



Perquimans County, North Carolina
ZONING PERMIT APPLICATION

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

This section to be completed by County:
Receipt No.: _____ Amount: \$ _____

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): _____ | | |

For businesses or home occupations, please list the type of business that you are proposing and attach your Home Occupation Permit, 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 reverse side of Application for information on Manufactured Home Skirting Requirements****

The Applicant(s) understand(s) that:

- (1) *It is my (our) responsibility to ensure compliance with any private deed restriction, covenant, etc.*
- (2) *All residential lots must be graded to allow for proper drainage in accordance with Section 402B(5) of the County's Improvement Design Standards;*
- (3) *The N C Division of Coastal Resources may impose more restrictive building setbacks, and it is my (our) responsibility to ensure compliance with any applicable CAMA requirements.*

Signature of Applicant _____

Signature of Property Owner _____

Date: _____

Date: _____

To be Completed by the County -

MAP NO. _____ BLOCK NO. _____ LOT NO. _____ ZONE _____

Principal Bldg: Primary Front _____; Secondary Front (corner) _____; Rear _____; Interior Side _____

Accessory Bldg: Primary Front _____; Secondary Front (corner) _____; Rear _____; Interior Side _____

Approved:

Planning and Zoning Administrator
Additional County Comments:

Date

Permit Number

GUIDE FOR SUBMITTING A SITE PLAN – COMMERCIAL/INDUSTRIAL:

Section 509. Site Plan Required

All new development will be subject to Site Plan Review by the Perquimans County Planning Department prior to the issuance of a Zoning Permit or Building Permit. The Site Plan Submittal Package for non-residential development shall consist of a completed Zoning Permit Application and four (4) sets* of Site Plans drawn to scale, two (2) of which shall be returned to the applicant upon approval. The Site Plan shall contain the following:

- A. The shape and dimensions of the lot on which the proposed building is to be erected;
- B. The location of said lot with respect to adjacent rights-of-way;
- C. The shape, dimensions, and location of all buildings, existing and proposed, and required setbacks;
- D. The nature of the proposed use of the building or land, including the extent and location of the use;
- E. The location and dimensions of off-street parking, loading space, and means of ingress and egress;
- F. The location and dimensions of all required buffers;
- G. Required Driveway Permits from the Department of Transportation;
- H. A landscape plan that meets requirements of the Highway Corridor Overlay District;
- I. A Sedimentation and Erosion Control Plan, if applicable, as submitted to the Land Quality Section, Department of Environment and Natural Resources.
- J. Any other information which the Planning Department Staff may deem necessary for consideration in enforcing all provisions of this Ordinance; prior to approval of the site plan, Planning Staff may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance and thereby requiring additional sets* of the Site Plan to be submitted by the Applicant for review.

No Zoning Permit will be issued until all the above items are provided and the site plan is deemed complete by the Planning and Zoning Administrator. No Certificate of Zoning Compliance will be issued until all required site improvements have been completed and an appropriately licensed person submits an “as built” plan, where deemed necessary. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.

FY 2015-2016 Planning & Zoning Fees (effective July 1, 2015 thru June 30, 2016):

Zoning Permit Fee for Commercial/Industrial Site Plans:	\$100
Certificate of Zoning Compliance Fee, after first site visit (if needed):	\$100

Note: Signs are permitted separately under Article XX of the Zoning Ordinance.

SAMPLE RESIDENTIAL SITE PLAN

