APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **$400.00 application fee,** and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ Email: _____

Property Owner Name: _____

Address of Property Owner: _____

Phone Number: _____ Email: _____

PROPERTY INFORMATION

Property Address: _____

15-Digit PIN: _____ Lot/Block #: _____

Size of Property (in square feet or acres): _____ Current Zoning: _____

Current Use of Property: _____ Requested Use: _____

An application fee of **$400.00**, either in cash, money order, or check made payable to the "*Town of Beaufort*" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's ***Land Development Ordinance***, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

_____   _____
Applicant Signature   Date of Applicant's Signature

_____   _____
Property Owner Signature (if different than above)   Date of Owner's Signature

OFFICE USE ONLY   Revised 8/2020

Date: _____   Reviewed for Completeness By: _____

Received by: _____   Date Deemed Complete and Accepted: _____