

APPEAL

No appeal may be taken to the Board of Adjustment from the action of the Town Council in granting or denying a special use permit. The Town Council's actions on an application for a special use permit, like the Council's actions on an application for an amendment to the Ordinance, shall be reviewable by the courts as provided by law.

SITE PLAN REQUIREMENTS FOR SPECIAL USE PERMITS

Applicants for a special use permit are advised to contact the Town Planner and, if possible, the Planning Board before formal application for a permit in order to determine what information must accompany the formal application. Depending on the character and size of the proposed use, the Town Planner may require more information, in addition to the specific conditions set forth under each special use. Recommended information includes, but is not limited to:

- 1) Vicinity map (showing relation of property to existing and proposed streets, streams, railroad, and other major physical features).
- 2) Location, size and type of all buildings, existing and proposed on or near property.
- 3) Proposed points of vehicle ingress and egress, together with proposed pattern of internal circulation.
- 4) Proposed parking and loading areas.

- 5) Landscaping plan (see Development Ordinance for specific requirements).
- 6) Proposed utilities.
- 7) Location, size, height, orientation and lighting information on all signs.

Applications for special use permits, together with site plans, maps and drawings in sufficient detail to present require information, shall be submitted to the Town Planner who shall transmit these to the Planning Board.



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TOWN OF JAMESTOWN SPECIAL USE PERMITS GUIDE



A brief guide that will help you to become more familiar with the special use permitting processes in Jamestown

WHAT IS A SPECIAL USE PERMIT AND

HOW DOES IT WORK?

Certain land uses within the Town of Jamestown require a special use permit before the use can be initiated. Special use permits allow land uses in zoning districts that would otherwise be prohibited. Examples of such uses include cellular towers, townhomes, and condominiums.

PURPOSE OF SPECIAL USE REGULATIONS

Permitting special uses adds flexibility to the Zoning Ordinance. Subject to high standards of planning and design, certain property uses are allowed in districts where they would not otherwise be acceptable. By means of controls exercised through the special use permit procedure, property uses that would otherwise be undesirable in certain districts can be developed on surrounding properties.

TIMING OF SUBMISSIONS

The owner(s) of all property to be included in the petition for a special use permit shall submit an application to the Town Planner no later than twenty (20) days prior to the Planning-Zoning Board meeting at which it will be reviewed.

APPLICATION FEES

Fees for rezoning to another zoning classification, including special uses, are available from the Town Planner. This covers legal advertisements, postage for notices mailed to adjacent property owners, and staff time to prepare documentation related to the rezoning request.

THE REZONING PROCESS

- ❖ Obtain a rezoning /special use application from the Planning Department.
- ❖ Who may apply for rezoning?
 - The property owner
 - The applicant with property owner signature
- ❖ What information is needed?
 - Property address or location description, including site plans.
 - Tax map PIN# from Guilford County www.co.guilford.nc.us GIS or tax bill.
 - Current zoning (contact Town Planner)
- ❖ Application deadline is 20 days prior to Planning-Zoning Board meeting.
- ❖ Planning-Zoning Board
 - Advisory board that will make recommendation on the rezoning
 - Meets 2nd Monday of each month at 6:30pm.
- ❖ Town Council
 - Final decision making body
 - Meets 3rd Tuesday of each month at 7:00pm.

- Town Council can add conditions to an approval.

ACTION BY PLANNING BOARD

The Planning-Zoning Board reviews applications for special use permits, together with accompanying plans, maps, and drawings. The Planning-Zoning Board may recommend that the Town Council 1) Deny the special use permit, 2) approve the special use permit subject to the conditions for individual special uses, or 3) approve the special use permit subject to the conditions for individual special uses and other reasonable conditions recommended by the Planning-Zoning Board. The Planning-Zoning Board may also recommend modifications of the original plans.

ACTION BY TOWN COUNCIL

For each application for a permit, the Town Council will hold a public hearing, which will be published in the same manner as require for a hearing on a zoning amendment. At the public hearing, the Town Council will review the application for a special use permit, together with accompanying plans, maps, drawings, and recommendations of the Planning-Zoning Board. The Town Council may 1)deny the special use permit, 2)grant the special use permit subject to the conditions for individual special uses, or 3)grant the special use permit subject to the conditions specified for each use and to other reasonable conditions the council imposes upon the permit. There shall be competent, material, and substantial evidence in the record to support the Council's conclusions.