

**City of Caro**  
**SPECIAL CONDITION USE APPLICATION**  
**Procedural Manual**

***WHAT IS A SPECIAL CONDITION USE?***

Uses are permitted either “by right: or by ‘special condition’. A Special Condition Use is a use which may be appropriate in the district in which it is permitted, but has certain characteristics which must be managed to protect the integrity of uses permitted by right in that district. For this reason, applications for Special Condition Uses must go through Site Plan Review.

***WHEN IS SPECIAL CONDITION USE APPROVAL REQUIRED?***

Special Condition Use approval is required for all uses listed as Uses Permitted Subject to Special Conditions in Articles 6 through 14 of the Zoning Ordinance.

***WHO APPROVES SPECIAL CONDITION USES?***

The Planning Commission holds a Public Hearing to consider the application prior to making recommendation to City Council. Special Condition Uses are approved by the City Council.

***WHAT ARE THE STANDARDS FOR APPROVAL?***

1. That The establishment, maintenance or operation or the special use will not be detrimental to or endanger the public health, safety or general welfare.
2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor shall it substantially diminish and impair property values within its neighborhood.
3. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage and necessary facilities have been or are being provided.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public street.
6. That the special condition use shall, in all other respects conform to the applicable regulation of the district in which it is located and to any addition conditions or procedures as specified in Article 25.

**City of Caro**  
**SPECIAL CONDITION USE APPLICATION**

Date \_\_\_\_\_

Application No. \_\_\_\_\_

Review Fee \_\_\_\_\_

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Parcel Identification No. \_\_\_\_\_

Name of Proposed Development \_\_\_\_\_

Use of Proposed Development \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Size (in square feet) \_\_\_\_\_

Legal owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Site Plan Preparer \_\_\_\_\_

If applicant is not the owner, state basis for representation (i.e., attorney, representative, etc.)

\_\_\_\_\_

**Fifteen (15) copies of the complete special condition use application form and site plan shall be submitted to the Zoning Administrator. Members of the Planning Commission shall be delivered copies of the application and site plan at least seven (7) days prior to the meeting for their preliminary information and study. The meeting shall be scheduled within not more than forty-five (45) days following the date of the receipt of the plans and application by the Zoning administrator.**

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On a separate sheet(s) of paper, please explain how the proposed Special Condition Use will meet the following standards:

1. That the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety or general welfare.
2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor shall it substantially diminish and impair property values within its neighborhood.
3. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage and necessary facilities have been or are being provided.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public street.
6. That the special condition use shall, in all other respects conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in Article 25.

The undersigned deposes that foregoing statements and accompanied information are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print type name below signature

\_\_\_\_\_  
Signature of Legal owner (if not applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print type name below signature

**City of Caro**  
**SPECIAL CONDITION USE APPLICATION**

**FOR OFFICE USE ONLY – NOT TO BE COMPLETED BY APPLICANT**

\_\_\_\_\_  
Zoning Administrator's Verification of application completeness

\_\_\_\_\_  
Date

**Does the proposed use require any additional applications? (Check, if applicable)**

Variance \_\_\_\_\_

Interpretation by ZBA \_\_\_\_\_

Rezoning \_\_\_\_\_

Zoning Text Amendment \_\_\_\_\_

**Copies sent to**

**Date or N/A**

Planning Commission

\_\_\_\_\_

Fire Department

\_\_\_\_\_

Date of Planning Commission Public Hearing \_\_\_\_\_

Date written notice was mailed to residents within 300' \_\_\_\_\_

Date notice was published in newspaper (attach copy of notice) \_\_\_\_\_

**Planning Commission Action  
taken on Site Plan**

Recommended Approval \_\_\_\_\_

Recommended approval w/conditions \_\_\_\_\_

Recommended Denial \_\_\_\_\_

Tabled Decision \_\_\_\_\_

**Planning Commission Action  
taken on Special Condition Permit**

Recommended Approval \_\_\_\_\_

Recommended Denial \_\_\_\_\_

Tabled Decision \_\_\_\_\_

**City Council Action  
taken on Site Plan**

Approved \_\_\_\_\_

Approved w/conditions \_\_\_\_\_

Denied \_\_\_\_\_

Tabled Decision \_\_\_\_\_

**City Council Action  
taken on Special Condition Permit**

Approved \_\_\_\_\_

Approved w/conditions \_\_\_\_\_

Denied \_\_\_\_\_

Tabled Decision \_\_\_\_\_

Date of final decision \_\_\_\_\_

Date final decision was mailed to applicant \_\_\_\_\_

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Attach copies of all Planning Commission and City Council meetings (including Planning Commission Public Hearing) at which the special condition use was an agenda item.

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

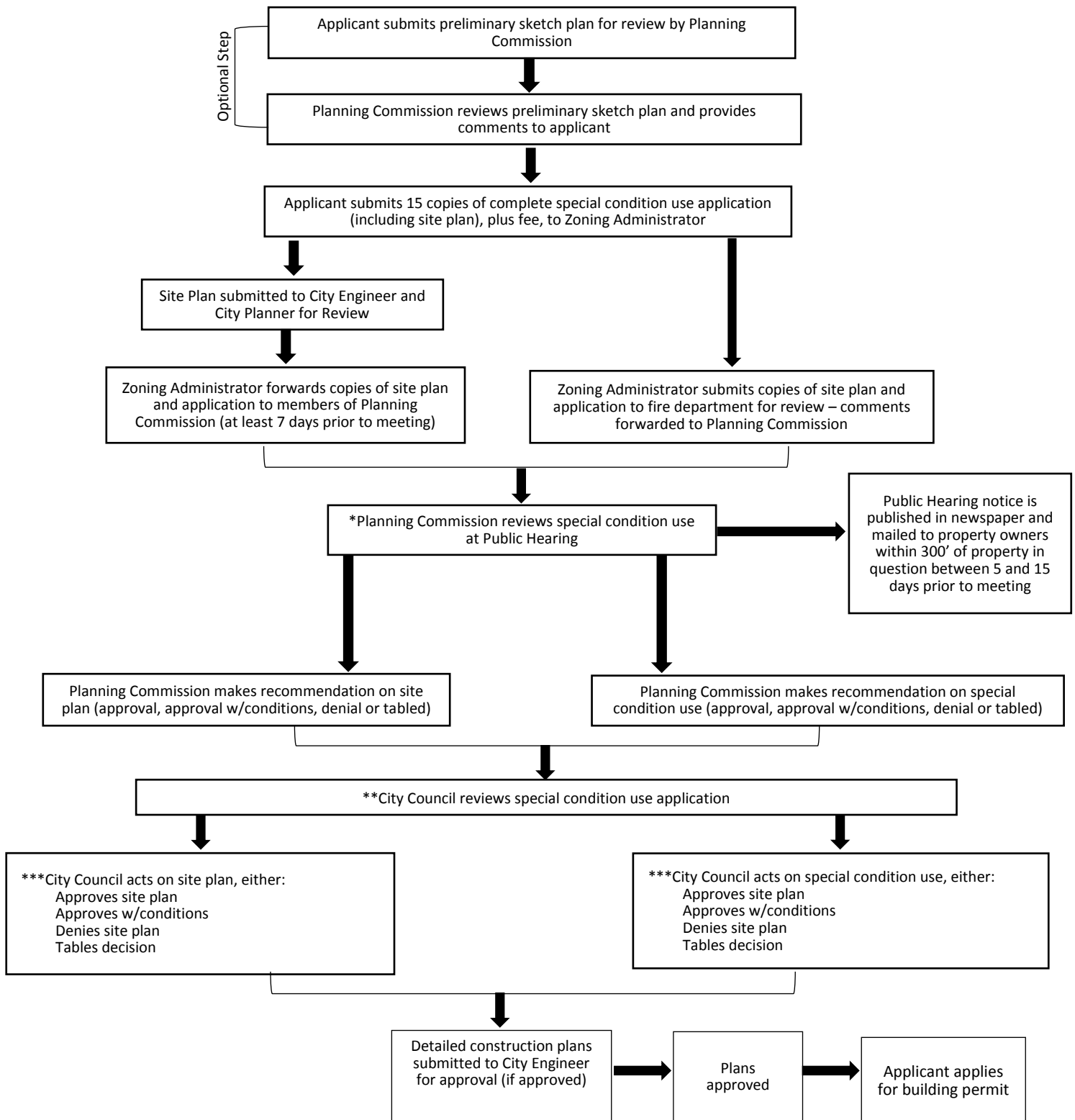
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**City of Caro**  
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**SPECIAL CONDITION USE REVIEW PROCESS**

NOTE: It may be determined that an application for special condition use is not in compliance with zoning ordinance provision and could require a variance, interpretation, rezoning or text amendment.



\*Meeting scheduled within 45 days of receipt of complete special condition use application by Zoning Administrator.

\*\*Decision made within 100 days of receipt of complete special condition use application by Zoning Administrator.

\*\*\*Decision made within 30 days of Planning Commission recommendation.