



Town of Pilot Mountain

Planning & Zoning Department Zoning Permit Application

Permit #: ZP _____ - _____
Date Recd: _____ Fee Pd \$ _____
Method _____ Rcpt No. _____
Staff Initials: _____

Any construction that changes the exterior dimensions also requires a building permit from Surry County Building Inspections.

Contact Information:

Property Owner/Applicant	Contractor
Name: _____	
Mailing Address: _____	
Phone Number: _____	
E-mail address: _____	

Business Name/License: _____

Property Information:

Property Address/Location: _____	Location: <input type="checkbox"/> Town Limits <input type="checkbox"/> ETJ
Parcel ID Number(s): _____	Flood Hazard Area: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Acreage: _____	Located in Watershed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Utilities: <input type="checkbox"/> Town Water <input type="checkbox"/> Town Sewer <input type="checkbox"/> Well <input type="checkbox"/> Septic	Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No

Project Summary: *Site plan/sketch showing location and dimensions of proposed improvements is required.*

Use:	Structure Type:	Proposed Project:	Project Name/Description/ Use:
<input type="checkbox"/> Single Family	<input type="checkbox"/> Principal Structure	<input type="checkbox"/> New Construction	
<input type="checkbox"/> Multi Family	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Expansion/Addition	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Change in Use/Upfit	<input type="checkbox"/> Remodel/Repair	
<input type="checkbox"/> Other	<input type="checkbox"/> Other (attach detailed description)	<input type="checkbox"/> Demolition	
		<input type="checkbox"/> Relocation	

Zoning Requirements:

Existing zoning District:	Required	Proposed
Front setback: _____		
Rear setback: _____		
Left setback: _____		
Right setback: _____		
Square Footage: _____	Lot: _____ (min.) / Structure: _____ (max.)	
Structure Height: _____		

Owner/Applicant Statement

I/We the owner(s) of the above referenced property, or as the applicant duly authorized by the owner hereby certify that all of the information provided in this application and all attachments are true and accurate to the best of my knowledge, information and belief. I further certify that I am familiar with the requirements of the Town of Pilot Mountain Zoning Ordinance concerning the 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 Pilot Mountain. I further understand and agree to obtain all necessary building permits from Surry County Building Inspections prior to start of work.

_____ Print Name	_____ Signature of Owner/applicant	_____ Date
_____ Print Name	_____ Signature of Owner/applicant	_____ Date

** Office Use Only **

I, as Planning & Zoning Administrator, believe this application to be complete based on the certification of the owner and/or applicant, and with my signature, accept the application and any corresponding documentation.

Signature of Planning & Zoning Administrator

Date

Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Sign Permit Required/ Obtained: <input type="checkbox"/> Yes, Attached <input type="checkbox"/> No	Staff Comments:
Additional Conditions: <input type="checkbox"/> Yes, Attached <input type="checkbox"/> No	Permit Expiration: <i>One year after date of issue</i>	Table of Uses/Zoning Classification Reference:

General Zoning Permit Application Instructions

This application will not be processed unless all information requested is provided. Please allow up to 3-5 business days for review and approval. Zoning permits are not issued on same day of application. Any construction that changes the exterior dimensions also requires a building permit from Surry County Building Inspections. The Town of Pilot Mountain's Land Use Ordinances can be found online at www.townofpilotmountain.com.

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. The application must be signed by the property owner(s) or their authorized representative.

1. 911 Physical Address - Please contact the Addressing Administrator in the Surry County GIS Department at (336)-401-8129 to obtain your address before the permit is issued.
2. A copy of the approved site plan or the applicant must provide a digital version (PDF) and two (2) copies of an adequately scaled, legible, site plan for the property noted in the application showing:
 - a) The property lines, a north arrow, and all (appropriately labeled) existing and proposed easements, right-of-ways, reservations, sidewalks, streets, parking areas (including the number of spaces), loading areas, driveways, drive isles, pedestrian improvements and public utilities with dimensions;
 - b) The exact shape, dimensions, and location of all existing and proposed structures (principal and accessory), appropriately labeling all structures, and noting all expected distances from the property lines to the proposed structure(s) once the structure(s) are complete;
 - c) The topographical features including all (appropriately labeled) existing and proposed screening, streams, ponds and other similar natural or man-made features; delineation of any flood plain lines, the boundaries of any phasing of the project with the dates and chronological order of the phasing clearing noted, and the general location of property lines of adjoining properties that directly connect to the subject property (new construction only).
 - d) A letter from the Town of Pilot Mountain Public Works Director stating that adequate water and sewer is available, or can be made available, to the site in adequate capacities (new construction only). Septic Tank Permit permits are obtained through Surry County Environmental Health Department - (336)-401-8325.
 - e) An approved driveway permit from the North Carolina Department of Transportation or a letter from the Town of Pilot Mountain Public Works Director indicating proper transportation accesses will be provided;
3. Any other information that may be needed to insure that the application and the proposed structure and/or use is in compliance with all provisions of the Zoning Ordinance;
4. A fee (cash, check, or money order made payable to the Town of Pilot Mountain) for each application is set out in the Fee Schedule.

All permits are required to be approved when applying for your building permit at the Surry County Inspections Department. Building setbacks are checked after construction. Failure to meet these guidelines can result in legal action and prevent property owners from acquiring title insurance and/or mortgages. If setbacks are not met work orders for all County Building Permits will be halted and/or an injunction will be filed with Surry County Superior Court for correction.

Site/ Roadway 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. 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 is the responsibility of the permit holder and any fines or actions will be taken against the permit holder for non-compliance.