



Department of Community Development  
 PO Box 8369  
 1240 Duck Road #106  
 TOWN OF DUCK, NORTH CAROLINA 27949  
 (252) 255-1234

**CONDITIONAL USE/SPECIAL EXCEPTION  
 GROUP DEVELOPMENT PERMIT APPLICATION**

APPLICATION IS HEREBY made to the Town of Duck for consideration of a Conditional Use Permit/Special Exception Permit/Group Development Permit (*circle one*) in accordance with the provisions of the Town of Duck Zoning Ordinance, Section(s) \_\_\_\_\_

Date: \_\_\_\_\_ Application No. \_\_\_\_\_

Property Address: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Pin No. \_\_\_\_\_

Legal Description (Attach additional sheet if necessary):

Lot	Block	Subdivision	Community
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Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Representative: \_\_\_\_\_

Project Representative Address: \_\_\_\_\_

Project Representative Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A complete application shall be submitted to the Town of Duck Planning Office no later than the twentieth day of the month preceding the next regular monthly meeting of the Planning Board and shall include eighteen (18) copies of a site plan or sketch plan, depending upon the use proposed, a copy of this application with the review fee, and a check made payable to the Town of Duck.

**Proposed Use of the Property:**

\_\_\_\_\_  
\_\_\_\_\_

**Site Information:**

Total Acreage \_\_\_\_\_ DOT Review \_\_\_\_\_

Total Building Area \_\_\_\_\_ Env. Health Review \_\_\_\_\_

Total No. Units \_\_\_\_\_ Public Works \_\_\_\_\_

Lot Coverage \_\_\_\_\_ Fire Marshall \_\_\_\_\_

Building Height \_\_\_\_\_ CAMA/FEMA \_\_\_\_\_

Area--Proposed Roadways \_\_\_\_\_ No. Parking Spaces \_\_\_\_\_

Loading Area/Spaces \_\_\_\_\_

Buffer Area \_\_\_\_\_ Describe \_\_\_\_\_

\_\_\_\_\_

Lighting \_\_\_\_\_

Signs \_\_\_\_\_

*(Note: Placement of signs and light poles shall be located in landscaped areas)*

Utilities: Water: Well \_\_\_\_\_ County \_\_\_\_\_

Sewer: Septic \_\_\_\_\_ Community \_\_\_\_\_ Wastewater Facility \_\_\_\_\_

Is this an amendment to an existing Conditional Use Permit? \_\_\_\_\_

If yes, permit No. \_\_\_\_\_



*Fees are published in the Adopted Fee Schedule and are subject to change.*

*Conditional Use/Special Exception Permit \$400.00*

*Conditional Use Permit – Home Occupation \$200.00*

*Conditional Use Permit – Amendment \$200.00-250.00*

*Group Development \$500.00*

*Group Development Amendment \$250.00*

I understand that the Planning Board shall review the application at its regularly scheduled meeting on the second Friday of each month, and then submit its recommendation as to approval or disapproval along with conditions as it may deem necessary to the Town of Duck Council. The owner of the property for which the permit is sought, or his agent, shall be notified by mail. Notice of such hearing shall be posted on the property for at least fifteen (15) days prior to the hearing. Any party may appear at such hearing, in person, by agent or by attorney. Any party desiring to speak at the meeting shall include their request by written letter to the Chairman of the Town of Duck Planning Board, P. O. Box 8369, Duck, N.C. 27949.

The Town of Duck Council may impose reasonable and appropriate conditions and safeguards to insure that the spirit and intent of this ordinance is preserved and that an approved conditional use will not adversely affect the public interest.

Notice of the application shall be sent to adjoining property owners as a courtesy so that any party may respond. Submit the names and addresses of current abutting property owners in the space provided below:

Property Owner Name \_\_\_\_\_ Address \_\_\_\_\_

***The Following MUST Be Completed by the Property Owner***

I/We \_\_\_\_\_ by \_\_\_\_\_  
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)

Address \_\_\_\_\_

Phone \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Proposal received _____	Received by _____
Fee Paid _____	Receipt No. _____