

# TOWN OF FLETCHER

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## SPECIAL USE PERMIT APPLICANT GUIDELINES

The Planning Department accepts applications for special use permits monthly on the 3<sup>rd</sup> Wednesday of the month. Because of the multi-step application process for a special use permit, a **Pre-Application Conference** is required for all applications. In advance of a Pre-Application Conference, applicants should prepare a concept plan containing property boundaries, building footprints, parking, driveways/streets, access points, and other such information. All pre-application conferences must be requested via email.

Special Use Permits are permitted through a quasi-judicial process. Quasi-judicial actions are a "court-like" process used by a government agencies to apply existing laws or rules to specific applications. "Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record." G.S. 160D-406(j).

### **APPLICATION COMPONENTS**

Special Use Permit applications consist of 2 required meetings and one primary application deadline. The application components are described below and include:

- 1) **Sketch Site Plan Application Deadline** – The sketch site plan and application requirements must be completed and submitted by this deadline. A complete application with accurate signatures and the application fee is required at this stage. Incomplete applications will not be considered for inclusion on the Planning Board agenda. Partial submissions which have not met the standards established by the Town's Land Development Code, will not be accepted for review until complete.
- 2) **Planning Board (Quasi-Judicial)** – Held approximately 4 weeks after the submission of a complete Sketch Site Plan and Application. The Planning Board meets on the 3<sup>rd</sup> Tuesday of each month at 6pm in the Council Chambers located at Town Hall (300 Old Cane Creek Road). The meeting includes Planning staff's report and presentation on the application. The applicant must be in attendance and be sworn in to give

testimony. Applicants are required to present evidence during the meeting for their project. The Planning Board makes a recommendation for approval or denial of the application to Town Council.

- 3) **Town Council Public Hearing Meeting (Quasi-Judicial)**– Held on the second Monday of the month at 6pm in the Council Chambers located at Town Hall (300 Old Cane Creek Road). The meeting includes Planning staff’s report and presentation. The applicant must be in attendance and be sworn in to give testimony. Applicants are required to present evidence during the meeting for their project. The Town Council takes final action on approving or denying the special use permit at this meeting.
  
- 4) **Final/Construction Site Plan Review (if the project is approved by Town Council)** – A Final Site Plan based on the approved site plan by Town Council and drafted in accordance with Article 16.3 of the Land Development Code is required after a special use permit is approved and before any site disturbance or construction can begin.

The following pages include specific dates associated with the application components outlined above along with a detailed overview of the Preliminary Site Plan Application requirements.

### **APPLICATION TIMELINE**

Application and Sketch Site Plan Deadline 4:00 pm	Planning Board 6:00 pm	Town Council Public Hearing 6:00 pm
November 19 <sup>th</sup> , 2025	December 16 <sup>th</sup> , 2025	January 12 <sup>th</sup> , 2026
December 17 <sup>th</sup> , 2025	→ January 20 <sup>th</sup> , 2026	→ February 9 <sup>th</sup> , 2026
January 21 <sup>st</sup> , 2026	February 17 <sup>th</sup> , 2026	March 9 <sup>th</sup> , 2026
February 18 <sup>th</sup> , 2026	→ March 17 <sup>th</sup> , 2026	→ April 13 <sup>th</sup> , 2026
March 21 <sup>st</sup> , 2026	April 4 <sup>th</sup> , 2026	May 11 <sup>th</sup> , 2026
April 15 <sup>th</sup> , 2026	→ May 19 <sup>th</sup> , 2026	June 8 <sup>th</sup> , 2026
May 20 <sup>th</sup> , 2026	June 16 <sup>th</sup> , 2026	July 13 <sup>th</sup> , 2026
June 17 <sup>th</sup> , 2026	→ July 21 <sup>st</sup> , 2026	August 10 <sup>th</sup> , 2026
July 15 <sup>th</sup> , 2026	August 18 <sup>th</sup> , 2026	September 14 <sup>th</sup> , 2026
August 19 <sup>th</sup> , 2026	→ September 15 <sup>th</sup> , 2026	October 12 <sup>th</sup> , 2026
September 16 <sup>th</sup> , 2026	October 20 <sup>th</sup> , 2026	November 9 <sup>th</sup> , 2026
October 21 <sup>st</sup> , 2026	→ November 17 <sup>th</sup> , 2026	→ December 14 <sup>th</sup> , 2026
November 18 <sup>th</sup> , 2026	December 15 <sup>th</sup> , 2026	January 11 <sup>th</sup> , 2027

## **SPECIAL USE PERMIT REVIEW CRITERIA**

Before any special use permit is issued, the Town Council shall make written findings certifying compliance with the specific rules governing the individual special use (Article 3), and that satisfactory provision and arrangement has been made for at least the following where applicable:

- 1) Satisfactory ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow, and control.
- 2) Provision of off-street parking and loading areas where required, with particular attention to the items listed above, and the economic, noise, glare and odor effects of the special use on adjoining properties in the area.
- 3) Adequate and proper utilities, with reference to locations, availability, and compatibility.
- 4) Buffering, with reference to type, location, and dimensions.
- 5) Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect, and compatibility and harmonies with properties in the district.
- 6) Playgrounds, open spaces, yards, landscaping, access ways, pedestrian ways, with reference to location, size, and suitability.
- 7) Buildings and structures, with reference to location, size, and use.
- 8) Hours of operation, with particular reference to protecting and maintaining the character of the neighborhood.

## **SKETCH SITE PLAN REQUIREMENTS & BUILDING ELEVATIONS**

This information constitutes the minimum requirements for staff review, comments will follow on the schedule outlined in the Special use permit Request process timeline. Please submit one paper copy to Town Hall (300 Old Cane Creek Road Fletcher NC 28732) and email a digital copy to [t.morrow@flechernc.org](mailto:t.morrow@flechernc.org).

- 1) **A completed application** with developer/applicant and property owner signatures.
- 2) **Application Fee:** \$350.
- 3) **Sketch Site Plan:** The Sketch site plan should be developed on a single to scale sheet measuring at least 24" by 36". The Sketch Plan shall show in simple sketch form the proposed layout of streets, lots, buildings, public open spaces and other features in relation to existing conditions based upon the size of the tract proposed for development. All plans shall be submitted at a scale not less than 1 inch = 50 feet unless otherwise authorized by the Administrator and shall include the following project specific information:
  - a. Basic Project Information – Please include this information in chart form:

- i. *The proposed names of the Development and streets.*
  - ii. *The owner's name and address.*
  - iii. *The surveyor's name.*
  - iv. *The property owners.*
  - v. *The date of preparation.*
- b. North Arrow, Scale, and Landmarks Sufficient to Identify Location:
- c. Inset Vicinity Map:
- d. Town and ETJ Limits – If in Town or ETJ limits, please note accordingly, if outside of Town and proposed for annexation, please note nearest location of Town boundary by distance in feet:
- e. Adjacent Properties –
  - i. Zoning Designations & Owner Names
  - ii. The names of existing and proposed adjoining subdivisions.
- f. Building Layout &
- g. Parcel Information
  - i. Total acreage of tract,
  - ii. Acreage in parks and other nonresidential uses
  - iii. Total number and acreage of parcels
  - iv. Proposed lot lines, lot and block numbers, and exact dimensions.
- h. Building Information
  - i. Building Dimensions
  - ii. Building Height as measured in article 4
  - iii. Total number of housing units
  - iv. Gross project density per acre for residential
  - v. Gross floor area of all mixed-use and non-residential buildings
  - vi. Building Height as measured in article
- i. Pedestrian and Vehicular Infrastructure:
  - i. The location and dimensions of any sidewalks, curbs and gutters to be installed along public street frontages, and other required street improvements designated in Article 12. Required right-of-way shall be drawn in the location shown on any official plan at the width specified in the LDC.
  - ii. Typical cross sections of proposed streets showing rights-of-way, pavement widths, grades, and design engineering data for all corners and curves.
- j. Parking:

- i. The location and dimensions of all off-street parking and loading spaces, and walkways indicating the type of surfacing, size, angle of stalls, and width of aisles in conformance with Article 9.
    - ii. The required number of parking spaces vs. number of parking spaces proposed.
  - k. Signs:
    - i. Location and elevation of all proposed signage. Any signage shall be in conformance with the Article 11.
  - l. Project Phasing: (if applicable)
    - i. Timetable for estimated project completion for each phase proposed.
  - m. Open Space:
    - i. The location and dimensions of proposed recreation areas, open space, and required amenities and improvements including the calculated area of all required open space dedications in accordance with Article 7.
  - n. Grading:
    - i. The existing topographic conditions of the property including contours not exceeding 5 foot intervals. Henderson County or Town of Fletcher topographic information may be used to fulfill this requirement.
  - o. Stormwater
    - i. Calculations of disturbed/impervious cover for compliance with Stormwater Runoff Provisions (Section 6.4) and/or Water Quality Protections (Section 6.5).
- 4) **Landscape Plan and Environmental Survey** in accordance with Section 16.5. This plan should be included as a separate sheet.
  - a. An environmental survey identifying forest stands or trees of a uniform size and species
  - b. Specimen trees of varying sizes and species, particularly free standing or open-grown or field grown trees
  - c. Distinctive tree line or forest edge
  - d. Existing watercourses
  - e. Delineated flood plains
  - f. Wetlands
  - g. Steep slopes
  - h. Previously documented endangered species habitats
  - i. The use of digital geographic data obtained from the Town of Fletcher or Henderson County is deemed to be sufficient for the Sketch Plan phase of submittal requirements.

- 5) **Building Elevations/Architectural Plans**- Illustrative building elevations denoting general design elements and materials.
- 6) **Traffic Impact Analysis**: Applicants shall include a TIA for conditional zoning applications when the development triggers set forth by NCDOT for requiring a TIA. Trip generation predictions are to be defined by the latest edition of the manual *Trip Generation* published by the Institute of Transportation Engineers.
- 7) **Statement on Land Use Plan Compliance**: § 160D-605.
- 8) **Submittal Checklist**: Include this document with submittal requirements confirmed by affirmation of inclusion and signature of submitting agent.

## **Signature of Understanding and Completion**

**By signing this document, you are confirming that all required documents have been submitted in accordance with the requirements of this document.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **HELPFUL LINKS:**

Planning Department's Webpage:

<https://www.fletcherc.org/departments/planning-and-zoning/>

Town Land Development Code:

<https://www.fletcherc.org/departments/planning-and-zoning/land-development-code/>

Land Use Plan:

[https://www.fletcherc.org/wp-content/uploads/2018/11/LandUsePlan\\_2018\\_Update\\_WebVersion.pdf](https://www.fletcherc.org/wp-content/uploads/2018/11/LandUsePlan_2018_Update_WebVersion.pdf)

Hear of Fletcher Master Plan:

[https://www.fletchercnc.org/wp-content/uploads/2016/08/HOF\\_WRCP\\_MasterPlan\\_2013update.pdf](https://www.fletchercnc.org/wp-content/uploads/2016/08/HOF_WRCP_MasterPlan_2013update.pdf)

Fletcher Connects:

<https://www.fletchercnc.org/wp-content/uploads/2021/01/Fletcher-Connects-FINAL-Plan-November-2020.pdf>

Henderson County GIS:

<https://gisweb.hendersoncountync.gov/gisweb/>