

Zoning Permit Application



Permit #: ZP _____ - _____
 Date received: _____
 Staff initials: _____

Property Information:

Address:	PID #:	Zoning:
Location: <input type="checkbox"/> Town limits <input type="checkbox"/> ETJ	Flood hazard area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Acres:

Project Information:

Project description/intended use of property:

Use:	Structure Type:	Proposed Project:
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	<input type="checkbox"/> Principal Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Change of Use/Upfit <input type="checkbox"/> Other (attach detailed description)	<input type="checkbox"/> New Construction <input type="checkbox"/> Expansion/Addition <input type="checkbox"/> Remodel/Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation

Contact Information:

Property Owner	Applicant
Name:	
Mailing address:	
Phone number:	
E-mail address:	
Applicant relationship to property owner:	
General Contractor	
Name:	Business:
Mailing address:	Phone:
E-mail:	

Zoning Requirements:

Zoning:	Required	Proposed
Front setback:		
Rear setback:		
Left setback:		
Right setback:		
Square footage: Lot, minimum:	Structure, maximum:	

Owner/Applicant Statement

I/we the owner(s) of the above referenced property, or as the applicant duly authorized by the owner hereby certify that all of the information provided in this application and all attachments are true and accurate to the best of my knowledge, information and belief. I further certify that I am familiar with the requirements of the Town of Marshville Development Ordinance concerning the proposed use. I acknowledge that any violation of this Ordinance will be grounds for revoking this permit and any subsequent permit issued by the Town of Marshville.

Name (print)	Signature	Date
Name (print)	Signature	Date

** Office Use Only **

As Planning & Zoning Administrator I believe this application to be complete based on the certification of the owner(s)/applicant(s) and with my signature below accept the application and any corresponding documentation.

Signature, Planning & Zoning Administrator

Date

Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Sign Permit required/obtained: <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No	Staff comments:
Additional Conditions: <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No	Permit Expiration (two years after issue date)	Table of Uses/ Zoning Classification Reference:

Zoning Permit Application Instructions

The purpose of the Zoning Permit is to certify that the proposed change in land use or other proposed activity will be consistent with the requirements contained within the Marshville Development Ordinance.

In many instances, proposed development or construction will require additional permit(s) from either the Town of Marshville or Union County. An example of this would be the need for an applicant wishing to open a business in an existing building to obtain a sign permit in addition to the Zoning Permit.

Zoning Permit applications may be submitted during business hours at Marshville Town Hall located at 118 E. Union Street, Marshville, NC 28103. Review fees may be applied to the Zoning Permit as established by the Town. Payment may be made by check, money order, or credit/debit card (cash is not acceptable). Application can also be made by submitting the completed form to the Town Planning & Zoning Administrator at planning@marshville.org and making payment through the town's Utility and Billing Services on the town website.

In order for a permit application to be considered complete, the following information needs to be included:

1. Names and signatures of the applicant, property owner and other parties as requested on the form.
2. For proposed construction and expansion, a map, diagram, or other graphic depicting the dimensions and location on the subject site of the proposed construction. The diagram should include the dimensions of the subject site and the setback dimensions between the proposed construction and the site boundaries.
3. In certain instances such as those involving construction of new homes or installation of decorative fencing, the town may require renderings, photographs, or other illustrations depicting the appearance of the proposed construction.
4. Major developments, such as residential subdivisions or commercial developments will require submittal and approval of a Site Plan, which has a separate set of submittal requirements.
5. Any other information that is deemed necessary by either the applicant or town staff to accurately and fully depict the proposed land use or development.
6. A Zoning Permit application will not be considered complete until the applicable review fee is received.

Receipt of a Zoning Permit does not relieve the applicant from the responsibility of certifying that adequate town sanitary sewer and water capacity are available for the subject property. This verification can be obtained from the Town of Marshville Public Works department.

Similarly, certain proposed developments may also require obtaining a driveway permit from either the North Carolina Department of Transportation or the Town of Marshville (depending upon the subject site's location and maintenance responsibility). Obtaining a Zoning Permit does not ensure that driveway permits may be obtained.