



Special Use Permit Application
Building Inspections • Zoning • Code Enforcement
307 W Tryon St. • PO Box 424
Winton, NC 27986
Office: (252) 358-7814 Fax: (252) 358-1241

Date: _____

Hertford County
Board of Adjustment
307 W. Tryon St.
Winton, NC 27986

Hertford County Board of Adjustment,

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

_____.

The property is located at _____

The property's parcel number is: _____

The property is in a _____ Zoning District.

I am enclosing the required **\$125.00 non-refundable** Application Fee.
(Please make checks/money orders payable to Hertford County Zoning Department)

Property Owner's Signature

Address: _____

Telephone: _____



Hertford County

Zoning Department

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Special Use Permit Application Process

1. Citizen completes the Special Use Permit Application and submits the non-refundable \$125.00 Application Fee to the Hertford County Zoning Office.
 2. The Zoning Administration will review the application per ordinance regulations and conduct a site visit.
 3. The applicant is notified of the status, and if approved by the Zoning Office, the application is presented at the next upcoming Board of Adjustment Meeting.
 - You or a representative is asked to attend the meeting should the Board of Adjustments have any questions.
 4. The Board of Adjustment meets and reviews the applicants request, takes facts and findings per ordinance from the Zoning Administration, and takes comments from other attendees.
 5. The Board of Adjustment will approve or disapprove the request for the Special Use Permit.
 - In granting the permit, the Board of Adjustments may designate such conditions in addition and in connection therewith, as well 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.
 - If approved – a yearly renewal fee of \$25.00 is required
- If applicable:
 - A notice letter is sent out to all adjacent land owners notifying them of the upcoming Board of Adjustment Meeting and the proposed Special Use.
 - A notice of Public Hearing is required to be advertised in the local newspaper no more than 10 working days before the Board of Adjustment Meeting.