



**CITY OF HENDERSON
PLANNING & COMMUNITY DEVELOPMENT**

P O Box 1434 - 134 Rose Avenue, Henderson, NC 27536 / Ph: (252) 430-5723 – Fax: (252) 492-7935



**ZONING PERMIT APPLICATION
(Fee: \$100 Residential)**

Date: _____ PIN # _____
CITY OF HENDERSON ZONING ORDINANCE: ARTICLE 900. ADMINISTRATIVE AND LEGAL PROVISIONS

Section 902: Certificate of Zoning Compliance Required: No occupied or vacant land, and no existing or new structure shall hereafter be changed, constructed, erected, repaired, altered, added to, moved onto a lot, in whole or in part, until a certificate of zoning compliance shall have been issued by the Zoning Administrator or a Special Use Permit issued by the Board of Adjustment which finds that the proposed use will be in compliance with the requirements of this Ordinance. **A ZONING PERMIT ISSUED BY THE ZONING ADMINISTRATOR SHALL BE REQUIRED PRIOR TO THE ISSUANCE OF ANY BUILDING PERMIT.**

Application Instructions: Complete all applicable sections of this form. No application will be processed by the Planning Department until a complete application and all required documents are received.

Name of Applicant _____ having made application for a Zoning Permit for property located at: _____ to be used as (explain) _____	
Size of lot: _____ acres	# of proposed buildings: _____
Size of proposed building(s): _____	
# of existing building(s): _____	Size of existing building(s): _____
Name of Contractor: _____	Contractor Contact #: _____
A SITE PLAN IS REQUIRED TO BE ATTACHED FOR ANY CONSTRUCTION, ADDITION, ACCESSORY STRUCTURE, AND REPLACEMENT OF RESIDENCE AND SHALL COMPLY WITH ALL STANDARDARDS SET OUT IN ARTICLE 600A AND 600B OF THE ZONING ORDINANCE. DESIGN STANDARDS FOR LANDSCAPING AND POINTS OF INGRESS AND EGRESS SHALL BE SHOWN ON SITE PLAN AND SHALL MEET ALL STANDARDS SET OUT IN ARTICLE 600A. EROSION CONTROL PLAN IS REQUIRED (1/2 ACRE IS DISTURBED OR MORE EXCLUDING SINGLE-FAMILY DWELLINGS).	
City Water _____	City Sewer _____
Well _____	Septic _____
(Lots where well and septic tank are to be installed shall be approved by Vance County Health Department)	
Applicant's Name: _____	Property Owner's Name: _____
Street Address: _____	Street Address: _____
City, State Zip _____	City, State Zip _____
Contact phone #: _____	Contact phone #: _____
Email Address: _____	Email Address: _____

Remember to contact the Vance County Code Enforcement Office at (252) 738-2080 for any building permit requirement and the City of Henderson Fire Inspector at (252) 438-3194 for any fire inspections within the City. The Vance County Code Enforcement Office will not issue an occupancy permit until all ZONING and BUILDING permits and FIRE inspection have been completed and approved by the appropriate authorities.

I hereby certify that I am the owner or agent of the owner of that said property and I have authorized the proposed uses, change, or improvements. I further agree to conform to all applicable laws of this jurisdiction. Upon issuance of this zoning permit, I certify that the zoning administrator, code official, or code official's authorized representative shall have authority to enter areas covered by such permit at any reasonable time to enforce the provisions of the code(s) applicable to such permit.

Owner's Signature: _____ Print Name _____

I hereby certify that I have been authorized by the owner to make this application. I further agree to conform to all applicable laws of this jurisdiction. Upon issuance of this zoning permit, I certify that the zoning administrator, code official, or code official's authorized representative shall have authority to enter areas covered by such permit at any reasonable time to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature: _____ Print Name _____

OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY
Fee: _____	How Paid: _____	Rec'd By: _____	Date Paid: _____
Check #: _____	Receipt#: _____	Permit#: _____	
Purpose: _____	_____	_____	_____
_____	_____	_____	_____

Use No. _____	Zoning _____	Front Setback _____	Side Setbacks _____	Rear Setback _____	Lot Width _____	Min. Lot Area _____
Max. Height of Structure _____	Max. % of Cover _____	Off-Street Parking Spaces _____	City / ETJ _____	Flood Zone _____		

ENGINEERING*

Erosion Control Plan Required (Yes/No) _____	Public Water Sys. Availability (Yes/No) _____	Public Sewer Sys. Availability (Yes/No) _____
Stormwater Approval - River Basin: Tar-Pam _____	Roanoke _____	Stormwater Management Plan Required: Yes _____ No _____

Comments: _____

Zoning Administrator

Date



ZONING PERMIT PROCESS (For Residential)

Fee: \$100

**Application Hours 10:00 – 4:00
(Before 10 and after 4-by appointment only)**

DO I NEED A ZONING PERMIT?

- Are you building any new structures on the property (this includes homes, sheds, garages, carports, storage buildings, etc.)?
- Are you making any additions to an existing structure on the property?
- Are you replacing a residence?
- Are you building a deck, porch, stoop, ramp, etc.?

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, THEN YOU WILL NEED TO COMPLETE A ZONING PERMIT APPLICATION.

Step 1. City of Henderson Planning Department - Henderson City Hall
134 Rose Avenue
(252) 430-5723

- Complete a zoning permit application, attach site plan and return them to the Zoning Administrator.
 - Allow up to two (2) business days for processing. The Zoning Administrator will contact you once the application has been processed.
 - Zoning fee (\$100) is due when the process is complete. The approved permit can be paid by cash, check, money order, debit card, or credit card)
 - Retain one copy of the approved permit for your records and take the other copy of the approved permit to Vance Co. Code Enforcement Office. See Step 2
 - Please call the Planning Department at the phone number listed above if you have further questions during this process or would like to make an appointment.
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Step 2. Vance County Code Enforcement - Vance County Planning and Development
156 Church Street, Suite 003
(252) 738-2080

- Submit one copy of the approved permit from the City's Zoning Department.
- Complete an application for inspection, and pay the County fee for processing.
- Fees vary and can be paid by cash or check.
- Once the inspection is satisfactorily completed, you will receive the requested building permit.
- Please call the Vance County Code Enforcement Office at the phone number listed above if you have further questions during their process.