

Town of Wilkesboro
Planning Department
Application for Conditional Use Permit

Page 3: Property Owners Within 500 feet

List the adjoining property owners within 500 feet of the property in question. (Note: Where the property is bound by a street, alley, stream, or similar boundary, the land owner across such a boundary shall also be considered an adjoining land owner.

**TO FIND LISTINGS OF ADJOINING PROPERTY OWNERS,
FOLLOW THESE STEPS:**

1. Locate the subject property on the map in the Town Planning and write down the entire parcel number. Be sure to write down the map number, section number, and individual parcel number, in that order (example:5675-06-3291)
2. Go to the Wilkes County Land Records Office at 110 North Street, show the attendant the parcel number, and ask the attendant to run off a map of the property that shows the adjacent property for at least 500 feet on all sides. The attendant can look up the owners names, parcels numbers, and addresses for the lots within 500 feet of the subject property.
3. Write down the name(s) of the owners of each of the adjacent lots within 500 feet, the parcel number of the lot, and the owner's entire address below. If no address is listed, make a note to that effect.

PLEASE NOTE: ACCURACY IS VERY IMPORTANT BECAUSE IF SOMEONE WITHIN 500 FEET OF THE PROPERTY IN QUESTION FAILS TO GET NOTIFIED, THE REQUEST MAY BE VOIDED EVEN IF THE BOARD VOTES IN YOUR FAVOR.

NAME	PARCEL NUMBER	ADDRESS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
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