



PERQUIMANS COUNTY PLANNING & ZONING  
 104 DOBBS STREET  
 HERTFORD, NC 27944  
 PHONE 252-426-2027  
 FAX 252-426-1850

## ZONING PERMIT APPLICATION

PROPERTY OWNERS NAME \_\_\_\_\_  
 PHONE/FAX \_\_\_\_\_  
 APPLICANTS NAME (IF NOT OWNER) \_\_\_\_\_  
 PHONE/FAX \_\_\_\_\_  
 ADDRESS OF PROPERTY \_\_\_\_\_

*I (We), the undersigned Applicant(s), hereby request a Zoning Permit to construct or place a building at the above-named property and as shown on the attached Site Plan, in accordance with the Perquimans County "Guide for Submitting Site Plan." I (We) do hereby respectfully apply to conduct at said property the following land use:*

_____ Single Family Home (site built)	_____ Duplex/Multi-Family Dwelling	_____ Garage/Carport
_____ Manufactured Home - doublewide	_____ Storage Shed/Accessory Building	_____ Business
_____ Manufactured Home - singlewide	_____ Deck/Porch Addition	_____ Home Occupation
_____ Manufactured Home - modular	_____ Room(s) Addition	_____ Swimming Pool
_____ Other (Explain): _____		

Please list/describe the type of business that you are proposing, if applicable: \_\_\_\_\_  
 \_\_\_\_\_

IS THIS STRUCTURE FOR FARM USE? [ ] YES [ ] NO

**For Manufactured Homes**, please complete the following:

Year model of the dwelling: \_\_\_\_\_ Dimensions of the dwelling: \_\_\_\_\_

**\*\*See Manufactured Home Skirting Requirements - Section 510 of the Zoning Ordinance\*\***

**I (We), the undersigned, do hereby respectfully apply for a Zoning Permit for the proposed land use and/or building and/or site improvements described herein. I/We understand that it is my/our responsibility to ensure compliance with any CAMA requirement as regulated by the North Carolina Division of Coastal Management, and with any private deed restriction, covenant, etc., as applicable. I (we) agree to conform to minimum building setbacks and all other applicable County regulations, State laws and the conditions of the Building Permit and Zoning Permit. I/We further affirm that all information given herein is true and authorizes County staff to enter into the property to ensure all applicable rules and regulations are being met. The undersigned further agree(s) that if the use of the property or building(s) changes from that described in this Zoning Permit Application, that the undersigned will notify the Perquimans County Planning & Zoning Office within three days after the change occurs. I (We) understand that such a change could result in noncompliance with the Zoning Ordinance and revocation of this Zoning Permit as otherwise permitted.**

\_\_\_\_\_  
 Signature of Applicant Date Signature of Property Owner Date

**To be completed by the County - LOT CREATION DATE:** \_\_\_\_\_

MAP NO. \_\_\_\_\_ BLOCK NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_ ZONE \_\_\_\_\_

**MINIMUM YARD (or BUILDING) SETBACKS as measured from the lot lines of the subject property, are:**

**For Principal Building:** Primary Front Yard \_\_\_\_\_; Secondary Front (corner) \_\_\_\_\_; Rear \_\_\_\_\_; Interior Side \_\_\_\_\_

**For Accessory Bldgs:** Primary Front Yard \_\_\_\_\_; Secondary Front (corner) \_\_\_\_\_; Rear \_\_\_\_\_; Interior Side \_\_\_\_\_

Approved:

\_\_\_\_\_  
 Planning and Zoning Administrator Date PERMIT NUMBER

Additional County Comments:

## **GUIDE FOR SUBMITTING A SITE PLAN – RESIDENTIAL (ref Section 509 of Zoning Ord.)**

It shall be unlawful for the Zoning Administrator to approve any plans or issue a Zoning Permit for any purpose regulated by this Ordinance until he has inspected such plans in detail and found them in conformity with this Ordinance. To this end, the Zoning Administrator shall require that every application for a Zoning Permit be accompanied by a plan or plat drawn to scale and showing the following in sufficient detail to enable him to ascertain whether the proposed activity is in conformance with this Ordinance.

- (1) The actual shape, location, and dimensions of the lot.
- (2) The shape, size and location of all buildings or other structures to be erected, altered, or moved, and of any building or other structures already on the lot, including building setbacks (distance from property lines) of intended buildings and existing buildings.
- (3) The existing and intended use of all such buildings or other structures.
- (4) Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Ordinance are being observed.

## **MANUFACTURED HOME SKIRTING REQUIREMENTS (ref Section 510 of Zoning Ord.)**

- (a) Manufactured Home, Classes A (“Modular” dwelling) and B (“Doublewide” dwelling):

The perimeter of the manufactured home shall, upon installation, have a continuous, permanent masonry curtain wall unpierced except for required ventilation and access.

*The masonry curtain wall shall be installed prior to receiving a Certificate of Occupancy.*

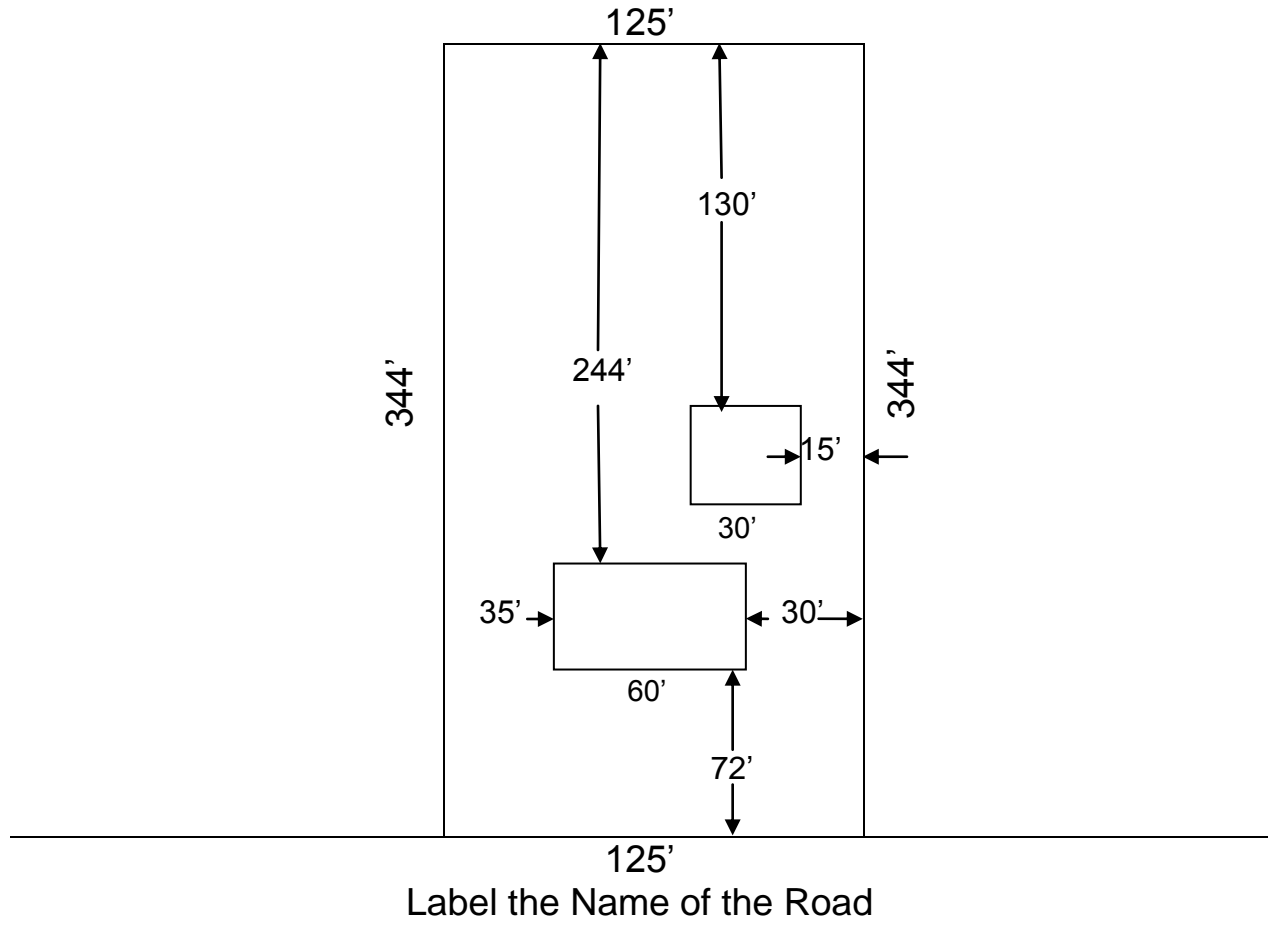
- (b) Manufactured Home, Class C (“Singlewide”):

The perimeter of the manufactured home shall, upon installation, have either (i) a continuous, permanent masonry curtain wall unpierced except for required ventilation and access; or (ii) a continuous and opaque manufactured foundation skirting specifically designed for manufactured homes which is ventilated, prepackaged, and installed according to written instructions from the manufacturer (not to include wood or corrosive materials, i.e. aluminum, steel). The following installation requirements for manufactured home skirting must be met in addition to the supplier’s manufactured home skirting instructions:

- (1) A minimum of two-inch by two-inch by twelve-inch (2” X 2” X 12”) stakes shall be driven into the ground abutting the rear side of the channel, flush with the top of the channel, no more than twelve inches (12”) from each corner. Additional minimal two-inch by two-inch by twelve-inch (2” X 2” X 12”) stakes shall be located at a minimum of four feet (4’) on center the entire length of the channel. Minimum two-inch (2”) self-tapping screws shall be driven through the front of the channel, through the skirting panel and into the wooden stake at each stake location.
- (2) Fasten each skirting panel (top and bottom) with a number 8, one-inch (1”) self-tapping screw.
- (3) If the finished floor is forty inches (40”) or higher than the existing grade, an additional support consisting of either two-inch by two-inch (2” X 2”) salt treated lumber or extra channel shall be installed to prevent bowing. Each skirting panel shall be attached to the support by a self-tapping screw.

*The perimeter skirting shall be installed prior to receiving a Certificate of Occupancy.*

# SAMPLE RESIDENTIAL SITE PLAN



## **Information needed for review of proposed building and/or change in use of property:**

- 1) The actual shape and dimensions of the lot on which the proposed building is to be created shown on the Site Plan;
- 2) The shape, dimensions and locations of all buildings, existing and proposed, and required yard/building setbacks shown on the Site Plan;
- 3) The proposed use of the building(s) and land; and
- 4) Any other information about the subject property and adjacent land as may be needed by the Planning & Zoning staff in order to enforce the Zoning Ordinance.