



TOWN OF AYDEN ZONING COMPLIANCE APPLICATION

Planning Department
4061 East Ave., Ayden, NC 28513
Phone: (252) 481-5828 Fax: (252) 558-0747

PROCESS INFORMATION

A zoning compliance permit indicates compliance with the provisions of the UDO and shall be required for construction or development of any new use within the Town of Ayden, and on any other site improvement as indicated in the UDO. In addition to new uses, a zoning compliance permit shall be required for expansions of existing uses, changes of use, any uses permitted with special conditions (Article 3) and any signage requiring a permit (Article 5).

FILING INSTRUCTIONS

- Pre-Application Conference:** The applicant is encouraged to complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.
- Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.
- Materials:** Each application shall include the following documents:
 - One complete application form signed by the property owner or his/her authorized agent.
 - One sketch plan.
 - One copy of the building elevations (as needed by the Administrator).



TOWN OF AYDEN ZONING COMPLIANCE APPLICATION

GENERAL INFORMATION

Proposed Project / Business Name: _____

Proposed Land Use: _____

Project Address / Location: _____

Subdivision Name & Phase: _____ Lot No.: _____

Jurisdiction: Corporate Limits ETJ

County PIN No. _____ Property Acreage: _____

Zoning District: _____

Structure Size (with dimensions): _____ Number of Units: _____

Special Flood Hazard Area: _____ Project Impervious Surface Area: _____

PROJECT DETAILS (CHECK ALL THAT APPLY)

New Construction:

- | | | |
|---|---|--|
| <input type="checkbox"/> Single-family Detached | <input type="checkbox"/> Two-family (Duplex) | <input type="checkbox"/> Manufactured Home |
| <input type="checkbox"/> Single-family Attached | <input type="checkbox"/> Enclosed Addition | <input type="checkbox"/> Industrial Building |
| <input type="checkbox"/> Multi-family Dwelling | <input type="checkbox"/> Office/Commercial Building | <input type="checkbox"/> Other |

Accessory Structure:

- | | |
|---|---|
| <input type="checkbox"/> Pool | <input type="checkbox"/> Office / Commercial |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Occupy New Building |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Occupy Existing Building |
| <input type="checkbox"/> Detached Accessory Structure | |

Signs: Column Monument Wall Awning/Canopy/Window/Door Projecting/Suspending Billboard

Use of Structure: Change No Change

CONTACT INFORMATION

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner (if different from applicant): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contractor / Builder Information: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SIGNATURE

To the best of my/our knowledge, the above statements and attached sketch plan are in respects true and accurate descriptions of the existing status and proposed plans for the property identified in this application.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

FOR TOWN OF AYDEN OFFICIAL USE ONLY

Fee Paid \$ _____ Date: _____

ADMINISTRATOR

Date Reviewed by the Administrator: _____

Decision by the Administrator

Preliminary Plat Approved: _____ Preliminary Plat Denied: _____

UTILITY PROVIDER:

Electric: _____

Water: _____

Sewer: _____

Septic: _____

PITT COUNTY ENVIRONMENTAL HEALTH PERMIT #: _____

SPECIFIC ZONING REQUIREMENTS:

Lot Dimensions	Required	Proposed	Parking Spaces	Required	Proposed
Lot Size:			# Spaces		
Lot Width:			# Standard		
			# Handicapped		
Setbacks					
Front Yard:			Sign Area (SF) If Applicable	Maximum Allowed	Proposed
Rear Yard:			Column		
Side Yard:			Monument		
Building Height (Max)			Wall		
% of Lot Coverage			Awning/Canopy/Window/Door		
			Projecting/Suspending		
			Billboard		

Comments:

Date: _____ Administrator, Town of Ayden: _____