



ZONING PERMIT APPLICATION

Town of Beech Mountain Dept. of Planning and Inspections
403 Beech Mountain Parkway (Town Hall- Second Floor)
(828) 387-4236 or jscott@townofbeechmountain.com



All new construction must pass zoning inspections. The zoning permit process is a procedure that is intended to minimize zoning infractions. It accomplishes this by ensuring that builders are aware of applicable zoning regulations up front before the issuance of a Zoning Permit, and then ensuring that all requirements are met before the issuance of a Certificate of Zoning Compliance (which is necessary for a Certificate of Occupancy). The information below provides a summary of the zoning permit process and a list of the most common items that will be checked for during the process. Although this list is provided for your convenience, it remains the builder's duty to know **all** the ordinances and strictly adhere to them. Town ordinances can be found at <http://www.townofbeechmountain.com>.

Zoning Permit— Pre-Construction Requirements

The following items will be checked at the Preliminary Zoning Inspection and must be verified before a Zoning Permit is granted and construction began.

- Turn in a completed Zoning Permit Application (**Fee is \$130**) and Driveway Permit Application and obtain a building permit and any other relevant forms and information (tree permit, etc.) from Town Hall or online at www.townofbeechmountain.com. NOTE: A BUILDING PERMIT **MUST** BE OBTAINED SIMULTANEOUSLY WITH THE ZONING PERMIT APPLICATION OR IMMEDIATELY THEREAFTER.

- Schedule a **Preliminary Zoning Inspection** at which you will meet with the zoning administrator and public works director on site. At this inspection you will be required to:
 - o **Surveys.** Provide 1st of 3 required surveys that shows the lot, the setbacks and the proposed location and footprint of the structure.
 - o **Tree Permit.** Identify, mark, and photo any trees that will need to be removed. Turn in tree permit application.
 - o **Driveway Permit.** Discuss driveway permit with Public Works director. You will be required to provide an 18" galvanized culvert 20 feet long.
 - o **Permit Box.** Permit Box must be posted on 4x4 post. (It is recommended that you install a standard mailbox that can be located permanently on the site, on which you can post the required 911 address numbers.)
 - o **Staging Area.** You must show where you will provide an adequate staging area for construction. This area must be sufficient to provide parking and storage of any required vehicles, equipment, and debris. Storing of items in the road right of way will not be permitted.
 - o **Dumpster.** At least one six-yard dumpster shall be on site. The job site must remain neat and orderly.
 - o **Toilet Facilities.** A minimum of one Porta-john shall be on the construction site.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS



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Certificate of Zoning Compliance— Final Requirements

The following items will be checked at the Final Inspection and must be verified before a Certificate of Zoning Compliance is granted. The Certificate of Zoning Compliance must be obtained before a Certificate of Occupancy is issued.

- **Fuel Tank Screening (Sec. 154.142).** Fuel Tanks must be screened with a wood fence and shrubbery
- **Garbage Bins (Sec. 50.10).** Garbage bins must be constructed and conform to standards.
- **911 address numbers (Sec. 91.22).** 911 address numbers must be posted and visible from the road.
- **Building Height (Sec. 154.140).** Structure may not be more than 35 feet high as measured from the highest point of the original natural grade of the land on which the building sits.
- **Survey (Sec. 154.150).** A final As-Built survey is required. All construction must be within required setbacks.
- **Parking (Sec. 154.132).** Off street parking adequately provided. (For residential uses, this means 2 spaces for the first three bedrooms and one additional space for every additional bedroom. Also, turn around space may be required.)
- **Kitchens (154.141).** Only one kitchen may be located in each single family dwelling.
- **No exposed utilities (154.146).**
- **Signs (Sec. 154.270-287).** Any signs must comply with applicable regulations
- **Accessory Structures (Sec. 154.137).** Any accessory structures must be built after completion of primary structure. May not have a kitchen. Must conform in style and design with main building.
- **Fencing (Sec. 154.139).** Any fencing must be split rail, rock wall, or ornamental hedge. For containment purposes, the above mentioned fences may be backed by welded wire. Fences shall not exceed 5 ft. in height.
- **Buffer Areas (Sec. 154.165).** A minimum 30 ft. vegetative buffer is required adjacent to all watercourses.
- **Modular Homes (154.149).** Foundations must be completely constructed prior to the remainder of the building being placed on the lot.
- **Visibility at Intersections (Sec. 154.135).** Nothing may be erected on corner lots that impedes the required sight distance as required for secondary roads by the NCDOT.
- **Landscaping (Sec. 154.166).** Commercial lots require 10% of the lot to be landscaped in accordance with 154.166.
- **Construction Progress (Sec. 154.025).** For a permit to remain valid, progress must be made every 6 months as evidenced by an inspection. New exterior construction must be completed within two years such that a building has "curb appeal."
- **North Carolina Energy Code Compliance Certificate.** Also will be required before issuance of a CO.

Town of Beech Mountain

Application for Zoning Permit

Applicant: _____

Owner: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Property Location:

Address: _____

Plat Book/Pg.: _____

Zoning District: _____

Lot Size: _____

Watershed Class: _____

Proposed use of Property: _____

Number of buildings proposed: _____

Gross floor area of proposed buildings: _____

Area of land to be disturbed (if greater than ½ acre, grading/sed/erosion permit required): _____

Plot Plan: Attach survey showing dimensions of lot and locate buildings by dimensions from property lines. Indicate dimensions of buildings.

Affirmation of Understanding

By signing below, you acknowledge your understanding of all town ordinances and the penalties incurred for violation. You also understand that stop work orders will be issued until violations are remedied.

(Sign)

(Date)

FEE: \$130 Paid _____

Received by _____