



Department of Community Development

PO Box 8369

1200 Duck Road

Town of Duck, North Carolina 27949

(252) 255-1234

SPECIAL USE PERMIT APPLICATION - STANDARD

Date: _____ Application #: _____

Amendment to an Existing Special Use Permit? (Y/N) _____ If yes, Permit #: _____

Applicant: _____

Mailing Address: _____

Telephone #: _____ Email: _____

Representative (if different from applicant): _____

Mailing Address: _____

Representative Telephone #: _____ Email: _____

Property Information:

Property Address/Location: _____

Dare County PIN #: _____ Zoning District: _____

Existing Use of Property: _____

Proposed Development Information:

Proposed Use(s) of the Property: _____

Project Description: _____

Total Acreage: _____ Total Building Area (s.f.): _____

Total # Units: _____ Lot Coverage (s.f. & %): _____

Building Height: _____ # Parking Spaces: _____

The Duck Town Council, with a vote of a majority of the membership, may grant a special use permit. Consistent with the N.C. General Statutes, Section 156.155 of the Zoning Ordinance states that the Town Council is required to make certain findings as a prerequisite to granting a special use permit. The following section is intended to offer the applicant an opportunity to address these criteria for the Council members. Please answer each request as thoroughly as possible.



1. Describe how the proposed use meets all required conditions and specifications of the Zoning Ordinance.

2. Describe how the proposed use would not materially endanger public health or safety.

3. State if the proposed use would substantially injure the value of adjoining properties. Describe any potential impacts.

4. Explain how the proposed use is in harmony with the area in which it is located and in general conformity with the Town's Comprehensive & Land Use Plan.



The owner of the property for which the permit is sought, his/her agent, and adjoining property owners will be notified by mail. Notice of such hearing will be advertised and posted on the property within the required legal timeframe prior to the hearing. Any party may appear at such hearing, in person or by agent. As part of its decision, the Duck Town Council may impose reasonable and appropriate conditions and safeguards to ensure that the spirit and intent of this ordinance is preserved and that an approved special use permit will not adversely affect the public interest.

The Following MUST Be Completed by the Property Owner

I/We _____
hereby certify that the applicant named above has the authority vested by me to make this application.

(Signature of Property Owner or Authorized Agent)

(Title or Relationship)

(Printed Name)

A complete application can be submitted in person to the Town of Duck Community Development Department at Duck Town Hall, 1200 Duck Road or mailed to Town of Duck, P.O. Box 8369, Duck, NC 27949. Checks should be made payable to the Town of Duck. A complete application consists of:

- One (1) hard copy of the complete, signed special use permit application form, including:
 - Cover letter which describes and supports the proposal.
 - Site plans and/or building plans drawn to scale showing the existing and proposed improvements
 - Other exhibits or information necessary to describe and support the proposal
 - **NOTE:** all hard copies must also be received digitally and can be emailed to: zoning@ducknc.gov
- Special use permit application fee

Fees are published in the Town's adopted Fee Schedule and are subject to change.

Special Use Permit	\$400.00
Special Use Permit - Home Occupation	\$200.00
Special Use Permit - Amendment	\$250.00

FOR OFFICE USE ONLY	
Application Received _____	Received By _____
Fee Paid _____	Receipt # _____