



TOWN of
YOUNGSVILLE

Planning and Zoning Department
Youngsville Town Hall
134 US 1A South
Youngsville, NC 27596
t 919-925-3401
f 919-925-3402

ZONING COMPLIANCE PERMIT APPLICATION

PROCESS INFORMATION and FILING INSTRUCTIONS

1. The applicant must complete this application in full. **This application may not be processed unless all requested information is provided.** Each application shall be accompanied by a site plan showing the following, if applicable:
 - a. Property boundaries with dimensions.
 - b. Dimensioned footprint and setbacks of existing and proposed structures.
 - c. Location of existing and proposed driveways and/or streets.

2. Section 7.1-1(C) of the Youngsville Development Ordinance requires a Certificate of Compliance be issued before any land or structure is used. You are responsible for notifying the Planning and Zoning Administrator when the project is complete to schedule an inspection. The Franklin County Building Inspection Office will not issue a Certificate of Occupancy unless a Certificate of Compliance from the Town of Youngsville has been issued.

3. Fees are based on whether the project is residential or non-residential as well as the cost of construction. Please contact the Planning and Zoning Department at 919-925-3401 to find out the fee for your permit.

FOR DEPARTMENT USE ONLY

Date Received: _____ Fee Paid: _____ Permit Number: _____

City Limits ETJ Current Zoning: _____

Tax Map ID/PIN: _____

Use from Table 8.1 – Table of Uses: _____

Subject to the following: _____

The proposed business or use, as described in this application, **IS permitted** at the location indicated.

The proposed business or use, as described in this application, **IS NOT permitted** at the location indicated.

Signature of Zoning Official: _____

Date: _____



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- Purpose of Application:** Starting or Relocating a Business or Use Constructing a New Building or Structure
 Expanding an Existing Building or Structure Verification of Zoning District or Permitted Use
 Obtaining a Zoning Permit with Vested Rights Other (Please Describe): _____

GENERAL INFORMATION

Applicant Name:

Mailing Address:

Phone: _____ **Email:** _____

Property Owner Name (if different from applicant): _____

Mailing Address:

Phone: _____ **Email:** _____

Business Owner Name (if different from applicant): _____

Phone: _____ **Email:** _____

Phone: _____ **Email:** _____

Construction Cost (to the nearest \$100)

Building: \$ _____

Electrical: \$ _____

Plumbing: \$ _____

Mechanical: \$ _____

Other: \$ _____

Total cost: \$ _____



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PERMIT INFORMATION. Please fill out all applicable fields.

Property Address: _____ Name of Subdivision: _____

Type of Proposed Business/Use (describe activities): _____

I plan / Do not plan on installing new signage. **Note: Installation of new signs requires a sign permit.**

Is property in floodplain? Yes No

Type of Use: Single-family residential Multi-family residential Commercial
 Industrial Accessory Other: _____

Existing Structures on Property: Site-built Home Manufactured Home Vacant Lot
 Accessory Building Commercial Building

Dwelling Units: Existing: _____ Proposed: _____ # of Stories: _____

Lot Dimensions: Length: _____ Structure Dimensions: Length: _____

(as applicable) Width: _____ Width: _____

Area (in acres): _____ Height: _____

Corner Lot? Yes No

Setbacks:	<u>Required</u>	<u>Proposed</u>
Front Street:	_____	_____
Rear Yard:	_____	_____
Side Yard:	_____	_____
Corner Lot Side Street:	_____	_____

Utility Services: Public Water Public Sewer Well Septic Gas Electricity

SIGNATURES

I certify that I am the property owner or truly represent the property owner(s). I certify that the foregoing statements are accurate and correct to the best of my knowledge. I understand that the Town of Youngsville is not bound by oral or written assertions or representations of its staff members. I agree to conform to all Town of Youngsville Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. Any violation of the Youngsville Development Ordinance will be grounds for revoking this permit and any other permits issued in reliance upon the same.

Print Name: _____ Signature: _____ Date: _____