

# ZONING LAND USE APPLICATION



City of Roxboro  
 105 Lamar Street  
 Roxboro, NC 27573  
 (336) 322-6018

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Permit Fee

\_\_\_\_\_  
Permit Number

**A COMPLETE SITE PLAN, PROOF OF OWNERSHIP (OR PERMISSION OF OWNER FOR PROPOSAL), AND APPLICATION FEE ARE DUE AT TIME OF SUBMISSION. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

**APPLICATIONS ARE REVIEWED IN THE ORDER THEY ARE RECEIVED AND MAY TAKE UP TO TWO WEEKS FOR COMPLETE REVIEW. COMMENTS WILL OUTLINE ANY MISSING/NON-COMPLIANT INFORMATION AND WILL BE RETURNED TO THE APPLICANT FOR CORRECTION. RESUBMISSIONS WILL BE TREATED AS A NEW SUBMISSION AND REVIEWED IN THE ORDER RECEIVED.**

## APPLICANT INFORMATION

**Applicant Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## PROPERTY INFORMATION

Tax Map & Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning: \_\_\_\_\_ Township: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Watershed: \_\_\_\_\_ Flood Plain: YES  NO  Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

## PROPOSED LAND USE

- RESIDENTIAL**
 **NON-RESIDENTIAL**
 **BONA FIDE FARM USE**
- Primary Structure \_\_\_\_\_ SQ. FT.
  Addition (     x     )
  Accessory (     x     )
- Other: \_\_\_\_\_ (     x     )

Description of proposed construction/business: \_\_\_\_\_

## UTILITIES (EXISTING OR PROPOSED - CHECK ALL THAT APPLY)

- Public Sewer:     Existing     Proposed     Relocate    *Verify with the City of Roxboro Public Works*
- Public Water:     Existing     Proposed     Relocate    *Verify with the City of Roxboro Public Works*
- Well:             Existing     Proposed     Relocate    *Copy of Approved Environmental Health Application Required*
- Septic:            Existing     Proposed     Relocate    *Copy of Approved Environmental Health Application Required*

**REQUIRED PROPERTY LINE SETBACKS**

	<b>MINIMUM</b> <i>Completed By Staff</i>	<b>ACTUAL</b> <i>Completed By Applicant</i>	<b>COMMENTS:</b>
<b>FRONT</b>		_____	_____
<b>REAR</b>		_____	_____
<b>LEFT SIDE</b>		_____	_____
<b>RIGHT SIDE</b>		_____	_____
<b>SIDESTREET / CORNER LOT</b>		_____	_____
<b>NEAREST BUILDING</b>		_____	_____

**SUPPLEMENTAL DOCUMENTS**

All submittals must contain the following components:

- Site Plan
- Application fee (see online fee schedule)
- Signature of property owner on application, or written permission from property owner for proposal.
- Sealed, signed letter from a Professional Engineer or Registered Landscape Architect documenting any changes to the impervious surface or disturbed area on the lot (if designated by Stormwater Administrator).

**REQUIRED SITE PLAN**

Site plan requirements may vary depending on the type of proposal. If you are unsure of the type of site plan needed for your proposal, please contact the Planning & Development office for clarification. Please reference the **Site Plan Requirements** document attached to this application. Site plans should be submitted in a clear, legible fashion, with all required details. Any submission that is illegible, or missing required information, will be considered incomplete and returned to the applicant.

**SIGNATURES**

If permits are granted, I agree to conform to all ordinances and laws of the State of North Carolina regulating such work and the specifications of plans submitted. I hereby state that foregoing statements are accurate and correct to the best of my knowledge. Furthermore, the undersigned hereby authorizes the Zoning Administrator or designated representative to enter the above referenced property for the purpose of inspecting and verifying compliance. Permit is subject to revocation if false information is provided. **As-built drawings and/or a foundation survey must be submitted prior to issuance of a CO for all new construction.**

\_\_\_\_\_  
**OWNER OR OWNER'S AGENT** DATE

\_\_\_\_\_  
**ZONING ADMINISTRATOR** DATE

APPROVED     DENIED    Comments: \_\_\_\_\_

*It is the owner/applicant's responsibility to provide the City of Roxboro Planning & Development Department with any applicable information about the subject property, including but not limited to: boundary information, house location, underground or overhead easements, etc. The City of Roxboro, nor its employees, are responsible for any incorrect or missing information that is contained within these applications.*

***This application expires 6 months from the initial date if permits have not been issued.***