



# Zoning Permit Application

September 2023

Development and Design  
305 East Union Street, Suite A100  
Morganton, NC 28655  
P.O. Box 3448  
Morganton, NC 28680  
permits@morgantonnc.gov  
828.438.5260

**Fee: See Reverse for Fee by Application Type**

All portions of the application must be completely filled out, required plans provided, and fee paid prior to the application being accepted. For assistance completing this application, contact Development & Design Services.

Permit Number (City to Complete): \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Property PIN: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**\*\*SEE REVERSE FOR REQUIRED ACCOMPANYING DOCUMENTATION.**

**Owner Information**

Name of All Property Owners: \_\_\_\_\_

Is Owner the Applicant:  Yes  No

**Applicant Information (Individual to whom all communication regarding application will be sent)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

1. The applicant acknowledges that the issuance of a Zoning Permit is contingent upon all required information being provided, including plans and supporting data, to a standard meeting the requirements of the City. The applicant certifies that all statements herein and in attachments to and additional information requested to complete assessment of this application, to the best of their knowledge, are accurate and true.
2. The applicant, by submission of this application, confirms that the owner of the property is aware of and in agreement with the proposal and plans provided as part of this application.
3. The applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
4. No work of any kind may begin until this permit, and any other required permits, including but not limited to a Building Permit, are issued.
5. The development shall not be used or occupied until a Certificate of Occupancy is issued.
6. Any permit issued may be revoked if any false statements are found to be made within this application. If revoked, all work must cease until a new permit is issued.

Submit application to [permits@morgantonnc.gov](mailto:permits@morgantonnc.gov).

## Zoning Permit Application Requirements

Application Type	Fee	Documents Required (See Section 2.2.3 of the Zoning Ordinance for more information.) (use check box to ensure all documents are submitted for timely processing)
<b>Zoning Permit Applications with Minor Plan Review, includes the following development types</b> (may include Watershed and Stormwater Review): <ul style="list-style-type: none"> <li>• Single-Family Residential</li> <li>• Two-Family Residential</li> <li>• Additions/Changes to Single-family &amp; Two-Family Residential</li> <li>• Accessory Structures</li> <li>• Accessory Dwelling Units</li> <li>• Business Kiosk</li> <li>• Mobile Food Vendor</li> <li>• Temporary Retail Sales</li> <li>• Temporary Homeless Shelter</li> </ul>	\$ 50.00	<input type="checkbox"/> Site Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Elevations (all building sides) <input type="checkbox"/> Stormwater Drainage Plan, if applicable <input type="checkbox"/> Watershed – Impervious Surface Calculations, if applicable <u>(Submit <b>one</b> printed copy of each plan and one consolidated pdf copy of all plans)</u>
<b>Zoning Permit Application with Variable Site Plan Review:</b> <ul style="list-style-type: none"> <li>• Change of Use</li> </ul>	\$ 200.00 (+200.00 per each additional plan type required, max \$600) Each additional review is an additional 50% of total original total fee	<b>For \$200 fee:</b> <input type="checkbox"/> Site Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Elevations (all building sides) <b>Additional Plan Types that may be required, depending upon the proposal &amp; site:</b> <input type="checkbox"/> Landscaping Plan, if changes are proposed <input type="checkbox"/> Parking Plan, if changes are proposed <input type="checkbox"/> Utilities Plan, if changes are proposed <input type="checkbox"/> Stormwater Drainage Plan, if applicable <input type="checkbox"/> Watershed – Impervious Surface Calculations, if applicable <input type="checkbox"/> NC DOT Driveway Permit Approval, if site is taking access from an DOT road <u>(Submit <b>five</b> printed copies of each plan and one consolidated pdf copy of all plans)</u>
<b>Zoning Permit Application with Major Site Plan Review</b> (may include Watershed and Stormwater Review and Preliminary Building and Utility Review, as required; includes one final inspection): <ul style="list-style-type: none"> <li>• All other uses, except Telecommunications Towers and Adult Establishments</li> </ul>	\$ 600.00 (+per acre charge \$50.00 per each additional acre over 5) Each additional review is an additional 50% of original fee	<input type="checkbox"/> Site Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Elevations (all building sides) <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Parking Plan <input type="checkbox"/> Utilities Plan <input type="checkbox"/> Stormwater Drainage Plan <input type="checkbox"/> Watershed – Impervious Surface Calculations, if applicable <input type="checkbox"/> NC DOT Driveway Permit Approval, if site is taking access from an DOT road <input type="checkbox"/> NC DEQ Erosion and Sediment Control Plan and Certificate of Coverage, if disturbing more than 1 acre of land <u>(Submit <b>five</b> printed copies of each plan and one consolidated pdf copy of all plans)</u>

- Plans must be line drawings, not photos, unless line drawings on aerial photos for site plans.
- Plans must show measured dimensions.
- Site and/or landscaping plan must show all ground surface types across the entire lot.
- For landscaping, label all plant material with its genus, species, and variety name to insure appropriate growth and habit characteristics are specified.
- Signs require a separate permitting process. Please remove all advertising signs from your drawings and note that signs will be permitted separately.