CUP Administrative Procedure

Approved by the Planning Commission, 2/1/2022

* CUPS are attached to the property, not a person, and thus can transfer w/property
* CUPS have a 1 to 1 credit in the RPA; routinely used gravel driveways, parking areas are included for trade; walkways, non-compacted driveways are not included for trade
* Once properly documented by the ZA or qualified professional, applicant has 2 years to apply for a CUP after impervious trade surfaces are removed
* Notice must go to property owners 300’ away from all property boundaries, except across any tributary of or Carter’s Creek itself; registered mail, e-mail w/proven receipt acceptable; ZA may accept other proof of notice
* In RPA, if the approximate cost of the proposed project is $25,000 or less, the applicant may fill out a Water Quality Impact Assessment form to the best of their ability to be included with the application; above $25,000 a qualified professional must provide a WQIA form with the CUP application;
* These are guidelines and PC may grant exceptions to them