

FILING A SPECIAL USE PERMIT

CURRITUCK COUNTY PLANNING DEPARTMENT

MISSION STATEMENT

Provide solution oriented services to the community through the application of professional planning skills, adopted plans, and standards which facilitate the growth of the local economy and enhance the quality of life and preserve the natural environment for current and future generations.



FOR FURTHER INFORMATION CONTACT:

PLANNING DEPARTMENT:
252-232-3055

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252-453-8555



CURRITUCKGOVERNMENT.COM

PROCEDURES FOR FILING A SPECIAL USE PERMIT

A Special Use Permit (SUP), is a use permit issued by the Board of Commissioners. The SUP authorizes the recipient to use the property in accordance with the requirements of the Currituck County Unified Development Ordinance. The Board of Commissioners may also impose additional requirements. A completed application is required for a SUP and is subject to the following process:

1. Pre-Application meeting with staff.
2. Application and site plan submittal.
3. Technical Review Committee review and recommendation.
4. Staff review and recommendation.
5. Planning Board review and recommendation.
6. Board of Commissioners public hearing and action.

The purpose of the SUP is to promote a use that is in harmony with the surrounding land uses. The Board of Commissioners can approve, conditionally approve, or deny a SUP. The permit can be denied if the board finds that:

1. The application is incomplete;
2. The special use will endanger the public health or safety;
3. The special use will injure the value of adjoining or abutting property;
4. The special use will not be in harmony with the particular neighborhood or area in which it is to be located;
5. The special use will not be in general conformity with the Land Use Plan, Thoroughfare Plan, or other plans officially adopted by the Board of Commissioners; or,
6. The special use will exceed the county's ability to provide adequate public facilities.



A completed application must be submitted prior to the appropriate cut-off date for the Board of Commissioners meeting. For cut-off date and meeting information, please contact the Planning Department.

Reviews and approval from other agencies and county departments is often necessary for SUP requests. It is suggested that these agencies or county departments be contacted early in your planning stages.

For specific information related to SUP requests for a major subdivision or Planned Unit Development, please contact the planning staff prior to proceeding with an application.