

# SPECIAL USE PERMIT MINOR MODIFICATION APPLICATION



**TOWN OF CHAPEL HILL**  
**Planning Department**  
405 Martin Luther King Jr. Blvd  
phone (919) 968-2728 fax (919) 969-2014  
www.townofchapelhill.org

Parcel Identifier Number (PIN): \_\_\_\_\_ Date: \_\_\_\_\_

## Section A: Project Information

Project Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Use Groups (A, B, and/or C): \_\_\_\_\_ Existing Zoning District: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

## Section B: Applicant, Owner and/or Contract Purchaser Information

### Applicant Information (to whom correspondence will be mailed)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Owner/Contract Purchaser Information:

**Owner**  **Contract Purchaser**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SPECIAL USE PERMIT MINOR MODIFICATION APPLICATION  
SUBMITTAL REQUIREMENTS**

**TOWN OF CHAPEL HILL  
Planning Department**

This application is for minor modifications to an existing Special Use Permit as defined by Subsection 4.5.4(b)(1-7) of the Land Use Management Ordinance. The following must accompany your application. Failure to do so will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning Department (Planning) at (919)968-2728 or at [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org). For detailed information, please refer to the Description of Detailed Information handout.


**Application fee** ([refer to fee schedule](#))

Amount Paid \$

**Digital Files** - provide digital files of all plans and documents

**Written Narrative describing the proposal**

**Statement of Justification**

**Copy of recorded Special Use Permit**

**Approved plans and proposed changes to approved plans**

**Reduced Site Plan Set (reduced to 8.5"x11")**