



**Town of Stedman**  
**BOARD OF ADJUSTMENT**

CASE #: \_\_\_\_\_

TOWN OF STEDMAN BOA

MEETING DATE: \_\_\_\_\_

DATE APPLICATION

SUBMITTED: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**APPLICATION FOR  
CONDITIONAL USE**

The Town of Stedman Board of Adjustment meetings are held at the Town Hall, 5110 Front Street, unless otherwise specified. The Planning and Inspections Department will advertise the public hearing and a notice will be mailed or delivered to surrounding residents or property owners that may be affected by the proposed Conditional Use request.

The Board of Adjustment is a quasi-judicial review board and all persons wishing to appear before this Board should be prepared to give sworn testimony on relevant facts. Applicants for Conditional Uses are encouraged to read Section 12.44 "Conditional Use" of the Zoning Ordinance to ensure the technical requirements of this Ordinance are met before submission to the Board of Adjustment (see next page).

**The following items are to be submitted with the completed application:**

- 1. A copy of the recorded deed and/or plat;**
- 2. If a portion of an existing tract, an accurate written legal description of only the area to be considered;**
- 3. A copy of a detailed site plan drawn to engineering scale, showing the location of all buildings, yard dimensions, driveways, fencing, lighting parking areas, landscaping, and all other pertinent data to the case; and**
- 4. Cash or check payable to "Cumberland County" in the amount of \$\_\_\_\_\_ (see attached Fee Schedule)**

**NOTE: Any revisions, inaccuracies or errors to the application or site plan may cause the case to be delayed and will be scheduled for the next available Board of Adjustment meeting according to the board's meeting schedule. Also, the application fee is nonrefundable.**

The County Planning Staff is available for advice on completing this application; however, they are not available for completion of the application or preparation of the site plan.

**EXCERPT FROM  
THE TOWN OF STEDMAN ZONING CODE**

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**SECTION 12.4 ADMINISTRATIVE PROCEDURES**

**12.41 Hearings.**

Any case involving an appeal, variance or a conditional use requires a public hearing to be held by the Board of Adjustment and any case involving a change of zoning district classification and other ordinance changes requires a public hearing to be held by the Stedman Board of Commissioners.

Each board shall fix a reasonable time for hearing and give public notice as well as due notice to the parties in interest. At the hearing any person or party may appear in person or by agent or attorney. Each board shall take action on a matter within a reasonable time after the termination of the proceedings.

**12.44 Conditional Use Permit.**

The Board of Adjustment, upon request of a property owner of his authorized agent after public hearing, may authorize and subject to appropriate conditions and safeguards which the Board deems necessary, conditional use, when in its judgment, the public convenience and welfare will be substantially served and the appropriate use of neighboring property will not be substantially or permanently injured.

Any conditional use granted becomes null and void if not exercised within the time specified in such approvals, or if not date is specified, within one year from the date of such approval.

**BOARD OF ADJUSTMENT**

LOCATION OF PROPERTY: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_

AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**APPLICATION FOR A CONDITIONAL USE  
As required by the Zoning Ordinance**

A. Parcel Identification Number (PIN #) of subject property: \_\_\_\_\_  
(also known as Tax ID Number or Property Tax ID)

B. Acreage: \_\_\_\_\_ Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

C. Water Provider: \_\_\_\_\_

D. Septage Provider: \_\_\_\_\_

E. Deed Book \_\_\_\_\_, Page(s) \_\_\_\_\_, Cumberland County  
Registry. (Attach copy of deed of subject property as it appears in Registry).

F. Existing use of property: \_\_\_\_\_  
\_\_\_\_\_

G. It is proposed that the property will be put to the following use: (Describe proposed  
use/activity in detail including hours of operation, number of employees, signage,  
parking, landscaping, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby acknowledge that the County Planning Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

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NAME OF OWNER(S) (PRINT OR TYPE)

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ADDRESS OF OWNER(S)

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E-MAIL

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HOME TELEPHONE #

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WORK TELEPHONE #

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NAME OF AGENT, ATTORNEY, APPLICANT (PRINT OR TYPE)

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ADDRESS OF AGENT, ATTORNEY, APPLICANT

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E-MAIL

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HOME TELEPHONE #

---

WORK TELEPHONE #

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SIGNATURE OF OWNER(S)

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SIGNATURE OF AGENT, ATTORNEY  
OR APPLICANT

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SIGNATURE OF OWNER(S)

**The contents of this application, upon submission, becomes “public record.”**

**STATEMENT OF ACKNOWLEDGMENT**

Regarding appearance before the Board of Adjustment, the undersigned owner(s), agents, or their assigns, by virtue of their signature(s) to this application, hereby acknowledge the following:

- That although appearance before the board is not required, it is strongly encouraged;
- The board will hear any and all argument for and against this matter before them and such relevant facts will be given under sworn testimony;
- At the public hearing the board has the authority to issue a final approval or denial decision on this request, or defer the request for additional information to be provided;
- If the petitioner or their representative for this application does not appear personally before the board, whether there is opposition or not, the board has full authority to consider the case and defer, approve, or deny the case; and
- If the board’s decision is to deny the matter before them, the course of appeal to their decision will be that of Cumberland County Superior Court. (Affected parties of the board’s decision have 30 days from proper notification which to serve notice of appeal).

Signed acknowledgment that the Planning and Inspections Staff has explained the application process and procedures regarding this request and the public hearing procedure stated above.

SIGNATURE OF OWNER(S) \_\_\_\_\_

PRINTED NAME OF OWNER(S) \_\_\_\_\_

DATE \_\_\_\_\_