

DATE REC'D APPLICATION BACK IN OUR OFFICE:		ZONING PERMIT FEE:		ZONING PERMIT #	
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RETURNED TO OFFICE BY:	DATE PAID, AMOUNT PD, BY CHECK OR CASH:	ZONING HOURS: 8:30 AM UNTIL 3:30 PM (MONDAY THRU FRIDAY) PHONE #910-862-4800 (PAT KENNEDY-TAYLOR)
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**Application for a Zoning Permit**  
**Town of White Lake**  
 1879 White Lake Dr., PMB 7250, White Lake, NC. 28337

#1	Applicant's Name:	Telephone #
#2	Applicant's Home (Mailing Address):	
#3	Property Owner's Name:	Property's Owner's Telephone Number:
#4	Address of Property Owner:	

*Application and plot plan are hereby submitted for a zoning permit to do the following:*

#5 - Please check box that applies to your project:	<input type="checkbox"/> ROOM ADDITION	<input type="checkbox"/> VENDOR SALES	<input type="checkbox"/> BONA-FIDE FARM SALES	OTHER: _____
	<input type="checkbox"/> NEW HOME	<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> TWO FAMILY	<input type="checkbox"/> MODULAR MOBILE HOME
	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> PORCH	<input type="checkbox"/> DECK	<input type="checkbox"/> SINGLE-WIDE
	<input type="checkbox"/> CAMPER RV	<input type="checkbox"/> PARK MODEL	<input type="checkbox"/> STAND ALONE SHELTER/CARPORT (NOT ENCLOSED)	<input type="checkbox"/> DOUBLE-WIDE

**AN ENCLOSED STRG. BLDG. MUST PROVIDE PHOTO OR SPECKS INSIDE & OUTSIDE**

Relocate a building structure  COMMERCIAL TYPE OF: \_\_\_\_\_

Notes: Please fill out application COMPLETELY - Failure to do so will delay processing - Thank you  
 1. All required setbacks and permitted uses must be approved by the Town of White Lake prior to issuance of a Temporary zoning permit.  
 2. Permanent Zoning Permits shall not be issued unless the proposed development complies with all requirements of the TOWL Zoning Ordinance.

#6	PLEASE LIST EVERYTHING ALONG WITH THE SIZE AND/OR SIZES THAT YOU PROPOSE TO ADD AND/OR CHANGE ON THIS PROPERTY (ALSO IF THIS IS FOR A STORAGE BUILDING/STRUCTURE YOU MUST PROVIDE A PHOTO OR DRAWING OF THE STRUCTURE):	
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#7	PROJECT LOCATION (911 ADDRESS):	
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#8	Lot Number:	PROPERTY PIN #	Is the subject property located within a (if in a Flood Zone)	<input type="checkbox"/> NO <input type="checkbox"/> YES
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#9	Campground/Mobile Home Park and/or Subdivision Name:	Zoning District:	Fire District:	White Lake
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#10	Proposed Use:	Year Round: <input type="checkbox"/>	Seasonal: <input type="checkbox"/>		
#11	Contractor's Name:	Phone #:			
#12	Construction Cost:				

*Site/Building Specifications: Please fill out all of the information, if incomplete it will delay the process.*

#13	BUILDING HEIGHT (Must be less than 50' feet) tall On rear setbacks, if over 15' check the setbacks even in MHP/Campgrounds	HOW MANY STORIES?	How many Slideouts on Camper?	IF YOU HAVE A SLIDE OUT YOU MUST MEET THE 5' (FIVE FOOT) SETBACK FROM THE SLIDE OUT TO YOUR PROPERTY LINE!!! THE SLIDE OUT MUST BE INCLUDED IN THE DIMENSIONS ON YOUR PLOT PLAN!	TYPE OF CONSTRUCTION (METAL, WOOD, VINYL, BRICK, etc.)
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#14	SIZE OF ALL STRUCTURES:	ACTUAL SIZE OF YOUR LOT:	<b>X</b>
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#15	Street/Front Set Back:	Lake Set Back:	Rear Set Back:	Rear Setback depends on the height of building & Zoning District**** See Zoning District Setbacks	Right Side Setback:	Left Side Setback:
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#16 - By signing below I hereby certify that all information in this application is correct and all work will comply with the NCGS and all other applicable state and local laws, ordinances and regulations. The Inspections Department will be notified of any changes in the approved plans and specification for the projected permitted herein.

#16-A*****	APPLICANT'S SIGNATURE:
	APPROVAL OR DENIAL OF ZONING OFFICIAL: <span style="margin-left: 100px;">Approval: _____</span> OR <span style="margin-left: 100px;">Denial: _____</span>
	ZONING INSPECTOR AND/OR ASSISTANT'S SIGNATURE: _____ DATE APPROVED: _____

1. YOUR TEMPORARY OR PERMANENT ZONING PERMIT NUMBER MUST BE VISIBLE FROM THE STREET.  
 2. AFTER OBTAINING YOUR ZONING PERMIT, YOU NEED TO GO TO BLADEN COUNTY BUILDING & INSPECTIONS TO SEE IF YOU NEED A BUILDING PERMIT OR CALL (910) 862-6780 OR GO TO THE POWELL-MELVIN AGRICULTURE BUILDING LOCATED AT: 450 SMITH CIRCLE, ELIZABETHTOWN, NC. 28337  
 3. IN ORDER TO OBTAIN A ZONING COMPLIANCE YOU MUST CALL FOR AN INSPECTION UPON COMPLETION OF YOUR PROJECT, PLEASE CALL (PAT TAYLOR @ (910) 862-4800) TO SCHEDULE AN INSPECTION BY THE ZONING INSPECTOR OR HIS AGENT; IF AFTER 6 MONTHS YOU HAVE NOT CONTACTED US, THE ZONING ADMINISTRATIVE ASSISTANT OR THE ZONING INSPECTOR'S ASSISTANT WILL COME OUT AND TAKE PHOTOS AND MEASURE EVERYTHING ON YOUR LOT MAKING SURE IT MEETS ALL REQUIRED SETBACKS; ALSO CHECKING THAT NOTHING OTHER THAN WHAT WAS APPROVED ON THE ORIGINAL APPLICATION & PLOT PLAN HAS BEEN PLACED ON THE LOT. ALL ZONING PERMITS SHALL EXPIRE IF, WITHIN SIX MONTHS THE PROJECT HAS NOT COMMENCED, WHERE NO SUBSTANTIAL CONSTRUCTION, ERECTION, ALTERATION, EXCAVATION, DEMOLITION, OR SIMILAR WORK ON ANY DEVELOPMENT FOR SUCH PERMITS HAVE BEGUN.

ADDITIONAL COMMENTS:

**PLOT PLAN** (must include all dimensions and all setbacks, location and use of all existing structures and proposed distances between buildings measured at the closest point; distance from buildings to the closest property lines; Buildings including all R-O-W's; must include acreage in total tract and in public open space; total number of lots proposed; linear feet in streets; area in newly dedicated R-O-W; show all dimensions and location of parking areas with minimum required parking spaces and driveways; R-O-W width dimensions from centerline of existing public streets with street names listed; location and dimension type of all easements (deed of trust map). Must include the 911 Addressing Address and the Lot# on this plot... **THIS PLOT PLAN MUST BE SIGNED OFF BY THE PROPERTY OWNER. IF IN A CAMP GROUND OR MHP, THE CAMP GROUND OR MANUFACTURED HOME PARK MANAGER OR THEIR AGENT OF THE PROPERTY!!!**

	DATE
Signature of Campground or Mobile Home Park Manager/Agent or Property Owner	

911 Address: \_\_\_\_\_ Lot # \_\_\_\_\_

**\*\*\*Important Note: If the property is privately owned the owner needs to sign and date this form. If plot plan is in a Camp Ground and/or Mobile Home Park, the plot plan must be approved and signed by the Manager of the Camp Ground and/or Mobile Home Park Manager before a Zoning Permit will be issued...**

# Sample Plot Plan [8½ x 11]


As of 10-16-2017

Job Site Address: 222 My St. Name, White Lake, NC. 28337  
 Property Owner: XXX My Street Name  
 Owner's Phone: 222-222-0000

Parcel No: XXXX-XX-XX-XXXX  
 Zoning District: B, R1, R1A, R2, or RA  
 Setbacks: Front/Street: \_\_\_\_\_ Right Side: \_\_\_\_\_  
 Rear: \_\_\_\_\_

## CHECKLIST

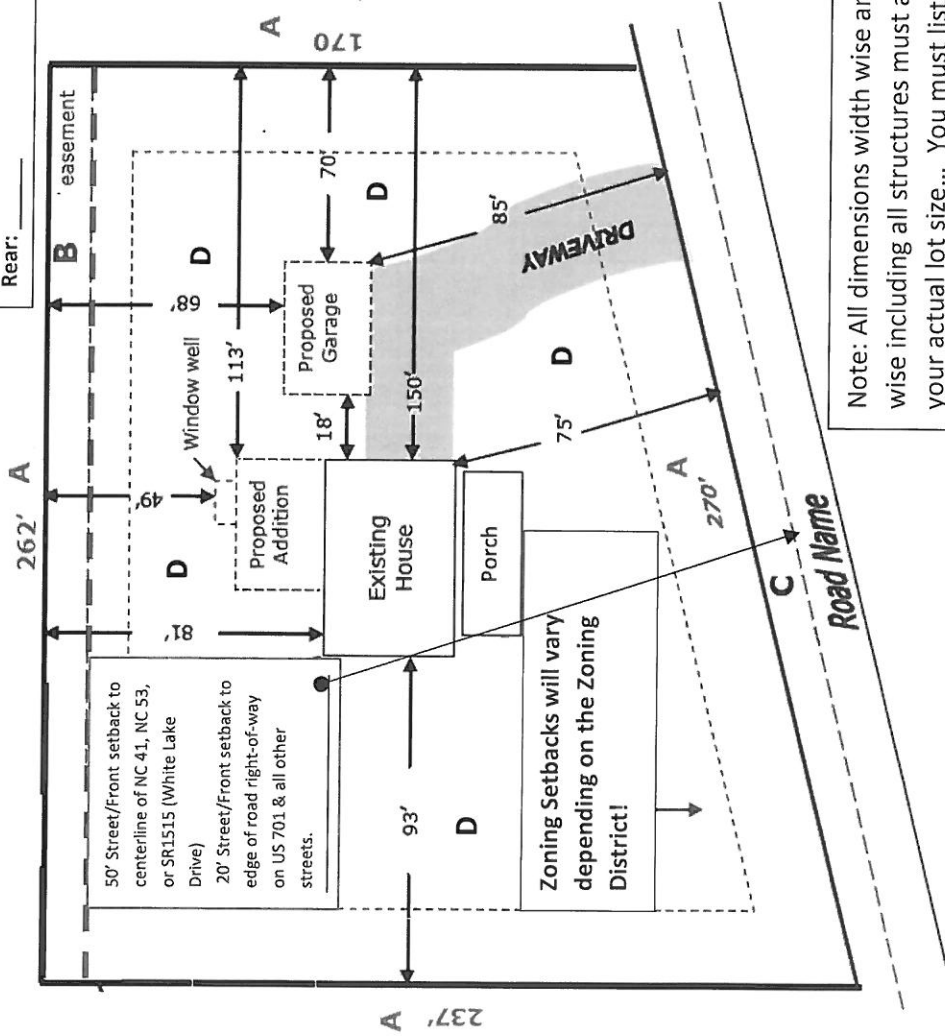
- North Arrow
- Property Owner Info
- Parcel No. & Zoning
- A** Property Dimensions
- B** Easements
- C** Roads and Streets
- D** Setbacks

 Use arrows to show distance from buildings to setbacks.

**Existing buildings**  
 Use solid lines to indicate existing structures

**Proposed buildings**  
 Use dotted lines to indicate *proposed* structures

Note: This plot plan is just a sample plot plan, however please list the size of all structures and the setbacks from each structure to all property lines. If you face more than one street you have to meet the street setbacks on each side. Please list each street on the plot plan.



Note: All dimensions width wise and depth wise including all structures must add up to your actual lot size... You must list the size of all structures on the lot and the distance between them (Existing and proposed).



## APPENDIX 1: INFORMATION REQUIRED WITH APPLICATIONS

### A-1-1 Number of Review Copies to be Submitted

Type of Map or Plan	# of Prints
Plot Plan	2
Site Plan <input type="checkbox"/> Site Layout <input type="checkbox"/> Water, Sewer and Drainage Utility <input type="checkbox"/> Landscaping Plan	12 Sets

### A-1-2 Required Information Plot Plans and Site Plans

Submission of all maps and/or plans shall contain the following information before submission to the Zoning Inspector for review. An 'X' indicates required information. Information required on site plan sheets is indicated by the following codes: 'A' to be included on all sheets, 'S' to be included on Site Plan sheet, 'U' to be included on Utility sheet, and "L" to be included on Landscaping sheet. Depending on the scale or complexity of the development, any or all the sheets may be combined. Additional information may be required for approval of the site plan. The Zoning Inspector may waive items required if it is judged that they are not necessary to complete the review.

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(single/  
(two family) (RV Park/Camp  
(ground/Commercial  
(subdivisions

Information	Plot Plan	Site Plan
Map or plan size: Maps submitted shall not exceed a maximum size of 24" by 36"		A
Maps or plans may be drawn on more than one sheet with appropriate match lines		A
Plan Endorsement Block		A
Title Block containing: Name of Development		A
Name of map or plan		A
Owner's name with address and daytime phone number	X	A
Location (including address, township, county and state)	X	A
Date(s) map(s) prepared or revised	X	A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'.		A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 40'. <i>TCP</i>	X (WAIVED)	
Bar graph		A
Name, address, and telephone # of preparer of map (licensed surveyor, engineer, or architect)		A
Developer's name, address, and daytime phone number (if different from owner's)		A
Zoning district(s) within the property and on adjacent properties	X	S, L
Existing land use within the property and on adjacent properties		S, L
Plat book or deed book reference	X	S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		S
Tax map, block, and parcel(s) number	X	S
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'		S
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	X	A

Information	Plot Plan	Site Plan
Registration and seal of land surveyor		S
North arrow and orientation (north arrow shall not be oriented towards bottom of map) <sup>TPI</sup>	X (WAIVED)	A
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer		S
Boundaries of the tract to be subdivided or developed: distinctly and accurately represented and showing all distances		A
tied to nearest street intersection (within 300') or U.S.G.S. (within 2000')		S
showing locations of intersecting boundary lines or adjoining properties		S
Location and descriptions of all monuments, markers, and control corners		S
Existing property lines on tract to be subdivided or developed. If existing property lines are to be changed, label as "old property lines" and show as dashed lines		S
Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to the closest property lines	X	S
Railroad lines and right-of-ways	X	A
Water courses, ponds, lakes or streams	X	A
Marshes, swamp and other wetlands		A
Areas to be dedicated or reserved for the public or a local jurisdiction		A
Areas designated as common area or open space under control of an Owners' Association		S, L
Location of manufactured dwelling spaces and whether they are designated for single- or double-wide dwellings		S
Typical diagram of manufactured dwelling space		S
Location of designated recreation areas and facilities		S
Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations, if applicable	X	A

Information	Plot Plan	Site Plan
Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level		A
Proposed lot lines and dimensions	X	A
Site calculations including:		
acreage in total tract	X	S
acreage in public open space		S, L
total number of lots proposed		S
linear feet in streets		S
area in newly dedicated right-of-way		S
Lots sequenced or numbered consecutively		S
Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways	X	S, L
Within parking areas, clearly indicate each parking space, angle of parking and typical size	X (WAIVED)	S
Street data illustrating:		
Existing and proposed rights-of-way lines within and adjacent to property	X	S
Existing and proposed rights-of-way within and adjacent to property showing:		
total right-of-way width dimension		S
right-of-way width dimension from centerline of existing public streets	X	S
Existing and proposed streets showing:		
pavement or curb lines		S
pavement width dimension (face-to-face)		S
cul-de-sac pavement radius		S
existing and proposed street names	X	A



Information	Plot Plan	Site Plan
Location, dimension and type of all easements (DEED TRUST MAP)	X	A
Utility Layout Plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines:		
sanitary sewer <span style="float: right;">DTM</span>	(WAIVED) X	U
water distribution <span style="float: right;">DTM</span>	(WAIVED) X	U
natural gas, electric, cable TV, etc. <span style="float: right;">DTM</span>	(WAIVED) X	U
Documentation of Submission of an Erosion Control Plan, if disturbing greater than one acre		X
Evidence of Notification to U.S. Army Corps of Engineers of Earth-Disturbing Activities in Wetlands, if applicable		X
Landscaping Plan shall include: Location of any required planting yard and/or parking lot plantings		L
Location and screening of dumpsters/compactors		L
Location, species, size, number, spacing, height of trees and shrubs in required planting areas. (If existing vegetation is to be preserved, indicate approximate height and species mix)		L
Size of planting yard, walls, berms and fences		L
Provisions for watering, soil stabilization, plant protection and maintenance access		L
Location and description of barriers to protect any vegetation from damage both during and after construction		L
Existing and proposed signs (location, height and area)		S
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities		S
Front, side and rear elevations of proposed building(s)		If required by the Board of Commissioners

### A-1-3 Documents and Written Information in Addition to Maps and Plans

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or

information shall be provided. The following is a representative list of the types of information or documents that may be requested at the time of plan submission:

Information	Plot Plan	Site Plan
Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.		X
Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.		X
Detailed descriptions of recreational facilities to be provided.		X
Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.		X
Bonds, letters of credit, or other surety devices.		X
A traffic impact study performed and prepared by a qualified transportation or traffic engineer or planner.		X
Time schedules for the completion of phases in staged development.		X
If any street is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations.		X