



Commercial Zoning Permit Application

104 Dobbs St, Hertford, NC 29744

Website: <https://www.perquimanscountync.gov/departments/planning-and-zoning>

Phone: 252-426-2027

OFFICIAL USE ONLY

Permit No: _____

Receipt No: _____ Amount: \$ _____

APPLICANT:

Name: _____

Phone: _____

Email: _____

PROPERTY OWNER:

Same as Applicant: [] Yes [] No

Name: _____

Phone: _____

Email: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:

Physical Street Address of Property: _____

I/We, the undersigned Applicant(s), hereby request a Zoning Permit to construct, place, or renovate a building at the above-named property and as shown on the attached Site Plan, in accordance with the Perquimans County "Guide for Submitting a Site Plan." I/We do hereby respectfully apply to conduct at said property the following land use:

- | | | |
|--|--|--|
| <input type="checkbox"/> Site Built Commercial Structure | <input type="checkbox"/> Manufactured Home – DW/SW | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Manufactured Home – Modular | <input type="checkbox"/> Garage/Carport | <input type="checkbox"/> Storage Shed/Accessory Building |
| <input type="checkbox"/> Deck/Porch Addition | <input type="checkbox"/> Room(s) Addition | <input type="checkbox"/> Business |
| <input type="checkbox"/> Other (Explain): _____ | | |

IS THIS STRUCTURE FOR BONA FIDE FARM USE? [] YES [] NO

For Manufactured Homes:

Does the structure have a HUD plate attached to the outside? _____ Dimensions of the structure: _____

Serial number on data plate inside structure: _____

****See Manufactured Home Skirting Requirements – Section 515 of the Zoning Ordinance****

I (We), the undersigned, do hereby respectfully apply for a Zoning Permit for the proposed land use and/or building and/or site improvements described herein. I/We understand that it is my/our responsibility to ensure compliance with any CAMA requirement as regulated by the North Carolina Division of Coastal Management, and with any private deed restriction, covenant, etc., as applicable. I (we) agree to conform to minimum building setbacks and all other applicable County regulations, State Laws, and the conditions of the Building Permit and Zoning Permit. I/We further affirm that all information given herein is true and authorize County staff to enter into the property to ensure all applicable rules and regulations are being met. The undersigned further agree(s) that if the use of the property or building(s) changes from that described in this Zoning Permit Application, that the undersigned will notify the Perquimans County Planning & Zoning Office within three days after the change occurs. I (We) understand that such a change could result in noncompliance with the Zoning Ordinance and revocation of this Zoning Permit as otherwise permitted.

Applicant Signature: _____ **Property Owner Signature:** _____

Date: _____ Date: _____

TO BE COMPLETED BY PLANNING STAFF

Parcel No. _____ Zoning District: _____

MINIMUM YARD SETBACKS ARE MEASURED FROM THE PROPERTY LINE TO THE NEAREST POINT ON STRUCTURE

Principal Bldg. Setbacks: Primary Front _____ Secondary Front _____ Rear _____ Interior Side _____

Accessory Bldg. Setbacks: Primary Front _____ Secondary Front _____ Rear _____ Interior Side _____

Signature: _____ Date: _____

Additional County Comments:

GUIDE FOR SUBMITTING A SITE PLAN – COMMERCIAL/INDUSTRIAL (ref Section 514 of Zoning Ord)

All new development will be subject to Site Plan Review by the Perquimans County Planning Department prior to the issuance of a Zoning Permit or Building Permit. The Site Plan Submittal Package for non-residential development shall consist of a completed Zoning Permit Application and four (4) sets* of Site Plans drawn to scale, two (2) of which shall be returned to the applicant upon approval. The Site Plan shall contain the following:

- (a) The shape and dimensions of the lot on which the proposed building is to be erected;
- (b) The location of said lot with respect to adjacent rights-of-way;
- (c) The shape, dimensions, and location of all buildings, existing and proposed, and required setbacks;
- (d) The nature of the proposed use of the building or land, including the extent and location of the use;
- (e) The location and dimensions of off-street parking, loading space, and means of ingress and egress;
- (f) The location and dimensions of all required buffers;
- (g) Required Driveway Permits from the Department of Transportation;
- (h) A landscape plan that meets requirements of the Highway Corridor Overlay District;
- (i) A Sedimentation and Erosion Control Plan, if applicable, as submitted to the Land Quality Section, Department of Environment and Natural Resources.
- (j) Any other information which the Planning Department Staff may deem necessary for consideration in enforcing all provisions of this Ordinance; prior to approval of the site plan,

Planning Staff may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance and thereby requiring additional sets* of the Site Plan to be submitted by the Applicant for review.

No Zoning Permit will be issued until all the above items are provided and the site plan is deemed complete by the Planning and Zoning Administrator. No Certificate of Zoning Compliance will be issued until all required site improvements have been completed and an appropriately licensed person submits an “as built” plan, where deemed necessary. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.

FY 2022-2023 Planning & Zoning Fees (effective July 1, 2022 thru June 30, 2023):

Zoning Permit Fee for Commercial/Industrial Site Plans: \$100

Certificate of Zoning Compliance Fee, after first site visit (if needed): \$100

Note: Signs are permitted separately under Article XVI of the Zoning Ordinance.