



HERTFORD COUNTY ZONING DEPARTMENT
P. O. Box 424
Winton, NC 27986

Date _____

Hertford County Zoning Board of Adjustment

Dear Board:

I, _____ request of the Hertford County Zoning Board of Adjustment to grant me a Special Use Permit to:

My property address is _____.

Property Identification Number is _____.

Documents Required

Site Plan showing location and setback requirements for the Special Use requested along with any other documentations required. If you are unsure what documentations are required - Please check with the Zoning Department at 252-358-7814.

I am enclosing the required \$75.00 non-refundable Special Use Application Fee. (Please make checks payable to Hertford County Zoning Department)

Property Owner's Name _____

Property Owner's Signature _____

Address: _____

Phone: _____

~ Office Use Only ~

Date Received _____ Cash/Check/MO. # _____

Application Fee _____ Receipt # _____

ARTICLE VI. PROVISIONS FOR USES ALLOWED AS SPECIAL USES



Hertford County Zoning Department **Special Use Permit Application Process**

1. A completed application for a special use permit shall be submitted by the owner or owners of all the property included in the petition for special use to the Planning & Zoning Administrator at least fifteen (15) working days prior to any meeting of the Board of Adjustment at which the request is expected to be heard. Such an application shall include all of the requirements pertaining to it in this Article. At this time the county of Hertford shall furnish all surrounding property owners (those owning property) in front, back and to the sides of the applicant's property) with written notice of the hearing. Each application shall be reviewed by the Board of Adjustment within forty-five (45) days from the filing of an application with the Planning & Zoning Administrator.
2. The Zoning Administrator shall report to the Board of Adjustment his recommendations including the stipulations of additional conditions and guarantees that such conditions will be complied with when they are deemed necessary for the protection of the public interest. If at any time after a special use permits has been issued, the Board of Adjustment finds that the conditions imposed and agreements made have not been or are not being fulfilled by the holder of a special use permit, the permit shall immediately be revoked and the operation of such a use violations of such conditions, when made part of the terms under which the use permit is granted, shall be deemed a violation of the zoning ordinance and punishable under Section 13.03. If a special use permit is terminated for any reason, it may be reinstated only after a public hearing is held.
3. The Board of Adjustment shall consider the application and may grant or deny the special use permit requested. The special use permit, if granted, shall include such approved plans as may be required. In granting the permit, the Board of Adjustment shall make such findings as required in Article XII, Section 12.02.
4. In granting the permit, the Board of Adjustment may designate such conditions in addition and in connection therewith, as will in its opinion, assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located and with the spirit of this ordinance. All such additional conditions shall be entered in the minutes of the meeting at which the permit is granted and also on the certificate of the special use permit or on the plans submitted therewith. All specific conditions shall run with the land and shall be binding on the original applicants for the special use permit, as well as any subsequent titleholders, heirs, successors, and assigns.
5. If the Board of Adjustment denies the permit, the Board shall enter the reasons for its action in the minutes of the meeting at which the action is taken.
6. In the event of failure to comply with the plans approved by the Board of Adjustment or with any other conditions imposed upon the special use permit, the Permit shall there upon immediately become void and of no effect. No building permits for further construction or Certificates of Occupancy under this special use permit shall be issued, and all completed structures shall be treated in the same manner as nonconforming uses subject to the provisions of Article IV of this ordinance. The Board of County Commissioners shall not, however, be prevented from thereafter rezoning said property for its most appropriate use.