



## APPLICATION FOR SPECIAL USE PERMIT

NOTE: A pre-application meeting with City staff is required prior to filing this application.

THE FOLLOWING MUST BE SUBMITTED WITH ONE (1) COPY OF THIS APPLICATION:

- A filing fee – In accordance to current City of Wilson fee sheet.
- A copy of the deed or lease to the property, or a letter from the property owner, on the owner's letterhead, authorizing the applicant to use the property for the requested use.
- A map drawn to an engineer's scale on an 8½x11 sheet, or larger, showing the following:
  - a. the property, with distances of property lines shown
  - b. the nearest intersection of two public streets
  - c. all existing and proposed structures on the property and their setbacks
  - d. applicant's name (if different from owner)
  - e. other features necessary to describe the request

**NOTE: An incomplete application will be considered invalid and will not be processed.**

### PLANNING AND DEVELOPMENT SERVICES

Planning • Land Development • Neighborhood Improvement • Construction Standards • Geographic Information Systems • Community Development  
112 Goldsboro Street East • PO Box 10 • Wilson NC 27894-0010 • 252.399.2219 or 252.399.2220 • FAX 252.399.2233

## APPLICATION FOR SPECIAL USE PERMIT

### APPLICANT/AGENT INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### PROPERTY OWNER INFORMATION (IF DIFFERENT FROM ABOVE):

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### PROPERTY INFORMATION:

Address \_\_\_\_\_

Property Identification Number (PIN) \_\_\_\_\_

Current (or most recent) Use \_\_\_\_\_

Zoning District \_\_\_\_\_

Proposed Use \_\_\_\_\_

### DESCRIPTION OF THE PROPOSED USE OF THE PROPERTY:

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CERTIFICATION:

I (We), certify that all of the information presented in this application and in its accompanying attachments is accurate to the best of my (our) knowledge, information, and belief.

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Signature

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Date

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