



## Application for Zoning Compliance Permit

### APPLICATION FEES

#### PERMIT AND CERTIFICATE OF COMPLIANCE

<i>Type</i>	<i>Total Zoning Fee</i>
Single-family	\$25
Duplex	\$125
Multi-family	\$300
Commercial, Industrial, Institutional	\$350
Accessory (Single-family)	\$25
Accessory (All others)	\$50

### APPLICATION INSTRUCTIONS

Please complete the entire application found on page 2 and provide a site plan drawn to scale. Application cannot be processed unless all of the information is provided. Processing time may be 5 to 10 working days.

The following information must be shown on the submitted site plan:

1. Actual shape, location, and dimensions of the lot
2. For new construction, building elevations of all exterior facades at a minimum scale of 1/8" = 1'
3. The shape, size, and location of any existing buildings and all buildings or structures to be erected, altered, moved
4. The existing and intended use of the lot and all structures on the lot
5. Location and size of any required buffers and/or screens (Article 200A and/or 300A)
6. Location and type of mechanical equipment screening (Section 306A)
7. Location, access, and screening of central solid waste facility (Section 307A)
8. Location and dimension of off-street parking indicating compliance with parking setbacks and loading spaces (Articles 300A and 400)
9. Parking lot landscaping (Section 409)
10. Grade separation of building and parking areas (Section 409)
11. Paving material for parking lots (Section 409)
12. Location of curb cuts: only 1 permitted if lot width is less than 120' (Section 408)
13. Driveway permit approval information by NCDOT or the City of Asheboro
14. Front yard landscaping or street planting (Articles 200A or Section 308A)
15. Location, type, size, and height of all signs (Article 500)
16. Notation certifying compliance with relevant Performance Standards (Article 300A) and a lighting plan demonstrating such compliance
17. Location of any flood zones if applicable
18. Watershed information if applicable
19. If site disturbance is in excess of 1 acre, a soil and erosion control plan is required. The applicant shall submit the plan to NCDENR Division of Land Resources, located at 585 Waughtown Street, Winston Salem, NC 27106
20. Sidewalk construction if applicable (Section 322A)

**CITY OF ASHEBORO**  
Application for Zoning Compliance Permit

**Applicant / Owner Information**

Applicant \_\_\_\_\_ Applicant's Phone # \_\_\_\_\_

Applicant's Address \_\_\_\_\_  
\_\_\_\_\_

Owner \_\_\_\_\_ Owner's Phone # \_\_\_\_\_

Owners's Address \_\_\_\_\_  
\_\_\_\_\_

Contractor \_\_\_\_\_ Contractor's Phone # \_\_\_\_\_

Contractor's Address \_\_\_\_\_  
\_\_\_\_\_

**Property Information**

Randolph County Parcel Identification Number(s): \_\_\_\_\_

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

Is property in a flood zone? \_\_\_\_\_ Is property in a City watershed? \_\_\_\_\_

Lot Size (s.f. or acres): \_\_\_\_\_ Zoning District: \_\_\_\_\_

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

Area of Disturbance: \_\_\_\_\_ Erosion Control Permit: \_\_\_\_\_

Building Dimensions: \_\_\_\_\_ Building Size (s.f.): \_\_\_\_\_

Building Height: \_\_\_\_\_ Total # of Proposed Signs: \_\_\_\_\_

Total # of Parking Spaces Provided: \_\_\_\_\_ Total # of Parking Spaces Required: \_\_\_\_\_

Is application made pursuant to a: \_\_\_\_\_ SUP \_\_\_\_\_ CUP \_\_\_\_\_ Variance

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**STAFF USE**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Permit**

**Number:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

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**PROCEDURE FOR OBTAINING A CERTIFICATE OF OCCUPANCY (CO)**

The final step in the permit process is the issuance of a Certificate of Occupancy (CO). This certificate certifies that all building, zoning, and fire codes have been complied with and this certification is required prior to occupancy of the building or structure. Prior to this certification, the City will permit utilities to be turned on temporarily and only for construction purposes if the owner, contractor, or other responsible party signs below acknowledging and agreeing that:

- a. Utility connections shall not be permanent until all of the following items, described in detail below in 1. Zoning Inspection, 2. Building Inspection, 3. Fire Inspection, have been properly installed and inspected: and
- b. The City may withhold or terminate water service in the event that the Responsible Party fails to follow the procedure set out herein; and
- c. A violation of such procedure, including but not limited to occupancy prior to issuance of a Certificate of Occupancy, shall be a zoning violation that may result in a fine of \$500.00 per day assessed to the property owner.

**1. ZONING INSPECTION:**

The following shall be installed and inspected or guaranteed prior to CO.

Buffering complete (304.4)	Solid waste screening complete (307A)
Screening complete (304.4)	Street landscaping complete (200A/308A)
Open storage complete (305A)	Lighting (316A/317A) complete
Mechanical equipment screening complete (306A)	Paving complete (408E)
	Parking lot landscaping complete (409B2)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**2. BUILDING INSPECTION:**

Final inspection in the following four building areas shall be completed prior to CO.

Building requirements	Plumbing (including City water test results)
HVAC	Electrical

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**3. FIRE INSPECTION:**

All applicable requirements relative to the fire code shall be completed prior to CO.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**RESPONSIBLE PARTY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(owner or general contractor)