



**Perquimans County, North Carolina**  
**APPLICATION FOR SPECIAL USE PERMIT REQUEST**  
Case No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

This section to be completed by County:	
Date received: _____	Received by: _____
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): _____	
Subject Property Zoning District(s): _____	

**Applicant's Information**

Name(s) of Owner(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Applicant (if different from Owner): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Person to receive comments and correspondence: \_\_\_\_\_

**Description of Property**

Address(es) of Subject Property: \_\_\_\_\_

Tax Parcel Nos.: \_\_\_\_\_

Location: This property is located on the (Circle) N S E W side of \_\_\_\_\_ Road,  
approximately \_\_\_\_\_ feet (Circle) N S E W of \_\_\_\_\_ Road.

Size of Property: \_\_\_\_\_ acres. Lot width: \_\_\_\_\_ feet. Lot depth: \_\_\_\_\_.

Flood Plain: \_\_\_\_\_

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Special Use Permit to make use of the subject property as follows: \_\_\_\_\_. The subject property is zoned \_\_\_\_\_. The subject property is owned by \_\_\_\_\_ as evidenced by deed recorded in Real Estate Book \_\_\_\_\_, Page \_\_\_\_\_ **OR** Will File Number \_\_\_\_\_ in the Perquimans County Register of Deeds.

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2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Special Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street or railroad track.

**Name**

**Address**

a. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

d. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

e. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

f. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

g. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

h. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

i. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

j. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

k. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

l. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Use an additional sheet of paper if necessary.**



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Attach the following:

\_\_\_\_\_ Completed Application.

\_\_\_\_\_ Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Section 911.

\_\_\_\_\_ Proof of Ownership.

\_\_\_\_\_ Owner’s Authorization for Agent, if applicable.

\_\_\_\_\_ Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Special Use Permit.

\_\_\_\_\_ Site plan prepared in accordance with Section 514 and Article IX of the Perquimans County Zoning Ordinance.

\_\_\_\_\_ Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street or railroad track (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant. Leave the upper left corner of envelopes blank; the Planning Office will add their own address there.

\_\_\_\_\_ Filing Fee (See Current Planning/Zoning Fee Schedule, approved by County Commissioners)

\_\_\_\_\_ Additional information needed by Planner, Technical Review Committee or County Officials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE**

I (We), the undersigned, do hereby respectfully apply for a Special Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.

\_\_\_\_\_  
Signature of Owner or Authorized Applicant

\_\_\_\_\_  
Date

**(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board’s meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).**

