

ZONING PERMIT CHECKLIST

- _____ Application must be made in the name of all property owners listed on deed (i.e., husband & wife);
- _____ Application must be filled out in ink. All required attachments such as site plan showing setbacks & utility connections must be drawn to scale;
- _____ Plot plans must illustrate actual dimensions of the lot to be built upon;
- _____ All questions must be answered including questions concerning parcel identification, current zoning and existing & proposed uses;
- _____ Three (3) complete sets of site plans must accompany application;
- _____ The exact location of any existing structures on the lot, if any;
- _____ The exact size of the structure to be erected;
- _____ The exact location of the building on the lot;
- _____ The approximate setback lines of buildings on adjoining lots;
- _____ The intended use of the property;

NOTE: Any zoning permit issued shall expire and be cancelled unless the work authorized by it has begun within six months of its date of issue, or if the work authorized by it is suspended or abandoned for a period of one year. Written notice thereof shall be given to the persons affected, including notice that further work as described in the cancelled permit shall not proceed unless and until another zoning permit has been obtained.

For additional information or questions,
Please contact the Planning & Zoning Department at
(704) 636-7111 ext. 20.

**ZONING PERMIT, CONDITIONAL USE PERMIT OR CERTIFICATE OF
COMPLIANCE IN THE TOWN OF EAST SPENCER
NORTH CAROLINA BUSINESS**

TO THE PLANNING DIRECTOR:

The undersigned hereby applied for a:

- _____ Zoning Compliance Permit
- _____ Special Use Permit
- _____ Certificate of Compliance

for the premises described herein. The undersigned agrees that all work shall be done as shown on the required plat of survey or location sketch hereof, in accordance with the requirements of the Town Zoning Ordinance and all other applicable Town Ordinances and the Laws and Regulations of the State of North Carolina.

Name, Addresses, and Telephone Numbers

Applicant or Agent _____

Address _____

Owner of site _____

Address _____

Architect _____

Address _____

Professional Engineer _____

Address _____

Contractor _____

Address _____

For Office Use Only

Application No. _____

Date Filed _____

Fee Paid _____

Description of the Subject Site

Address of premises affected _____

Parcel ID Block Subdivision Name _____

Or Mete & Bounds description _____

Zoning District Classification: _____

Signage

Signs _____ Signs Permitted _____ Sign Copy Area Permitted _____

Ground Sign _____ SF _____ Projecting _____ SF _____ Roof _____ SF _____

Special Signage Conditions _____

Description of existing operation or use: _____

Description of proposed operation or use: _____

Number of Employees _____

Type of Structure _____

Number of Stories _____

Estimated Value _____

Attachments

The following required items shall be attached to this application:

- 1. Plat or survey
- 2. Proposed Sewage Disposal Plan
- 3. Proposed Water Supply Plan
- 4. Certification
- 5. Sketch

Applicant's Verification of Information

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Owner _____
Applicant

Planning Director _____

Approval or Refusal

_____ Permit Issued.....Date _____

_____ Permit Denied.....Date _____

Notes:

Permit May be Revoked without notice if misrepresentation of any above information or attachments is found to exist.

Permit is Null and Void if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises of or any purpose that is prohibited by the Town Zoning Ordinance or any other state or local laws.

Changes in the plans or specification submitted in the original application shall not be made without prior written approval of the Building Inspector.

Construction of a new building, addition or alteration, or a building move shall not be permitted until the stake out or placement of the building on the lot is approved by the Building Inspector.