TOWN OF SPENCER, NC
ZONING PERMIT APPLICATION & CHECKLIST

IMPORTANT: **COMPLETE ITEMS A-K IN SECTION 1. A SCALED PLOT PLAN MUST BE SUBMITTED WITH ALL APPLICATIONS. ON THE LOT TO BE BUILD ON OR TO BE USED, SHOW THE PROPERTY LINES AND THE ACTUAL DIMENSIONS OF THE LOT, THE SIZE AND SHAPE OF ANY AND ALL BUILDINGS LOCATED OR TO BE LOCATED ON THE LOT SHOWING DISTANCES FROM LOT LINES. SHOW LOCATIONS OF EXISTING AND PROPOSED DRIVEWAYS.**

SECTION 1. PERMIT APPLICATION | **ZONING DISTRICT: CB, HB, I, R-20, R-15, R-8, R-6**

A. LOCATION OF PROPERTY	NUMBER & STREET	MAP & PARCEL	LOT SIZE	CORNER LOT ❑ CHECK HERE

B. OWNERSHIP		NAME	MAILING ADDRESS	TELEPHONE NO.
	OWNER			
	CONTRACTOR			
	OTHER			

C. TYPE OF IMPROVEMENT

❑ NEW BUILDING
❑ ADDITION
❑ DRIVEWAY
❑ OTHER (SPECIFY)
❑ DEMOLITION

RELEVANT CODE SECTIONS

PROPOSED SETBACKS

Fr.

Rr.

Side

Side

D. USE

RESIDENTIAL:

❑ ONE FAMILY
❑ TWO FAMILY OR MORE
NO. UNITS _____
❑ HOTEL, MOTEL, DORM
NO. UNITS _____
❑ GARAGE
❑ CARPORT
❑ OTHER (SPECIFY)

_____

_____

NON-RESIDENTIAL:

❑ AMUSEMENT, RECREATION
❑ CHURCH, OTHER RELIG.
❑ INDUSTRIAL
❑ SERVICE STA., REPAIR GARAGE
❑ OFFICE, BANK, PROF.
❑ PUBLIC UTILITY
❑ EDUCATIONAL
❑ STORES, MERCANTILE
❑ TANKS, TOWERS
❑ OTHER (SPECIFY)

_____

EXISTING USE:

DESCRIBE _____

_____

E. NO. BUILDINGS ON LOT:

	EXISTING	PROPOSED
PRINCIPAL		
ACCESSORY		

F. NO. OF OFF STREET PARKING SPACES:

_____

G. DRIVEWAYS:

❑ EXISTING
❑ PROPOSED

H. SEWAGE DISPOSAL:

❑ TOWN
❑ PRIVATE
❑ INDIVIDUAL

I. SEWAGE DISPOSAL:

❑ TOWN
❑ PRIVATE
❑ INDIVIDUAL

J. SPECIAL CONDITIONS: _____

_____

_____

K. I, THE UNDERSIGNED CERTIFY THAT THE WORK DESIGNATED IN THIS APPLICATION WILL BE DONE ACCORDING TO THE LAWS OF THE STATE OF NORTH CAROLINA AND ORDINANCES OF THE TOWN OF SPENCER, NC AND ANY OTHER APPLICABLE LAWS.

SIGNATURE OF APPLICANT _____ DATE _____

SECTION II: PERMIT CHECKLIST

DEPARTMENT	ITEM	TECHNICAL APPROVAL BY	TECHNICAL APPROVAL DATE	DEPOSITS DUE & NOTES
ZONING ADMINISTRATION	ZONING _____ SUBDIVISION _____ GROUP DEVELOPMENT _____ DUMPSTER LOCATIONS _____ DRIVEWAYS/SIDEWALKS _____ OTHER			

APPROVED (STREET SUPT.) _____ **DENIED** _____

APPROVED (ZONING ADMIN.) _____ **DENIED** _____

DATE PERMIT ISSUED _____ **PERMIT NO.** _____