

# TOWN OF CRAMERTON - Zoning Permit Application

155 North Main Street Cramerton, NC 28032

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<b>Control #:</b> <input style="width: 90%;" type="text"/>	<b>Date:</b> <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	<b>Fee Paid:</b> \$ <input style="width: 90%;" type="text"/>	<b>Check #:</b> <input style="width: 90%;" type="text"/>
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<u>PERMIT TYPE</u> (✓Only One)	<u>PROPOSED LAND USE</u> (✓All That Apply)
<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> Residential Single-family
<input type="checkbox"/> Principal Structure Upfit (Addition)	<input type="checkbox"/> Multi-Family
<input type="checkbox"/> New Accessory Structure	<input type="checkbox"/> Duplex
<input type="checkbox"/> Accessory Structure Upfit (Addition)	<input type="checkbox"/> Other
<input type="checkbox"/> Change of Principal Use	<input type="checkbox"/> Commercial <b>Proposed Use:</b>
<input type="checkbox"/> Sign (Submit size & location details)	<input type="checkbox"/> Industrial <b>Proposed Use:</b>
<input type="checkbox"/> Other (Submit detailed description)	<input type="checkbox"/> Other <b>Proposed Use:</b>

**Applicant Information:**      Owner     Contractor     Other:

Property Owner Name: _____	Phone #: _____
Street Address: _____	City, State Zip: _____
Company Name: _____	Agent: _____
Company Address: _____	City, State Zip: _____      Phone #: _____

**Lot Information:**

Property Location: _____	Lot #: _____	Parcel ID Number: _____
Street Frontage: _____	Subdivision: _____	Phase: _____
Utilities Present: _____	Utilities Proposed: _____	Flood Zone: <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Lot Width Front: _____	Lot Width Rear: _____	Water/Sewer Access Fee: _____
Total Lot Area: _____		Projected Project Cost: _____

**Zoning Requirements for the**  **District:**  **Is This A Corner Lot (circle) YES NO**

Required	Dimension	Proposed
	Front Setback	
	Rear Setback	
	Left Side Setback	
	Right Side Setback	
	Building Height	
	Minimum Lot Width	

**Additional Information:** The Owner, Owner's agent or Contractor shall provide this application and two copies of sketches of the property showing lot dimensions and abutting streets. **(a) For a new or expanded principal structure**, show location of proposed (and existing) structure(s) or addition(s), with all property line setbacks (in feet); **(b) For accessory buildings**, show property line setbacks (in feet). **(c) For all new or expanded structures** (except single-family) a site plan bearing the seal of a registered engineer / architect shall be required. **(d) Any other information** that may be needed to insure that the proposed structure is in compliance with all applicable provisions of the Town of Cramerton Zoning Ordinance. **(e) Certificate of Compliance** any dwelling, building or structure (except accessory structures less than 200 square feet) requiring a Certificate of Occupancy will require a Certificate of Compliance from the Town. No Certificate of Compliance will be issued until all required Town inspections have been completed and passed. *Please see back page for further instructions and information.*

I HEREBY CERTIFY that all of the information provided for this application and all attachments are true and correct to the best of my knowledge. I further certify that I am familiar with all requirements of the Town of Cramerton Zoning Ordinance concerning this proposed use. I acknowledge that any violation of this ordinance will be grounds for revoking this permit and any subsequent permit issued by the Town of Cramerton.

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

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Zoning Administrator

## GENERAL ZONING PERMIT APPLICATION INSTRUCTIONS

Residential zoning permit applications may be submitted during normal business hours at the Town Hall. Before doing so, please review the following checklist of required information so that your permit approval will not be unnecessarily delayed. Applications are available at Town Hall or online at [WWW.CRAMERTON.ORG](http://WWW.CRAMERTON.ORG)

**Please allow 24 hours for review and approval, zoning permits are not issued on same day of application.**

FILLING OUT APPLICATION: Responsibility of Owner, Owners Agent or Contractor.

- A. If application is not complete it will not be processed. The Gaston County Tax Parcel ID number must be provided.
- B. The applicant must provide a scaled drawing of the lot showing the dimensions of the property and what street(s) abut the property.
- C. If a **new structure** is being built, a scaled structure footprint drawing indicating front, rear and side setbacks in feet must be included on the property sketch.
- D. Any **auxiliary buildings**, such as a utility building, shall be shown on the property sketch along with distance to all property lines.
- E. If an **addition** is being made to an existing house, then a property sketch must be provided showing the existing house (solid line), as it is located on the property, and distance from property lines. Additions to be added (broken lines) and distance from property lines.
- F. **Water / Sewer Service Approval:** Site approval from Town Public Utilities officials must be included with application. Permits will not be issued prior to such approval. Application for water / sewer approval is available at Town Hall or online at [WWW.CRAMERTON.ORG](http://WWW.CRAMERTON.ORG). **Connections to Town service require inspection prior to being covered / filled, contact Public Utilities department for inspection, 24-hour notice is required.** If the intended construction requires wastewater and/or water services and no municipal system is available, an approval from the Gaston County Health Department must be included with the application. This only applies to property in the ETJ limits that if approved will use well & septic.
- G. **Storm Water Detention:** Property owners shall be responsible for minimizing stormwater runoff onto any adjacent properties as a result of expansion or construction. The structures, devices, and methods used shall be planned, designed, constructed, and maintained so as to:
  1. provide for the natural infiltration of stormwater;
  2. control the velocity of runoff flows;
  3. extend the time of concentration of stormwater runoff;
  4. collect and transmit excess stormwater flows into either the Town drainage system or into a natural drainage system.For commercial sites and any site over one acre the locations of natural drainage systems, design of flood control and/or storm water management installations and devices shall be included in the site plan.
- H. **Site Clean Up:** Sites shall be cleaned at the end of each workday. Debris shall be deposited in an appropriate container or removed from the site. Debris scattered or blown on adjacent property or roadways must be collected and properly disposed of. Construction materials shall be consolidated and stacked.
- I. **Roadway Clean Up:** All mud, dirt or any other material deposited on sidewalks or roadways as a result of the use of trucks, equipment or machinery at the site or as a result of erosion at the site shall be cleaned daily during the duration of the construction. Clean up must also be made at any time the Town directs. Clean up is the responsibility of the permit holder and any fines or actions will be taken against the permit holder for non-compliance.
- J. **Fees:** All fees must be paid at time of permit issuance. These include but are not limited to (application fee, water/sewer access fee, etc.)
- K. **Site Inspections:** All sites require final inspection prior to issuance of Certificate of Compliance to obtain a Certificate of Occupancy from Gaston County. 24-hour notice is required for final inspection.