



PLANNING & DEVELOPMENT SERVICES

Zoning Permit Application

Express Residential Review

Spencer Town Hall • 600 South Salisbury Ave, Spencer NC 28159

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Most small residential projects are eligible for expedited review, including new single-family or two-family (duplex) homes and new home additions. An approved Zoning Permit is required before work can begin. All land use and development activity is governed by the Spencer Development Ordinance (SDO). The permit review process allows the Town's Planning & Development Services staff to ensure that your proposed project meets all applicable zoning standards. For help and guidance in completing this form, visit www.townofspencer.com, where you can access the *Application Worksheet for Express Residential Review*, and other helpful resources.

OFFICE USE ONLY		Zoning Permit Fee: \$50 Fees Per Town of Spencer Budget Ordinance	Stamp indicates payment.
Filing Date:			
Permit #			
GENERAL INFORMATION			
Property Address:		Rowan County Parcel ID:	
Property Owner Name:		Property Owner Phone:	
Property Owner Email:			
Property Owner Mailing Address (City, State, Zip):			
APPLICANT INFORMATION (if different from owner)			
Applicant Name:		Applicant Phone:	
Applicant Email:			
Property Owner Mailing Address (City, State, Zip):			
PROJECT INFORMATION (check all that apply)			
Project Type		Building & Lot Type	
<input type="checkbox"/> New Single-Family Residence <input type="checkbox"/> New Two-Family Residence (Duplex) <input type="checkbox"/> Addition (attached to principal structure, including decks, garages, porches, and utility rooms) <input type="checkbox"/> Other: _____		<input type="checkbox"/> Detached House (typical type for most homes) <input type="checkbox"/> Attached House (e.g., Townhouse) <input type="checkbox"/> Multi-Family Building (<i>not eligible for express review</i>)	
Site Information		Building Information	
Zoning District:		Proposed Bldg. (sq. ft.):	Proposed Height (ft.):
Lot Size (in acres or SF ²):		Front Setback to Principal Structure:	
Lot Width:		Front Setback to Required Parking:	
Parking Spaces to be provided:		Side Setback (Left):	Side (Right):
Number of Bedrooms:		Rear Setback:	
SIGNATURE			
By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the state of North Carolina, the standards of the Spencer Development Ordinance, and all other applicable regulations.			
Signature of Applicant:		Date:	Town Seal indicates approval.
Approved By:		Date:	

OTHER PROJECT CONTACTS

Project Contact 1 Name:	Project Contact 1 Phone:
Project Contact 1 Email:	
Project Contact 2 Name:	Project Contact 2 Phone:
Project Contact 2 Email:	

ADDITIONAL DETAILS

Use the space below to provide any additional important details about your proposed project not specified elsewhere on this application form: _____

SITE PLAN CHECKLIST

Applications for Express Residential Review require a basic Site Plan. For helpful information on how to prepare your site plan, see the *Application Worksheet for Express Residential Review*.

Site Plan Requirements	Completed by Applicant	Completed by Planning & Development Staff	
	YES	YES	NO
1. Site Data Table: Include the property address, Rowan County Parcel ID number (PID), property size (in acres or square feet), zoning district, current use, allowed building height (if applicable), setback requirements, and building square footage (existing and proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) and contact information of owner, applicant, and all other project contacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Label names of all adjacent streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show accurate property boundaries with dimensions (e.g., width and depth of property, or length of each boundary for irregular lots).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. General location, size, and shape of any structures presently on the site and of those proposed for construction; including buildings, retaining walls, patios, decks, and porches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide dimensions between buildings and property lines, buildings and other buildings, and fences and/or walls and property lines. For existing and proposed structures, provide the front, side, and rear distances from structures to property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location and dimensions of all driveways, parking areas, and other paved areas (existing and proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Clearly label existing and proposed development. Provide clear identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features. Statements such as "Existing wall to remain" are acceptable call-outs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Show and label existing and/or proposed fencing. Provide an elevation of the fence and label the height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Show and label existing and/or proposed retaining wall(s) and include wall height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>