NEW CONSTRUCTION CHECKLIST

APPOINTMENTS ARE REQUIRED TO MEET WITH THE ZONING ADMINISTRATOR

1) Verify that the property meets the zoning requirements for Town of Laurel Park. If needed, the Town Zoning Administrator can prepare a letter stating conformance.

2) Builder/owner obtains an address for the property from the Henderson County Property Addressing Office. (100 North King St. - # (828) 697-4916).

3) Sewer / septic requirements.
   - If sewer - City of Hendersonville Water/Sewer department (located at the Hendersonville Operations Building on Williams Street).
   - If on septic - Henderson County Environmental Health Department. (1200 Spartanburg Highway - # (828) 692-4228). A letter is required stating the lot conforms to Laurel Park zoning).

4) Water Service must be verified with Laurel Park or the City of Hendersonville. The fees for Town water connections and service are adopted annually as part of the Town’s fee schedule.

5) Submit site plan to Zoning Administrator (see page 2 for site plan requirements).

6) The Zoning Administrator reviews the site plan and schedules a site survey with the builder/owner.

7) Upon successful review of the site plan and completion of the site survey, the Zoning Administrator issues a "Certificate of Zoning Compliance" permit. The fee for issuance is adopted annually as part of the Town’s fee schedule.

8) If connecting to the Town’s water system, the builder/owner must pay for a water connection at least two weeks before a water tap is needed.

9) Builder/owner takes the Laurel Park "Certificate of Zoning Compliance" and the permit for sewer or septic tank approval to the Henderson County Erosion Control Division for a land disturbing permit (100 North King St. - # (828) 694-6521).

10) Builder/owner takes paperwork to the Henderson County Inspection Department who will issue a "building permit" to the builder/owner. (100 North King St. Ste 220 - # (828) 697-4830).

AFTER CONSTRUCTION IS COMPLETED

- Henderson County Inspection Department does a final inspection and forwards the "Certificate of Occupancy" to the Laurel Park Zoning Administrator.

- Zoning Administrator will do a final inspection, and if the site meets the clean site requirements of the Zoning Ordinance, will sign the "Certificate of Occupancy" and forward to Duke Power.
APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE
SITE PLAN

All Applications for Certificates of Zoning Compliance Shall Be Submitted To The Laurel Park
Zoning Administrator.

MEDICAL, INSTITUTIONAL, CULTURAL, COMMERCIAL, OR INDUSTRIAL;
PLANNED UNIT DEVELOPMENTS; AND SUB-DIVISION REQUESTS - REFER TO
THE LAUREL PARK ZONING ORDINANCE FOR A COMPLETE LIST OF
REQUIREMENTS.

Site Plans Must Include The Following:

(A) Property lines and corners.

(B) The shape, size, use, and location of all proposed buildings and structures, including
   driveways and parking areas, to be erected or altered, accurately drawn on the site and
dimensioned from the property corners or lines showing building setback lines from right
of way(s) and adjacent property lines.

(C) Existing buildings and structures.

(D) All utility easements, right-of-ways, culverts and drainage-ways.

(E) The location of utility lines, septic tanks and drain field or proposed sewer lines, and
   facilities on the lot.

(F) Address stormwater issues, if required.

(G) Address soil and erosion control protection measures, if required.

(H) Address proposed connections to the town’s stormwater drainage system, if required.

(I) Other documentation required:
   • Sewer service application or septic permit.
   • Outside rendering of the house with elevations.
   • Henderson County property addressing form.

FOR SITE VISIT:
   1> Corners of property staked with visible markers;
   2> four (4) main corners of house staked with visible markers

APPOINTMENTS ARE REQUIRED TO MEET WITH THE ZONING ADMINISTRATOR

REVISED 08.06.17