



# ZONING CLEARANCE PERMIT APPLICATION

CITY OF NEWTON PLANNING DEPARTMENT

P O BOX 550 NEWTON, NC 28658 (828)695-4305

## Project Information

Project Address or Location: \_\_\_\_\_

Name of Project or Business (if non-residential): \_\_\_\_\_

Pin: \_\_\_\_\_ Area Disturbed: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Project Description (as applicable, provide dimension & square footage for all new structures, additions, signs, etc...) :

## Type of Permit Needed:

- New Construction    Sign    Mobile Home    Remodel/alteration    Occupancy Change or Use Change  
 Addition    Grading    Structure Moving    Demolition    Accessory

## Type of Use:

- Single-Family Residential    Commercial    Non-Profit/Governmental  
 Multi-Family Residential    Industrial

## Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Property Owner Information (if different)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Acknowledgment

I do hereby certify that the foregoing statements are accurate and correct to the best of my understanding and knowledge and that I agree to conform to all City Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. With my signature below, I assume responsibility for all errors and omissions of the information provided on this application together with any plans and/or other documents associated with the issuance of this Permit by the City of Newton. This permit expires in six months of issuance or after a one year lapse in work.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF NEWTON PLANNING DEPARTMENT  
ZONING CLEARANCE PERMIT REQUIREMENTS**

PRIOR TO THE ISSUANCE OF A ZONING CLEARANCE PERMIT, THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR REVIEW TO ENSURE COMPLIANCE WITH THE ZONING ORDINANCE. PLEASE FOLLOW THESE GUIDELINES CAREFULLY WHEN SUBMITTING PLANS.

PLEASE ALLOW APPROXIMATELY SEVEN (7) BUSINESS DAYS FOR PLAN REVIEW. FORMAL REVIEW WILL TAKE PLACE UPON RECEIPT OF A COMPLETE APPLICATION, INCLUDING ALL REQUESTED DOCUMENTS. AN INCOMPLETE SUBMITTAL WILL RESULT IN DELAYS.

1. **A SURVEY** IS REQUIRED FOR ALL NEW DEVELOPMENT (AS DESCRIBED BELOW). STAFF MAY WAIVE THE SURVEY REQUIREMENT BASED UPON A FINDING THAT COMPLIANCE CAN BE VERIFIED WITH ALTERNATIVE INFORMATION PROVIDED BY THE APPLICANT.

**INFORMATION REQUIRED ON SURVEY**

- ENGINEER SCALE (1:10, 1:20, 1:30, 1:40, 1:50, 1:60)
- COUNTY PARCEL ID NUMBER
- PROPERTY LINES
- TOTAL PARCEL AREA (IN SQUARE FEET OR ACRES)
- EXISTING STRUCTURES
- OVERLAY DISTRICT BOUNDARY (FLOODPLAIN, WATERSHED, HIGHWAY PROTECTION)
- ZONING DISTRICT
- DISTRICT SETBACK REQUIREMENTS
- RIGHTS OF WAY
- EASEMENTS
- PROPOSED DEVELOPMENT (PLEASE INCLUDE STRUCTURES AND TOTAL LIMIT OF DISTURBANCE)
- TOTAL AREA FOR PROPOSED STRUCTURES
- WATER, SEWER, GAS, ELECTRIC, AND/OR STORM DRAIN INFRASTRUCTURE
- SERVICE CONNECTIONS

2. **THREE (3) COMPLETE SETS OF PLANS** (AS DESCRIBED BELOW) are necessary for all projects with the exception of single-family, manufactured home, and two-family residential construction).

**REQUIRED PLAN SHEETS**

- FLOOR PLAN
- PLUMBING
- ELECTRICAL
- HVAC
- FIRE PROTECTION
- GRADING, EROSION CONTROL, STORMWATER (IF APPLICABLE)
- ELEVATION CERTIFICATE (IF APPLICABLE)

3. **APPROVED DRIVEWAY PERMIT(S)** (IF APPLICABLE).

UPON ISSUANCE OF THIS ZONING CLEARANCE PERMIT, YOU WILL ALSO NEED TO OBTAIN A BUILDING PERMIT FROM THE CATAWBA COUNTY BUILDING INSPECTIONS DEPARTMENT. THEY CAN BE CONTACTED BY PHONE AT 828-465-8399.

PLEASE CONTACT THIS OFFICE BEFORE FOOTINGS ARE POURED AND AT THE COMPLETION OF CONSTRUCTION SO THAT WE MAY CONDUCT THE NECESSARY INSPECTIONS. A CERTIFICATE OF OCCUPANCE WILL NOT BE ISSUED UNTIL THESE INSPECTIONS HAVE BEEN MADE.

IF THE SITE WILL BE SERVICED BY ANY CITY UTILITY SERVICES, PLEASE CONTACT THE CUSTOMER SERVICE DEPARTMENT TO SET UP AN ACCOUNT AND ACQUIRE NECESSARY TAPS AND METERS. THE CITY OF NEWTON CUSTOMER SERVICE DEPARTMENT PHONE NUMBER IS 828-695-4301.