

TOWN OF WALNUT COVE

SPECIAL AND CONDITIONAL USE PERMIT APPLICATION AND SUBMITTAL CHECKLIST

Applicants shall complete the following application requirements:

- Complete Special Use/Conditional Use Permit.
- Application fee of \$300. (Non-refundable upon advertisement.)
- Signatures of the Applicant and ALL Property Owner(s).
(NOTE: All current property owners of record, or their duly authorized agents, must sign application. Authorized agents must include executed power-of-attorney or other proof of authority.)
- Complete description of proposal (work to be performed on site).
- Tax parcel number(s) and a map of the requested Special Use/Conditional Use Permit site.
- List and address of Adjoining Property Owners.
- Letters of Support from Adjoining Property Owners.
- An accurate scaled site plan. (Note: The site plan will be a key-supporting document. Applicants need to insure that said site plan accurately represent their development proposal since changes may require additional public hearing review.) This site plan should reflect building setbacks from all property lines. Parking and loading should be reflected, if applicable.
- Photographs of the proposed site.
- Stokes County Environmental Health Certificate/North Carolina Building Code approval, if applicable.

This form and all accompanying documentation must be signed and submitted to the Town Office, 208 West Third Street, Walnut Cove, North Carolina by the first of the month of hearing by the Walnut Cove Board of Adjustment. The application and accompanying documentation shall remain on file with the Town Office. The \$300 application fee is non-refundable upon advertisement in the local newspaper.