

ZONING COMPLIANCE PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 1 OF 6

APPLICATION LAST UPDATED: 9.1.2021



1. THINGS TO KNOW ABOUT THE ZONING COMPLIANCE PERMIT PROCEDURE

1. The zoning compliance permit review procedure is described in Section 6.3.22 of the Laurel Park Unified Development Ordinance.
2. A zoning compliance permit is issued prior to or along with a building permit for most forms of development, including single-family homes.
3. Henderson County will not issue a building permit for development that does not have an approved zoning compliance permit.
4. Zoning compliance permits are required for decks, patios, fences, walls, signs, temporary uses, and open-air uses that don't require a building permit.
5. Lots with steep or very steep slopes require pre-development investigation report and must provide a stormwater management plan prepared by a licensed professional.
6. Most forms of development, including new single-family homes, must provide perimeter landscaping buffers, streetscape landscaping, and site landscaping as described in Chapter 7 of the UDO.
7. Tree retention or replacement as necessary is required to ensure 25% of the lot or site is covered by tree canopy in accordance with Chapter 3 of the UDO.
8. Additional development on a site with an existing building may require the site to be brought into partial or full compliance with all UDO requirements as described in Section 5.6, Nonconforming Sites.

2. GENERAL APPLICANT INFORMATION

A. Parcel Information

1. Street Address:

2. Parcel Identification Number:

3. Lot Area/Acreage:

4. Zoning District Classification:

5. Overlay Zoning District(s) (if applicable):

6. Current Use of the Lot or Site: Vacant Developed Other (e.g., vacant building)

If "Other", please explain current use:

If "Developed", please identify the current use of the lot or site (attach additional sheets if necessary):

7. Please identify any prior approvals from the Town of Laurel Park (like a variance, special use permit, or site plan) associated with this development (if any) and the approximate date of the approval (attach additional sheets if necessary):

B. Primary Point of Contact Information

1. Primary Point of Contact Name:

2. Mailing Address:

3. Phone:

4. Email:

5. Fax:

6. Relationship to Landowner:

ZONING COMPLIANCE PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 2 OF 6

APPLICATION LAST UPDATED: 9.1.2021



3. DESCRIPTION OF SITE CONDITIONS

(Please complete each of the following)

1. Landscaping Requirements

(the Town's zoning may be reviewed on the County's Online GIS/Mapping page at

<https://www.hendersoncountync.gov/gis/page/welcome-gomaps-henderson-countys-online-gis-mapping-system>)

- a. What is the zoning of the lot to the north? If there is a street bordering the lot to the north, please list its name:
- b. What is the zoning of the lot to the south? If there is a street bordering the lot to the south, please list its name:
- c. What is the zoning of the lot to the east? If there is a street bordering the lot the east, please list its name:
- d. What is the zoning of the lot to the west? If there is a street bordering the lot to the west, please list its name:

2. Tree Canopy Cover

- a. Approximate amount of the lot or site covered by tree canopy at the time of this application:
 More than 25% covered by tree canopy Less than 25% covered by tree canopy
- b. Does the proposed development include tree removal? Yes No
- c. If tree removal is proposed as part of this development, how much of the lot or site will be covered by tree canopy after development is complete?
 More than 25% covered by tree canopy Less than 25% covered by tree canopy

The Town may require an applicant to provide an aerial photo, tree survey, or other evidence documenting the amount of tree cover in place at the time of this application.

3. Geologic Hazards, Steep Slopes, or Very Steep Slopes

- a. Does the lot or site include any geologic hazards or steep slopes? Yes No Don't know
- b. If yes, what is the slope of the steepest part of the site? (see UDO Sec. 10.2.9 for how to determine slope)
 15% or less 15% to 25% More than 25%

4. Utilities

- a. Does the development require new potable water or sewage treatment to be provided? Yes No
- b. If yes, how will these services be provided?
 City of Hendersonville public water/sewer On-site well/septic system Don't know
- c. If the site is to be served by a new well or septic system, have you obtained Health Department approval?
 Yes No (if yes, please attach approval to this application form)

ZONING COMPLIANCE PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 3 OF 6

APPLICATION LAST UPDATED: 9.1.2021



4. DESCRIPTION OF THIS REQUEST

(Please complete the following)

1. Please identify the type of development proposed that is the subject of this zoning compliance permit application. Please select all that apply:

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Principal Structure | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Temporary Structure | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Fence/Wall |
| <input type="checkbox"/> Other | If "Other" please describe below (attach additional sheets if necessary) | |

2. All applicants for a zoning compliance permit must attach a site sketch or plot plan that identifies each of the following items:

- Lot lines
- Principal structures, including driveways
- Accessory structures (garages, sheds, play structures, etc.)
- Additions, expansions, or other alterations to existing principal or accessory structures
- Open-air uses of land that do not have structures
- Site features like streams, lakes, ponds, wetlands, rock outcrops, and similar aspects
- Required setbacks
- Encroachments of structures into setbacks (if proposed)
- Potable water wells, septic tanks, septic drain fields/lines, and reserve or back up drain field location
- Tree save areas or areas where existing tree canopy will be maintained during and after development
- Required landscaping features (perimeter buffers, streetscape buffers, site landscaping, parking lot landscaping, etc.)
- Any other features identified by the applicant or required by the Town Manager in order to demonstrate compliance with the applicable requirements

Site sketches or plot plans do not need to be professionally prepared or drawn to scale but should include verified dimensions and distances if not drawn to scale.

In cases where proposed development is subject to an approved site plan or other development approval that provides the details listed above, applications materials used for the prior approval may be substituted or modified in order to comply with these requirements.

3. Please Complete this Portion if you are Proposing a **New Single-Family Home**

If this zoning compliance permit application is associated with a new single-family home in an area subject to the Town's single-family residential design guidelines (this information should be identified on the subdivision plat that created the lot), then this application must include elevations, plans, or other details that shows how the structure will comply with the standards in Section 7.1 of the UDO.

4. Please Complete this Portion if you are Proposing a **New Accessory Use or Structure**

If this zoning compliance permit is associated with a new accessory use or structure, please provide the following details:

- a. Size of principal structure (square feet):
- b. Size of accessory structure (square feet):
- c. Is the accessory use located entirely within the principal structure? Yes No

ZONING COMPLIANCE PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 4 OF 6

APPLICATION LAST UPDATED: 9.1.2021



5. Please Complete this Portion if you are Proposing a **Temporary Use or Structure**

If this zoning compliance permit is associated with a temporary use or structure, please provide the following details:

a. Please provide a description of the temporary use or structure (attach additional sheets if needed):

b. Anticipated Date of Setup:

c. Anticipated Date of Commencement:

d. Anticipated Date of Cessation:

e. Anticipated Date of Removal and Site Restoration:

f. Duration (in days) from Setup until Removal:

g. Will temporary signage be included? Yes No

If yes, please identify the sign's general location:

h. Has this temporary use or structure been established on this lot or site already this year?

Yes No Don't Know

If yes, from when to when?

6. Please Complete this Portion if you are Proposing a **New Sign (or changes to an existing sign)**

If this zoning compliance permit application is associated with a new sign or changes to an existing sign, please provide the following details:

a. Please identify the type of sign proposed (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Parapet Sign | <input type="checkbox"/> Marquee Sign |
| <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Projecting/Suspended Sign | <input type="checkbox"/> Electronic Display Sign |
| <input type="checkbox"/> Monument Sign | <input type="checkbox"/> Window/Door Sign | <input type="checkbox"/> Pylon Sign |
| <input type="checkbox"/> Post & Arm Sign | <input type="checkbox"/> Incidental Sign | <input type="checkbox"/> Canopy Sign |
| <input type="checkbox"/> A-Frame Sign | <input type="checkbox"/> Subdivision Sign | <input type="checkbox"/> Temporary Sign |

b. Is the proposed signage: New Replacement If replacement, please attach photos of signage to be replaced

c. Is the structure supporting the signage: New Existing Nonconforming supports may require replacement

d. Please attach detailed drawings and information describing the following for each type of sign proposed:

- The number of signs on the site
- The proposed sign face area in square feet (including if the sign is single-sided or 2-sided)
- The copy height in inches
- The height of the tallest portion of the sign or supporting structure
- If the sign will be illuminated, and if so the method of illumination

ZONING COMPLIANCE PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 5 OF 6

APPLICATION LAST UPDATED: 9.1.2021



7. Please Complete this Portion if you are Proposing a **New Fence or Wall**

If this zoning compliance permit application is associated with a new fence or wall, please provide the following details:

a. Proposed fence or wall height (in feet) in the following locations:

Front Yard (if applicable)

Side Yard (if applicable)

Rear Yard (if applicable)

b. Please identify the materials to be used in the fence or wall (including gates, supports, & horizontal members)

5. SUBMITTAL CHECKLIST

(Please ensure your application includes 1 paper copy and 1 digital (pdf) copy of all of the following)

1. Zoning compliance permit application form	<input type="checkbox"/>
2. Application fee	<input type="checkbox"/>
3. Notes from pre-application conference (if conducted)	<input type="checkbox"/>
4. Notes from neighborhood information meeting (if conducted)	<input type="checkbox"/>
5. Slope investigation (if site has slopes or geologic hazards)	<input type="checkbox"/>
6. Stormwater management plan (if required)	<input type="checkbox"/>
7. Aerial photo, tree survey, or evidence of tree cover (if requested by the Town)	<input type="checkbox"/>
8. Copies of any required County approvals for utility service	<input type="checkbox"/>
9. Soil erosion and sedimentation control plan (if disturbing more than one acre)	<input type="checkbox"/>
10. Site sketch or plot plan	<input type="checkbox"/>
11. Copies of prior related approvals (variance, special use permit, site plan, etc.), as appropriate	<input type="checkbox"/>
12. Copies of an approved fee-in-lieu requests and the appropriate fee	<input type="checkbox"/>
13. Copies of any approved performance guarantee (if appropriate)	<input type="checkbox"/>
14. Copies of vested rights certificate (if requested by applicant)	<input type="checkbox"/>
15. Notes and details related to an administrative adjustment, if requested	<input type="checkbox"/>
16. Elevations of buildings subject to design standards or guidelines	<input type="checkbox"/>
17. Detailed drawings and information for each type of permanent sign proposed	<input type="checkbox"/>
18. Any additional information determined to be necessary by the Town	<input type="checkbox"/>

ZONING COMPLIANCE PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 6 OF 6

APPLICATION LAST UPDATED: 9.1.2021



6. APPLICANT SIGNATURE

I certify that the information provided in these application materials is complete and accurate to the best of my knowledge. I hereby authorize Town officials to enter the subject property for the purposes of determining compliance.

If there are multiple land owners or applicants, a signature is required for each.

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____

OFFICE USE ONLY

Project #:

Associated Project #:

Received By:

Filing Date:

Accepted as Complete By:

Complete Date:

Decision:

Decision By:

Decision Date:

Pre-application Conference Date (if conducted):

Notes/Comments: