

**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.**

<b>SECTION 1. PERMIT APPLICATION</b>		<b>ZONING DISTRICT: CB, HB, I, R-20, R-15, R-8, R-6</b>		
<b>A. LOCATION OF PROPERTY</b>	NUMBER & STREET	MAP & PARCEL	LOT SIZE	CORNER LOT <input type="checkbox"/> CHECK HERE
<b>B. OWNERSHIP</b>	OWNER	NAME	MAILING ADDRESS	
	CONTRACTOR			
	OTHER		TELEPHONE NO.	

<b>C. TYPE OF IMPROVEMENT</b>	<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> ADDITION <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> DEMOLITION		RELEVANT CODE SECTIONS
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PROPOSED SETBACKS  Fr.  Rr.  Side  Side	<b>D. USE</b>		EXISTING USE:									
	<b>RESIDENTIAL:</b>	<b>NON-RESIDENTIAL:</b>	DESCRIBE _____									
	<input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO FAMILY OR MORE NO. UNITS _____ <input type="checkbox"/> HOTEL, MOTEL, DORM NO. UNITS _____ <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> AMUSEMENT, RECREATION <input type="checkbox"/> CHURCH, OTHER RELIG. <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> SERVICE STA., REPAIR GARAGE <input type="checkbox"/> OFFICE, BANK, PROF. <input type="checkbox"/> PUBLIC UTILITY <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> STORES, MERCANTILE <input type="checkbox"/> TANKS, TOWERS <input type="checkbox"/> OTHER (SPECIFY)	<b>E. NO. BUILDINGS ON LOT:</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%;">EXISTING</td> <td style="width:25%;">PROPOSED</td> </tr> <tr> <td>PRINCIPAL</td> <td></td> <td></td> </tr> <tr> <td>ACCESSORY</td> <td></td> <td></td> </tr> </table>		EXISTING	PROPOSED	PRINCIPAL			ACCESSORY		
		EXISTING	PROPOSED									
PRINCIPAL												
ACCESSORY												
<b>F. NO. OF OFF STREET PARKING SPACES:</b> _____												

<b>G. DRIVEWAYS:</b>	<b>H. SEWAGE DISPOSAL:</b>	<b>I. SEWAGE DISPOSAL:</b>
<input type="checkbox"/> EXISTING <input type="checkbox"/> PROPOSED	<input type="checkbox"/> TOWN <input type="checkbox"/> PRIVATE <input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> TOWN <input type="checkbox"/> PRIVATE <input type="checkbox"/> INDIVIDUAL

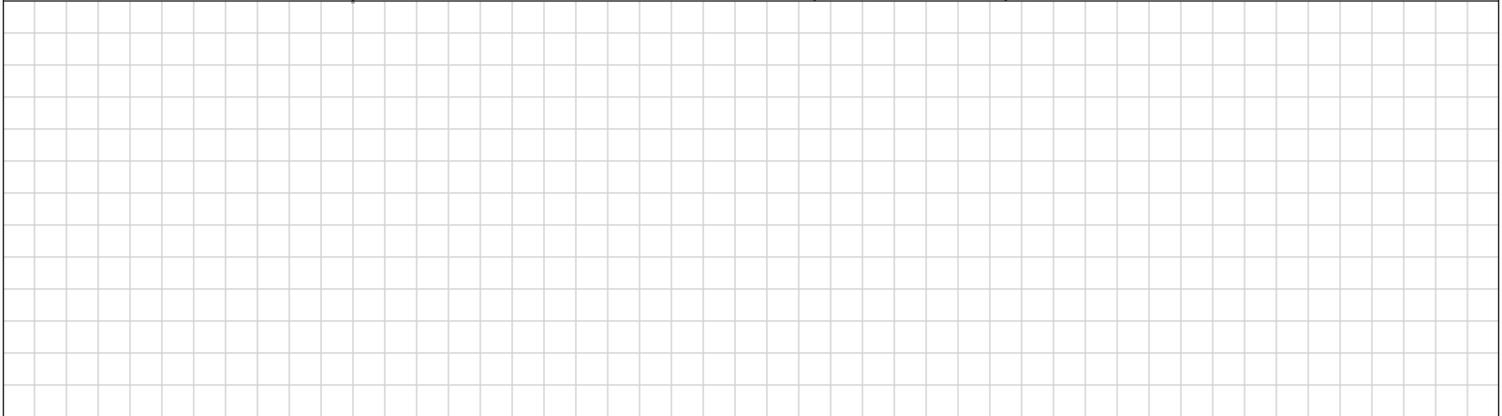
**J. SPECIAL CONDITIONS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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		DEPOSITS DUE & NOTES
		BY	DATE	
<b>ZONING ADMINISTRATION</b>	ZONING			
	_____ SUBDIVISION			
	_____ GROUP DEVELOPMENT			
	_____ DUMPSTER LOCATIONS			
	_____ DRIVEWAYS/SIDEWALKS			
	_____ OTHER			



APPROVED (STREET SUPT.) \_\_\_\_\_ DENIED \_\_\_\_\_

APPROVED (ZONING ADMIN.) \_\_\_\_\_ DENIED \_\_\_\_\_

DATE PERMIT ISSUED \_\_\_\_\_ PERMIT NO. \_\_\_\_\_