

Conditional Use Application Guide
For Review by the Durham Planning Board

This form may be used to ensure that applications for Conditional Use Permits meet the requirements of Article VII – Conditional Use Permits of the Durham Zoning Ordinance - Section 175-23 C. which states: “A conditional use permit shall be granted only if the Planning Board determines that the proposal conforms to all of the following conditional use permit criteria (except for specific criteria that are deemed by the Planning Board to be not pertinent to the application).”

Question for the Town Planner:

Were all application and notice requirements met including submission of the conditional use application, payment of required fees, placement of the newspaper notice, mailing of notices to neighbors within 300 feet, and placement of the sign ten days prior to the public hearing?

YES ___ NO ___

Questions for the Planning Board – Criteria under Section 175-23 C

1. *Site suitability*: The site is suitable for the proposed use. This includes:
- a. Adequate vehicular and pedestrian access for the intended use.
 - b. The availability of adequate public services to serve the intended use including emergency services, pedestrian facilities, schools, and other municipal services.
 - c. The absence of environmental constraints (floodplain, steep slope, etc.) or development of a plan to substantially mitigate the impacts of those constraints.
 - d. The availability of appropriate utilities to serve the intended use including water, sewage disposal, stormwater disposal, electricity, and similar utilities.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

2. *External impacts*: The external impacts of the proposed use on abutting properties and the neighborhood shall be no greater than the impacts of adjacent existing uses or other uses permitted in the zone. This shall include, but not be limited to, traffic, noise, odors, vibrations, dust, fumes, hours of operation, and exterior lighting and glare. In addition, the location, nature, design, and height of the structure and its appurtenances, its scale with reference to its surroundings, and the nature and intensity of the use, shall not have an adverse effect on the surrounding environment nor discourage the appropriate and orderly development and use of land and buildings in the neighborhood.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

3. *Character of the site development*: The proposed layout and design of the site shall not be incompatible with the established character of the neighborhood and shall mitigate any external impacts of the use on the neighborhood. This shall include, but not be limited to, the relationship of the building to the street, the amount, location, and screening of off-street parking, the treatment of yards and setbacks, the buffering of adjacent properties, and provisions for vehicular and pedestrian access to and within the site.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

4. Character of the buildings and structures: The design of any new buildings or structures and the modification of existing buildings or structures on the site shall not be incompatible with the established character of the neighborhood. This shall include, but not be limited to, the scale, height, and massing of the building or structure, the roof line, the architectural treatment of the front or street elevation, the location of the principal entrance, and the material and colors proposed to be used.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

5. Preservation of natural, cultural, historic, and scenic resources: The proposed use of the site, including all related development activities, shall preserve identified natural, cultural, historic, and scenic resources on the site and shall not degrade such identified resources on abutting properties. This shall include, but not be limited to, identified wetlands, floodplains, significant wildlife habitat, stonewalls, mature tree lines, cemeteries, graveyards, designated historic buildings or sites, scenic views, and viewsheds.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

6. Impact on property values: The proposed use will not cause or contribute to a significant decline in property values of adjacent properties.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

7. Availability of Public Services & Facilities: Adequate and lawful facilities or arrangements for sewage disposal, solid waste disposal, water supply, utilities, drainage, and other necessary public or private services, are approved or assured, to the end that the use will be capable of proper operation. In addition, it must be determined that these services will not cause excessive demand on municipal services, including, but not limited to, water, sewer, waste disposal, police protection, fire protection, and schools.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

8. Fiscal impacts: The proposed use will not have a negative fiscal impact on the Town unless the Planning Board determines that there are other positive community impacts that off-set the negative fiscal aspects of the proposed use. The Planning Board's decision shall be based upon an analysis of the fiscal impact of the project on the town. The Planning Board may commission, at the applicant's expense, an independent analysis of the fiscal impact of the project on the town.

➤ Is the above criterion met? YES ___ NO ___ NOT PERTINENT ___

[Form approved by the Planning Board on September 12, 2018]