



## TEMPORARY USE PERMIT INSTRUCTIONS

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Office

704.633.3837 Fax

<http://www.ci.spencer.nc.us>

### LAND MANAGEMENT DEPARTMENT

#### INSTRUCTIONS FOR FILING A TEMPORARY USE PERMIT APPLICATION

The listed items on the application must be completed, application submitted and fee paid no later than twenty-one (21) days prior to the next meeting of the Board of Adjustment. Return application and payment to Spencer Town Hall, Land Management, 600 S. Salisbury Ave Spencer, NC 28159.

Board of Adjustment Temporary Use Permit fee of \$20.00 per case is required to be filed when submitted the application. This fee is non-refundable. Make check payable to the Town of Spencer.

**IF COMPLETED BY \_\_\_\_\_, THE APPLICATION WILL BE HEARD:**

\_\_\_\_\_  
AT 7:00PM  
SPENCER TOWN HALL, 600 SOUTH SALISBURY AVENUE, SPENCER, NC

**You or a representative familiar with the project will need to be present at the meeting to answer any questions regarding the project by the Board.** If you have any questions in completing the TUP, feel free to contact Land Management at Spencer Town Hall.

#### General Requirements:

1. If title to the property is not in the name of the petitioner, include a notarized letter from the owner signifying his / her approval.
2. Submit a written summary of the proposal.
3. Submit a plot plan (not to exceed 8 ½ " x 14"), or draw a site plan which describes the property and temporary use permit request. Give all appropriate dimensions, building / structures and their distance to property lines, rights-of-way, etc.
4. Application must be completed and dated for acceptance.

#### FOR YOUR INFORMATION

Temporary Use Permits (TUPs) are held by majority vote. They do not require a public hearing, but the Board of Adjustment *does* have to establish a relative need for the request in order to grant approval of the TUP.

Upon filing a Temporary Use Permit with the Board of Adjustment, the following rules and procedures shall apply:

- a. All written or physical evidence (plans, maps, pictures, letters, etc.) presented before the Board becomes a part of the record and must be turned over to the Board.
- b. You have the right to appear and present your case before the Board.



- c. Applicants may be represented by counsel at their own expense, if they choose to do so.
- d. “No Board member shall discuss any case with any parties thereto prior to the public hearing on that case; provided however, that members may receive and / or seek information pertaining to the case from any other member of the Board or the Zoning Enforcement Officer prior to the hearing.”

After the hearing of all cases, the Board will review each case and render a decision. This is usually done in closed session immediately following the hearing(s). However, the Board may elect to take up to forty-five (45) days to render a decision.



**TEMPORARY USE PERMIT APPLICATION**

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**LAND MANAGEMENT DEPARTMENT**

**GENERAL APPLICATION FORM**

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal relationship of applicant to property owner \_\_\_\_\_

Purpose of permit \_\_\_\_\_

Property location (street address) \_\_\_\_\_

Tax Map \_\_\_\_\_ Parcel Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Lot Size \_\_\_\_\_ Square Feet \_\_\_\_\_

Number of buildings to remain \_\_\_\_\_ Gross floor area to remain \_\_\_\_\_

Number of buildings proposed \_\_\_\_\_ Gross floor area of proposed buildings \_\_\_\_\_

Total square footage of land to be disturbed \_\_\_\_\_

\*\* If needed to illustrate appeal or request for variance, attach plot plan.

\_\_\_\_\_  
Signature of applicant

Application Number \_\_\_\_\_

Date \_\_\_\_\_

Application fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_



**TEMPORARY USE PERMIT APPLICATION**

Application Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Type of Permit Requested: Temporary Use Permit

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel Number: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Proposed Temporary Use: \_\_\_\_\_

**This application shall not be complete unless accompanied by the following information:**

- The tax maps and parcel numbers of the property in question.
- A boundary survey of the property in question showing total acreage, date, north arrow, existing easements and rights-of-way and all required front, side and rear yard setbacks.
- Proposed layout of the land including all proposed structures. For residential uses this shall include the number of units and an outline of the area where the structures are to be located. For nonresidential uses, this shall include the approximate square footage of all structures and an outline of the area where the structures will be located.
- Traffic, parking and circulation plans showing the proposed location and arrangement parking spaces and access points to adjacent streets.
- Proposed screening as well as treatment of any existing natural features.
- Proposed location and size of any free-standing signs.
- Delineation of floodplain areas as shown on the official Flood Hazard Boundary Maps.
- Proposed phasing, if any, of the project.
- A fee, in accordance with a fee schedule adopted by the Town Board.

To the best of my knowledge, all of the information herein submitted is accurate and complete.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Land Management Director

\_\_\_\_\_  
Date

**INFORMATION BELOW THIS LINE TO BE COMPLETED BY TOWN OFFICIAL**

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Sketch Plan Attached:        Y        N

Public Hearing Date: \_\_\_\_\_.

Notice of Public Hearing Published On: \_\_\_\_\_ and \_\_\_\_\_.

Property Posted On: \_\_\_\_\_.

Temporary Use "Findings of Fact" Checklist Attached:    Y        N

Board of Adjustment Decision:

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