



PLANNING & DEVELOPMENT SERVICES

Zoning Permit Application

🏠 Detached Accessory Structures

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159

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Most small residential projects are eligible for expedited review, including detached, non-dwelling accessory buildings (e.g., sheds and garages). 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.spencernc.gov, where you can access the *Application Worksheet for Detached Accessory Structures*, and other helpful resources.

OFFICE USE ONLY		Zoning Permit Fee: \$50 Fees Per Town of Spencer Budget Ordinance	<i>Stamp indicates payment.</i>		
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					
Project Description		Site Information			
Briefly describe your project: _____ _____ _____ <i>(If you need more space, use next page.)</i>		Zoning District:			
		Existing Use:			
		Lot Size (<i>in acres or SF²</i>):			
		Corner Lot (Y/N):			
Accessory Structure Information					
Total Size (sq. ft.):		Setback from Side Lot Line (<i>min. 4 ft.</i>):			
Proposed Height (ft.):		Setback from Rear Lot Line (<i>min. 4 ft.</i>):			
Separation from nearest building (<i>min. 8 ft.</i>):		Setback from Front Lot Line (<i>min. varies per district</i>):			
Will the <i>accessory structure</i> exceed the height of the principal residential structure? (Y/N)					
Setback beyond front and/or side street facing façades of the house (<i>min. 7.5 ft.</i>):					
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:			
OFFICE USE ONLY		<i>Town Seal indicates approval.</i>			
Approved By:				Date:	
Permit Fee Paid?				Receipt #:	



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 Detached Accessory Structures require a basic Site Plan. For helpful information on how to prepare your site plan, see the *Application Worksheet for Detached Accessory Structures*.

Site Plan Requirements	Completed by Applicant	Completed by Planning & Development Staff	
	YES	YES	NO
1. Include the property address, Rowan County Parcel ID number (PID), property size (in acres or square feet), zoning district, current use, proposed setbacks, and the square footage of the proposed new accessory structure.	<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"/>