

ZONING PERMIT APPLICATION

(for accessory structures NOT requiring a building permit)

PLANNING & DEVELOPMENT DEPARTMENT



PROJECT AND PROPERTY INFORMATION

Type and size of proposed Structure: _____

Total square footage of ALL existing enclosed accessory structures _____

Total heated square footage of home _____

(If the total square footage of ALL enclosed accessory structures exceeds 50% of the heated square footage of the home, a Special Use Permit will be required. This size limitation does not apply in the RA Zoning District.)

Proposed Use of Structure: _____

Property Address: _____

Tax Map Number(s): _____ Zoning District: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

(If the application is not signed by the property owner, a written and signed statement by the property owner giving consent to the request must be submitted with the application.)

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

Signature of Applicant/Date

Printed Name of Applicant

Signature of Owner/Date

Printed Name of Owner

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ZONING PERMIT SUBMITTAL POLICY

This permit application is to be used when a building permit is NOT required. Building permits are required for any structure with any dimension (height, length, width) greater than 12 feet.

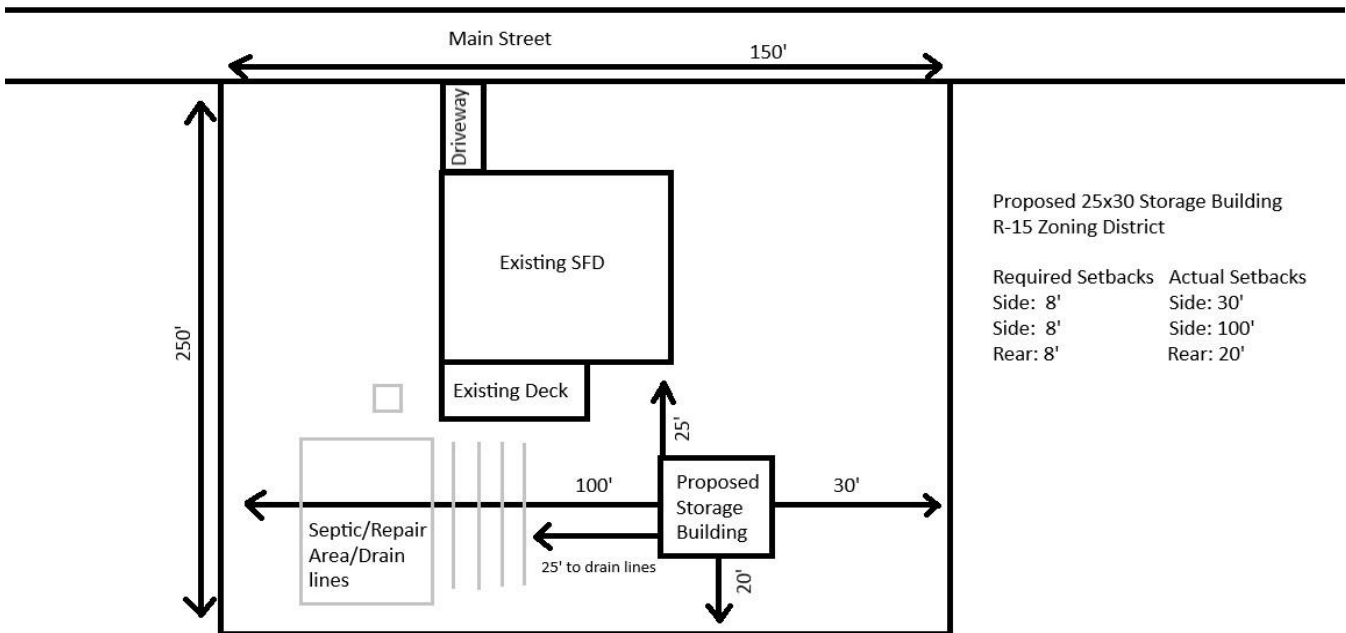
An application is considered complete only if it includes **ALL** of the following:

- Completed and signed Zoning Permit Application form;
- \$50 Application Fee*;
- Copy of Septic Permit (or proof of sewer when not on septic)
- Copy of CAMA Permit, if required
- Site Plan (see checklist below)

Please make payment payable to Onslow County Planning & Development. Checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number.*

SITE PLAN CHECKLIST. The site plan must clearly illustrate distances from property lines for existing structures and proposed structures and include the following:

- Property Lines with lot dimensions
- Easement Lines (indicate type of easement)
- Septic System (including tank, drainfields and Septic Repair Area)
- Existing Structures
- Proposed Structures
- Flood and/or CAMA lines, when applicable



Site Plan Example

STANDARDS FOR RESIDENTIAL ACCESSORY STRUCTURES WHICH DO NOT REQUIRE A BUILDING PERMIT

RV's, campers, and other personal property such as trailers, boats, and buses shall not be used as accessory structures. Structures such as doghouses, fences, playground equipment, satellite dishes, yard decorations, and flag poles are not regulated by the Zoning Ordinance and do not require permits.

SETBACKS (For Residential and RA Zoning Districts)

- Structures must be setback a minimum of 5 feet from side and rear property lines. (For corner and double frontage lots, the setback is 10 feet from the street property line or access easement.)

FRONT YARD LOCATION (The front yard is defined as the area between the home and the front lot line.)

- Accessory structures shall not be constructed/placed in the front yard on lots smaller than 2 acres. This requirement may be waived through the issuance of a Special Use Permit for waterfront lots.
- Accessory structures may be constructed/placed in the front yard on lots of at least 2 acres or on flag lots, provided that the required front and side setbacks as required for the home can be met.
- In the RA Zoning District, accessory structures may be located in the front yard and a principal structure is not required. The front setbacks for principal structures shall apply.

EASEMENTS, RIGHTS-OF-WAY AND SEPTIC SYSTEMS

- Accessory structures shall NOT be located within any recorded rights-of-way or easements including drainage and utility easements or within any septic system areas (including the repair area).
- Accessory structures must be setback 5 feet from septic system areas (including the repair area).

REQUIRED INSPECTIONS

When the site is marked with flags or spray paint, the applicant must call for a setback inspection.

Once the structure is in place, the applicant must call for a final inspection.

If (during either inspection) the location of the structure does not match the site plan, you will be asked to provide an updated site plan. If it is too close to call, the Zoning Officer may ask for a survey.

ADDITIONS TO THE STRUCTURE

If additions to the structure are proposed, a building permit will be required if any total dimension is greater than 12 feet. This applies to an open attached shelter (lean-to).

CONTACT INFORMATION

Completed applications may be emailed to landuse@onslowcountync.gov.

Please contact our office at 910-455-3661 and choose option 3 to speak to a member of the Land Use staff.