12/19