



Town of Forest City

Building & Zoning Department

PO Box 728
128 North Powell Street
Forest City, NC 28043
Phone (828) 248-5201, Fax (828) 245-6143

Zoning Permit Application – Please fill out completely or application will not be processed.

		Permit #:	Receipt #:
1. Application Type		Permit Type	<input checked="" type="checkbox"/> Fee
<u>Land Use</u> <input checked="" type="checkbox"/>		New Construction	<input type="checkbox"/> _____
Single-Family Residential <input type="checkbox"/>		Addition	<input type="checkbox"/> _____
Multi-Family Residential <input type="checkbox"/>		Upfit (no expansion)	<input type="checkbox"/> _____
Non-residential <input type="checkbox"/>		Accessory Structure	<input type="checkbox"/> _____
Other _____ <input type="checkbox"/>		Change of Use	<input type="checkbox"/> _____
Notes: _____		Home Occupation	<input type="checkbox"/> _____
_____		Temporary Use	<input type="checkbox"/> _____
		Fence	<input type="checkbox"/> _____
		Other _____	<input type="checkbox"/> _____
			Fee Total _____
2. Project Information			
Property Address _____			
Tax Parcel Number(s) _____		Current Use _____	Proposed Use _____
Property Size (acres) _____	Heated Area (square feet) _____	Unheated Area (square feet) _____	Height _____
Total proposed impervious area (including all buildings, driveways, sidewalks, etc.) _____ (square feet)			
Is this property in a Floodplain?	Yes	No	If yes, please complete Floodplain Development Permit application.
Is this property on public sewer?	Yes	No	If no, please show septic location on site plan.
Are there trees more than 8” caliper?	Yes	No	If yes, please show location and tree species on site plan.
3. Contact Information			
_____	Applicant _____		
Property Owner	Address _____		
_____	City, State, Zip _____		
Address	_____	Telephone _____	Fax _____
_____	Signature _____ Print Name _____ Date _____		
City, State, Zip			

Telephone	Fax		
Staff Use Only:			
Zoning District: _____		Overlay District(s): _____	
<u>Setbacks:</u>		Use Permitted?	Yes No
Front: _____	Rear: _____	Special Requirements?	Yes No Section _____
Right Side: _____	Left Side: _____		
Permit Approved?	Yes No	Zoning Administrator Signature _____ Date _____	
Notes: _____			

4. Site Plan

Level 1 Site Plan (single-family residential and related accessory structures) Sketch or attach the proposed layout for new construction or expansion of building footprint. Include the following on the site plan: Property lines, lot dimensions, total acreage, distance of proposed buildings from property lines, locations of rights-of-way and easements, location and type of natural water features, location and dimensions of driveway, materials of driveway, any existing trees of greater than 8" caliper, location of HVAC and other exterior mechanical equipment to be screened, fences or walls, decks or patios

Level 2 Site Plan (any non-residential construction or expansion of impervious surface and Special Use Permits) See Chapter 11, Section 11.3 of the Unified Development Ordinance

5. Building Elevations

Please provide elevation drawings depicting all sides of proposed buildings or additions depicting width, height, roof slope, materials.