

Date \_\_\_\_\_ Zoning Compliance Permit/Application # \_\_\_\_\_

Application for  Construction of a building       Relocation of a building       Alteration of a building  
 Change of Use       Fence       Other

**Applicant Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property Address (if different from mailing address) \_\_\_\_\_

Email Address \_\_\_\_\_

**Property Owner Information (if different from applicant)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Contractor Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary State License # \_\_\_\_\_ Classification \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Description of Property**

Tax Map ID/PIN # \_\_\_\_\_

Is the property within 100-year Floodplain?  Yes  No

Is the property within primary fire district as defined in City of Creedmoor Code of Ordinance § 91.02?  Yes  No

**Lot Dimensions (As apply)**

Length \_\_\_\_\_

Width \_\_\_\_\_

Area \_\_\_\_\_

Frontage from Right-of-Way \_\_\_\_\_

Is this a corner lot? \_\_\_\_\_

**Structure Dimensions**

Length \_\_\_\_\_

Width \_\_\_\_\_

Height \_\_\_\_\_

Principal Structure \_\_\_\_\_

Accessory Structure \_\_\_\_\_

**Type of Use**

Single Family Residential       Industrial       Accessory  
 Multi-Family Residential       Commercial       Institutional

**Existing Structures on Property**

Manufactured Home       Accessory Building  
 Site-Built Home      (Including Detached Carports, Garages, and Storage Buildings)  
 Commercial/Industrial Building       Vacant Lot (No Buildings/Manufactured Homes on Property)

**Utility Services**

City Water     Well     City Sewer     Septic Tank     Gas     Electricity

**Is Structure in the Right-of-Way of Any of the Following (Check all that apply):**

City Utilities     Railroad     NCDOT or City Road     Proposed Thoroughfare     None

**Description of Zoning**

Zoning District \_\_\_\_\_  City Limits     Extraterritorial Jurisdiction (ETJ)

<b>Building Setbacks</b>	REQUIRED	PROPOSED
Front yard	_____	_____
Rear yard	_____	_____
Side yard, left	_____	_____
Side yard, right	_____	_____
Height	_____	_____
Maximum lot coverage	_____	_____
Maximum density	_____	_____

**Comments** \_\_\_\_\_

**Description of Proposed Work** \_\_\_\_\_

**Required Attachments**

1. A site plan or sketch that shows the **LOCATION** of all proposed building(s), driveway(s), **WATER AND SEWER LINES, WATER AND SEWER SERVICE METERS**, setbacks from the property lines/right-of-ways, all primary and accessory buildings (existing or proposed), all building dimensions and any off-street parking or loading areas or other site elements.
2. For all new construction of primary buildings, a copy of the recorded plat/survey will need to be attached to this application. A copy can be obtained from the Register of Deed's office.
3. **Driveway Permit Application with required attachments.**

**Notes**

1. An approved Permit shall expire and be cancelled unless the work authorized by it shall have begun within six (6) months of its issue date, or if the work authorized is suspended or abandoned for a period of one year, unless vested rights are requested, then this permit is valid for a period of one (1) year.
2. The Planning Department must be notified to make on-site inspections once the setback lines have been identified on site (for new construction.)
3. The Planning Department will attempt to make zoning determinations within four (4) business days of submission of a fully completed application.

**Owner/Applicant Statement**

I certify that I am the property owner or truly represent the property owner(s). I certify that the foregoing statements are accurate and correct to the best of my knowledge. I understand that the City of Creedmoor is not bound by oral or written assertions or representations of its staff members. I agree to conform to all City of Creedmoor Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. Any violation of the Zoning Ordinances will be grounds for revoking this permit and any other permits issued in reliance upon the same.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Internal Use Only*

Approved     Disapproved    Comments \_\_\_\_\_

Signature of Zoning Official \_\_\_\_\_ Date \_\_\_\_\_