



## APPLICATION FOR ZONING COMPLIANCE PERMIT

Town of Chadbourn  
Planning Department  
602 North Brown Street  
Chadbourn, North Carolina 28431  
Phone: (910) 654-4148  
Fax: (910) 654-4147  
Website: [www.townofchadbourn.com](http://www.townofchadbourn.com)

A Zoning Compliance Permit (ZCP) is required for site or use changes regulated under the Zoning Ordinance and Unified Development Ordinance on property in the town limits and in the extraterritorial jurisdiction (ETJ).

Every applicant must fill out the **General Information** and **Authority to File Application** sections, both of which have black headings. Sections with gray headings are project specific; most projects will require that you only fill out *one* of these five sections. Please read the project descriptions below to determine which section(s) of this application applies to your project. You must have both signatures in the **Authority to File Application** section on the last page for the application to be considered complete.

### Project Description

- Are you relocating or expanding an existing structure or constructing a new building, accessory building, addition, deck, or fence?
- Is your business moving into an existing non-residential retail/office space?
- Are you planning to operate a business out of your personal residence?

If yes,

Fill out **Section 1: Site Change**

Fill out **Section 2: Change of Use**

Fill out **Section 3: Home Occupation**

### GENERAL INFORMATION

Project Address:

PIN #: \_\_\_\_\_

Property #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Applicant Name:

Mailing Address:

Phone 1:

Phone 2:

E-mail:

Status of Applicant:  Property Owner  Contractor  Legal Representative  Other:

Contractor's Chadbourn Business License #: \_\_\_\_\_ (Only required for projects within town limits)

Property Owner(s) Name:

Mailing Address:

Phone 1:

Phone 2:

E-mail:

**Section 1: SITE CHANGE**

Select Project Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Manufactured Home	Lot Size (Acres or Square Feet): _____ Number of Structures Existing/to Remain: _____ Number of New Structures Proposed: _____ <u>Gross Floor Area</u> Square Footage of Existing Structure(s): _____ Square Footage of Proposed Structure(s): _____	<u>Proposed Setbacks (ft.)</u> Front: _____ Rear: _____ Right Side: _____ Left Side: _____
	<input type="checkbox"/> Rehabilitation of Existing Structure	

**Note:** The Proposed Setbacks must meet the Minimum Setback Requirements as set forth in the Zoning Ordinance and the Unified Development Ordinance. See the attached Minimum Development Standards Table.

Utilities  
 Water Service:  Public Water     Well    |    Sewer Service:  Public Sewer     Septic Tank  
 Other Services:  Gas     Electricity

Parking Spaces (for Commercial Projects)  
 # of Existing Spaces: \_\_\_\_\_    # of Proposed Spaces: \_\_\_\_\_    Total # of Parking Spaces: \_\_\_\_\_

Estimated Total Construction Cost: \$ \_\_\_\_\_

Please explain your request in detail (2-3 sentences):

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Along with this application, provide a to-scale site plan that shows existing structures and proposed changes. View the sample site plan on the Town website, [www.townofchadbourn.com](http://www.townofchadbourn.com), for clarification.

**Section 2: CHANGE OF USE**

Name of Business: \_\_\_\_\_ Business Type: \_\_\_\_\_  
 Previous Business Type at that Address: \_\_\_\_\_  
**Businesses are required to have a Chadbourn Business License. Contact (910) 654-4148 for further information.**

**PLEASE REMEMBER TO SIGN THE LAST PAGE**

**Section 3: HOME OCCUPATION**

Name of Business: \_\_\_\_\_ Business Type: \_\_\_\_\_  
 Please explain your proposed business in detail (2-3 sentences): \_\_\_\_\_

Site Usage

Will the home occupation be conducted entirely within the residence?  Yes  No

Please indicate whether you are using  Heated or  Habitable floor area for the following calculations:

Total (heated/habitable) floor area of the residence: \_\_\_\_\_ sq. ft.

Total amount of (heated/habitable) floor area used for the home occupation: \_\_\_\_\_ sq. ft.

Will a detached accessory structure be used in conjunction with the home occupation?  Yes  No

If yes, Total square footage of detached accessory structure: \_\_\_\_\_ sq. ft.

Total amount of floor area used for the home occupation: \_\_\_\_\_ sq. ft.

Will any hazardous materials be stored or used on site?  Yes  No If "yes," provide a list.

Will there be any outside storage or display of goods or materials?  Yes  No

If "yes," what type of goods or materials?

#### Parking & Traffic

# of Existing Parking Spaces: \_\_\_\_\_ # of Proposed Spaces: \_\_\_\_\_ Total # of Parking Spaces: \_\_\_\_\_

Total # of employees, including the business owner: \_\_\_\_\_

How many clients are expected to visit the business per day? \_\_\_\_\_ At any one-time? \_\_\_\_\_

Will you be making deliveries as part of your business?  Yes, \_\_\_\_\_ per day  No

Will you be receiving deliveries as part of your business?  Yes, \_\_\_\_\_ per day  No

#### Along with this application:

- Provide a scaled floor plan of the residence and any accessory structures, and indicate the area to be used for the home occupation.
- If you plan to receive clients on-site, please provide a scaled site plan of the property that shows existing structures, their setbacks from the property lines and street rights-of-way, and the driveway and parking area.

#### **REQUIRED ATTACHMENTS**

1. A sketch plan must be provided that shows all setbacks from the property lines/right-of-ways, all primary and accessory buildings, all building dimensions, and any off-street parking or loading areas that are required.
2. For all new construction of primary buildings, a copy of the recorded plat/survey will need to be attached to this application. A copy of this can be obtained from the Columbus County Register of Deeds Officer

#### **NOTES:**

1. An approved Permit shall expire and be cancelled unless the work authorized by it shall have begun within six (6) months of its issued date, or if the work authorized by it is suspended or abandoned for a period of one year, unless vested rights is requested, then this permit is valid for a period of two (2) years.
2. The Zoning Administrator or designee must be notified to make onsite inspection, once the setback lines have been identified onsite (for new construction).
3. The Zoning Administrator will attempt to make zoning determinations within three (3) to five (5)

business days of submission of a fully completed application.

**AUTHORITY TO FILE APPLICATION**

I hereby agree to conform to all applicable laws and regulations of the Town of Chadbourn, County of Columbus and State of North Carolina (as may be applicable to my request), and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the Town of Chadbourn Planning Department may enter the subject property for the purpose of investigation and analysis of this request.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.**

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Date \_\_\_\_\_

**DEPARTMENT USE ONLY**

Date Received: \_\_\_\_\_

Staff: \_\_\_\_\_

ETJ?  Yes  No

Legal Non-Conforming Lot?  Yes  No

Floodplain on Site?  Yes  No

Flood Zone \_\_\_\_\_

Flood Map # \_\_\_\_\_

Zoning Officer's Action on Application:  Approved  Approved with Conditions  Denied

Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments or Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit # \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ (Printed Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Signature) Date: \_\_\_\_\_

Date Permit Picked Up: \_\_\_\_\_

Fee \$: \_\_\_\_\_

Receipt #: \_\_\_\_\_

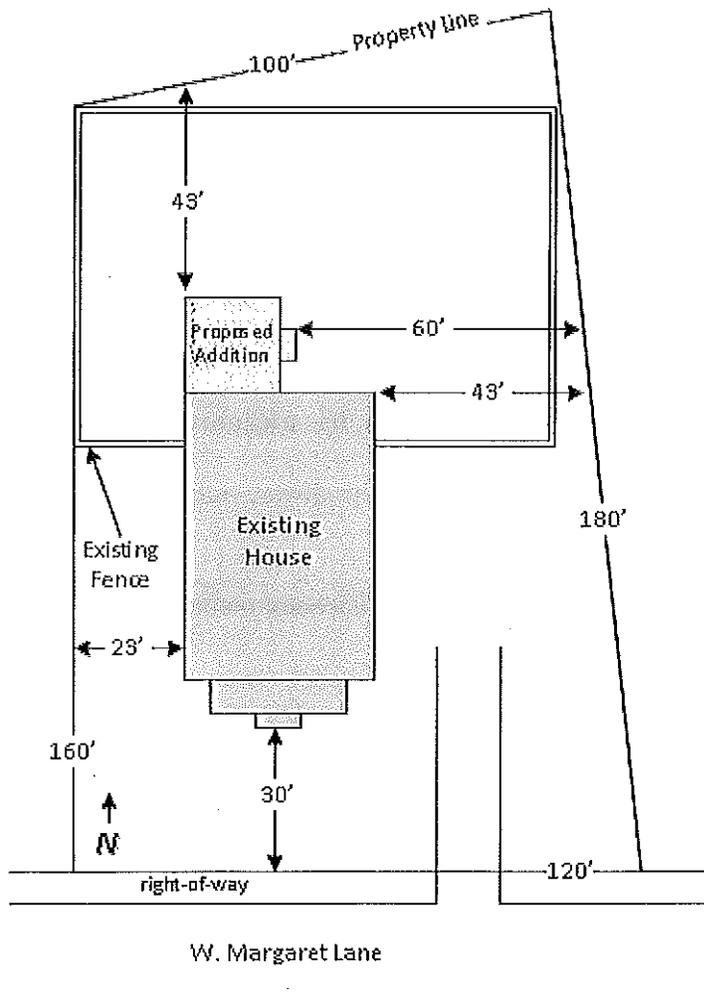
## **SAMPLE PLOT PLAN**

If you are applying for a Zoning Compliance Permit for a site change, you will need to submit a plot plan of your lot showing existing structures, proposed changes, and all relevant dimensions. An example plot plan is shown below. Your plot plan must be drawn to scale (example: one inch = 40 feet) and include all of the following:

- Property lines and dimensions of the lot
- Existing structures such as house, garage, shed, pool, or fence. Include all decks, steps, exterior chimneys, bay windows and any other building articulation
- Proposed structures, additions, or fences
- Distances from all sides of the proposed structure to the property lines
  1. Measurements must be taken at the closest points between the structure and the property line.
  2. Measure distances in feet from the edge of the street right-of-way, not the edge of the street pavement.
- Location of any streams, creeks, drains or ponds
- Location of driveways, walkways, steps, easements, rights-of-way, utility easements, etc.
- North arrow
- Property address, owner, date, and scale

### **Helpful Hints:**

- Check the documents you received when you closed on your house or had the house constructed. Sometimes a physical survey, prepared by a land surveyor, already exists showing the existing house and property lines. Your plot plan can be drawn from this survey.
- Check with the Planning Department. Sometimes their property files contain physical surveys and other information that will help you prepare your plot plan.
- If your proposed construction is close to a required building setback line, and a physical survey does not exist of your property, it is advisable that you have one prepared by a professional land surveyor.



Smith House

Scale: 1"=40'

Address: 123 W. Margaret Lane

Owner: Jane Smith

Date: 4/15/2010

Sec. 86-53. Minimum development standards.

	I-1	I-2	B-1	B-2	B-3	R-MHP	R-7 MH	R-7	R-12	RA-20	OS	MF
Height Limitations <sup>1</sup>	35'	35'	35'	35'	24'	15'	35'	35'	35'	35'	15'	35'
Minimum Lot Area	200	200	50	20,000 sq. ft. without sewer; other, none	20,000 sq. ft. without sewer; other, none	3 acres for park, 6,000 sq. ft. each mobile home	None	None	None; 43,560 sq. ft. max.	20,000 sq. ft.	20,000 sq. ft.	20,000 sq. ft.
Minimum Lot Width	200'	200'	50'	75'	75'	300'	100'	100'	100'	100'	None	None
Minimum Front Yard	30' adjacent to industrial zone; 100' other	30' adjacent to industrial zone; 100' other	None	30'	30' with parking, 10' without parking	10'	Same as MED, mobile home 25'	Multi-family attached (row), 2 semi-detached, 30'; other 25'	1 family attached, 2 semi-detached, 30'; other 25'	1 family attached, 25'	None	None
Minimum Side Yard	Same as front	Same as front	None; except adjacent to residential district 30'	5' except 5' adjacent to residential district	5', except 30' adjacent to residential district	15' entry side, other	Same as MED, mobile home 10'	Multi-family attached (row) & 2 semi-detached 10'	1 family attached, 2 family semi-detached 20'; other 10'	None	None	30'
Minimum Rear Yard	Same as front	Same as front	30' adjacent to CB-O, 100' other	15'	Same as HS-B	10'	Same as MED, mobile home 15'	Multi-family attached (row) & 2 family semi-detached 15'	1 family attached, 2 family semi-detached 30'; other 15'	None	None	100'

	I-1	I-2	B-1	B-2	B-3	R-MHP	R-7 MH	R-7	R-12	RA-20	OS	MF
Maximum Lot Coverage	None	None	30% for multi-family only	Same as DB-O	None	35%	Same as MED	Multi-family attached (row) & 2 family semi-detached, 30%; other, none	1 family attached, 2 family semi-detached, 30%; other, none	None	None	30%
Maximum Floor Area Ratio Coverage	None	None	for multi-family	for multi-family	None	None	1.0	1.0	1.0	None	None	1.0
Maximum Density	None	None	30 units/acre multi-family; 45 story multi-family	2 story units/acre	None	None	3-7 units per acre	3-7 units per acre	1-3 units per acre	No major subdivision permitted	None	3-7 units per acre

<sup>1</sup>Flagpoles, antennas, chimneys, steeples and similar accessories to buildings are exempt from this height limitation. (Code 1990, § 153.026; Ord. of 11-20-1989; Ord. of 9-10-2002(5); Ord. No. 2004-009, 8-3-2004)

Secs. 86-54--86-74. Reserved.