

ZONING PERMIT APPLICATION

(for accessory structures NOT requiring a building permit)

PLANNING & DEVELOPMENT DEPARTMENT



PROJECT AND PROPERTY INFORMATION

Type and size of proposed Structure: _____

Total square footage of ALL existing enclosed accessory structures _____

Total heated square footage of home _____

(If the total square footage of ALL enclosed accessory structures exceeds 100% of the heated square footage of the home, a Special Use Permit will be required. This size limitation does not apply in the RA Zoning District.)

(If within 1 foot of a required setback, a foundation survey may be required by a Zoning Officer.)

Proposed Use of Structure: _____

Property Address: _____

Tax Map Number(s): _____ Zoning District: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

(If the application is not signed by the property owner, a written and signed statement by the property owner giving consent to the request must be submitted with the application.)

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

Signature of Applicant/Date

Printed Name of Applicant

Signature of Owner/Date

Printed Name of Owner

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ZONING PERMIT SUBMITTAL POLICY

This permit application is to be used for accessory structures in Residential Zoning Districts when a building permit is required. Building permits are required for any structure with any dimension (height, length, width) greater than 12 feet.

An application is considered complete only if it includes **ALL** of the following:

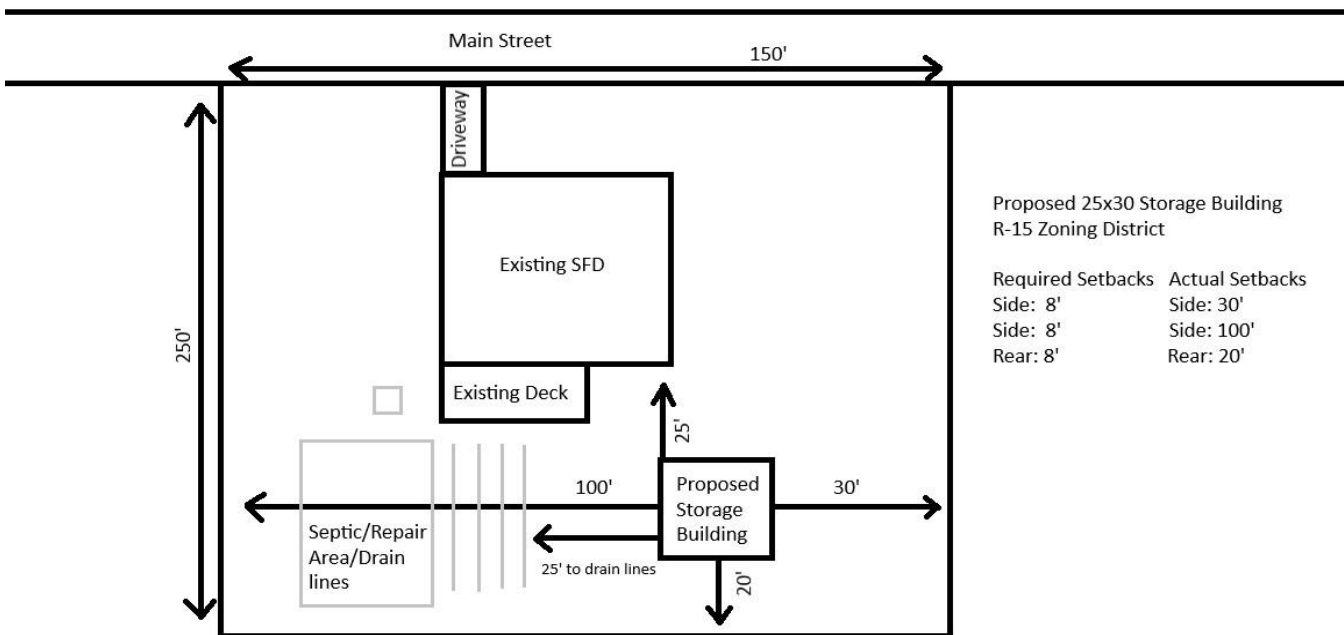
- Completed and signed Zoning Permit Application form;
- Copy of Septic Permit (or proof of sewer when not on septic)
- Copy of CAMA Permit, if required
- Site Plan (see checklist below)

Please make payment payable to Onslow County Planning & Development. Checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number.*

SITE PLAN CHECKLIST. The site plan must clearly illustrate distances from property lines for existing structures and proposed structures and include the following:

- Property Lines with lot dimensions
- Easement Lines (indicate type of easement)
- Septic System (including tank, drainfields and Septic Repair Area)
- Existing Structures
- Proposed Structures
- Flood and/or CAMA lines, when applicable

If within 1 foot of a required setback, a foundation survey may be required by a Zoning Officer.



Site Plan Example

STANDARDS FOR RESIDENTIAL ACCESSORY STRUCTURES IN RESIDENTIAL ZONING DISTRICTS

RV's, campers, and other personal property such as trailers, boats, and buses shall NOT be used as accessory structures. Structures such as doghouses, fences, playground equipment, satellite dishes, yard decorations, and flag poles are not regulated by the Zoning Ordinance and do not require permits.

ZONING SETBACKS

- Structures less than 400 square feet in area must be setback a minimum of 5 feet from the side and rear property lines. (On corner and double frontage lots, the setback is 10 feet from the front property line or access easement.) Accessory structures in R-8M and R-5 over 400 square feet may be at a minimum setback of 5 feet from the side and rear property lines.

- Structures 400 square feet or more in area must be setback a minimum of 8 feet from the side and rear property lines. (On corner and double frontage lots, the setback is 15 feet from the front property line or access easement.)

- Open carports or structures qualifying to be forward of the home must meet the same setbacks as for the principal structure.

- If the proposed structure setbacks are within 1 foot of a required setback, a foundation survey may be required by a Zoning Officer to ensure the exact location and setback of the structure.

FRONT YARD LOCATION (The front yard is defined as the area between the home and the front lot line.)

- Accessory structures shall be located in the side or rear yards with placement permitted in the forward of the home per the following exceptions:
 - Lots 2 acres or larger in size;
 - On waterfront lots smaller than 2 acres in size through the issuance of a Special Use Permit.
 - On flag lots.

OTHER PLACEMENT LIMITS

- Accessory structures shall NOT be located within any recorded rights-of-way or easements including drainage and utility easements or within any septic system areas or repair areas.

- Accessory structures must be setback 5 feet (15 feet for swimming pools) from septic or repair areas.

REQUIRED INSPECTIONS

When the site is marked with flags or spray paint, the applicant must call for a setback inspection.

Depending Once the structure is in place, the applicant must call for a final inspection.

If (during either inspection) the location of the structure does not match the site plan, you will be asked to provide an updated site plan. If it is too close to call, the Zoning Officer may ask for a foundation survey.

CONTACT INFORMATION

Completed applications may be emailed to landuse@onslowcountync.gov.

Please contact our office at 910-455-3661 and choose option 3 to speak to a member of the Land Use staff.