

**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

<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			
<b>C. TYPE OF IMPROVEMENT</b>	<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> DRIVEWAY	RELEVANT CODE SECTIONS	
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> OTHER (SPECIFY)		

PROPOSED SETBACKS	<b>D. USE</b>		EXISTING USE:		
	<b>RESIDENTIAL:</b>	<b>NON-RESIDENTIAL:</b>	DESCRIBE _____		
	<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> AMUSEMENT, RECREATION	_____		
	<input type="checkbox"/> TWO FAMILY OR MORE NO. UNITS _____	<input type="checkbox"/> CHURCH, OTHER RELIG.	<b>E. NO. BUILDINGS ON LOT:</b>		
<input type="checkbox"/> HOTEL, MOTEL, DORM NO. UNITS _____	<input type="checkbox"/> INDUSTRIAL	PRINCIPAL			EXISTING
Fr.	<input type="checkbox"/> GARAGE	<input type="checkbox"/> SERVICE STA., REPAIR GARAGE			
Rr.	<input type="checkbox"/> CARPORT	<input type="checkbox"/> OFFICE, BANK, PROF.			
Side	<input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> PUBLIC UTILITY			
Side		<input type="checkbox"/> EDUCATIONAL			
		<input type="checkbox"/> STORES, MERCANTILE	ACCESSORY		
		<input type="checkbox"/> TANKS, TOWERS	<b>F. NO. OF OFF STREET PARKING SPACES:</b>		
		<input type="checkbox"/> OTHER (SPECIFY)	_____		

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

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

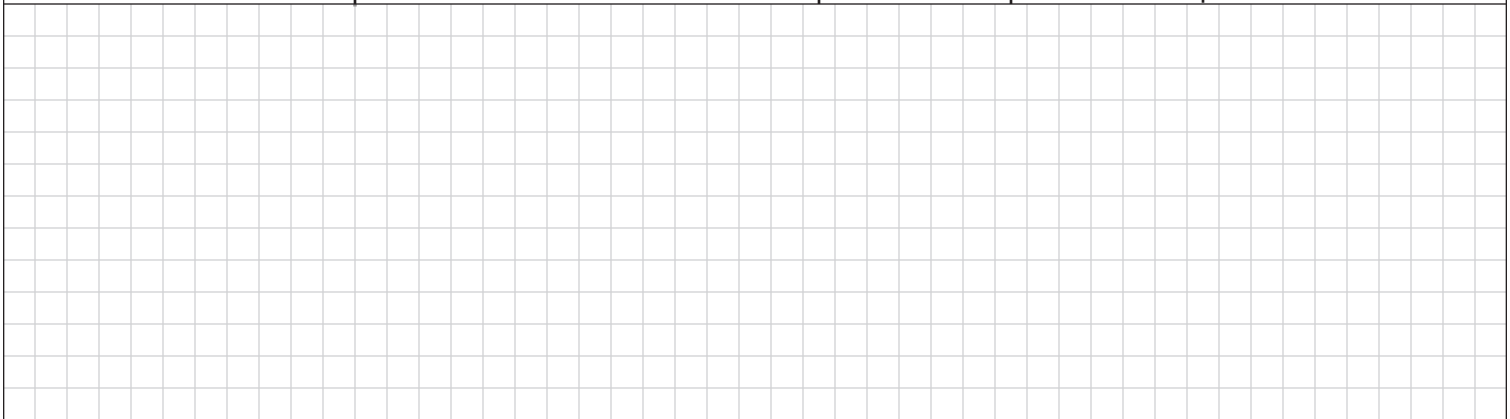
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**K.** I, THE UNDERSIGNED CERTIFY THAT THE WORK DESIGNATED IN THIS APPLICATION WILL BE DONE ACCORDING TO THE LAWS OF THE STATE OF NORTH CAROLINA AND ORDINANCES OF THE TOWN OF SPENCER, NC AND ANY OTHER APPLICABLE LAWS.

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.** \_\_\_\_\_