



CERTIFICATE OF ZONING COMPLIANCE APPLICATION

Town of Montreat Planning and Zoning
1210 Montreat Road, Black Mountain, NC 28711 | (828) 669-8002

REQUIRED FEE: \$50.00 (CASH OR CHECK)

APPLICANT INFORMATION

APPLICANT NAME: _____ TELEPHONE: _____
MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

PROPERTY INFORMATION

PLEASE NOTE: A RECORDED SURVEY MAP, DEED, OR OFFER TO PURCHASE MAY BE REQUIRED AT THE ZONING ADMINISTRATOR'S DISCRETION.

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
PIN# : _____ TOTAL ACREAGE: _____ FLOODPLAIN: YES ^{NOTE 1} NO
ZONING: R-1 R-2 R-3 I I/R WL OTHER: _____ OVERLAY ZONING: RPO TCO CD N/A
PROPERTY OWNER: _____ TELEPHONE: _____
MAILING ADDRESS: _____

UTILITIES

PROVIDE BUNCOMBE COUNTY MSD APPROVAL FOR NEW & EXISTING PUBLIC SEWER

PUBLIC WATER: Existing Proposed N/A PUBLIC SEWER: Existing Proposed N/A

PROVIDE BUNCOMBE COUNTY ENVIRONMENTAL HEALTH APPROVAL FOR NEW & EXISTING WELL AND SEPTIC

WELL: Existing Proposed N/A SEPTIC: Existing Proposed N/A

PROPOSED LAND USE

TYPE OF LAND USE: Residential Non-Residential Other

DESCRIPTION OF PROPOSED DEVELOPMENT: _____

HEATED SF: _____ UNHEATED SF: _____ TOTAL SF: _____ HEIGHT ^{NOTE 2}: _____

REQUIRED SITE PLAN & SETBACKS

APPLICATIONS MUST INCLUDE A SITE PLAN DRAWING (TO SCALE) WITH THE FOLLOWING ITEMS (THE ZONING ADMINISTRATOR RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION).

1. Label with the lot's PIN, consistent with Buncombe County tax records.
2. Lot showing property dimensions.
3. Proposed structures (including length & width with decks, porches, stoops, steps, and similar structures individually identified) and impervious surface areas (with square footage). Proposed limits of disturbance and square footage ^{NOTE 3}.
4. All existing structures and impervious surface areas (with square footage).
5. Location of the existing or proposed driveway and parking spaces ^{NOTE 4}.
6. Identify any areas that encroach into public rights-of-way ^{NOTE 5}.
7. Distances from the property lines/rights-of-way to the proposed structure.
8. Street names and any easements, above ground utilities, rights-of-way, culverts or drainage ways surrounding or

SIGNATURES AND ACKNOWLEDGEMENT

If permits are granted, I agree to conform to all ordinances and laws of the Town of Montreat and State of North Carolina regulating such work and the specifications of plans submitted. I hereby state that foregoing statements are accurate and correct to the best of my knowledge. My signature hereby authorizes the Zoning Administrator or designated representative to enter the above-referenced property for the purpose of inspecting and verifying compliance, as needed. Furthermore, I agree to take all reasonable measures to protect all public and private properties from damage caused by any land disturbing activities conducted in relation to this permit, as outlined in the Buncombe County Soil Erosion and Sedimentation Control Ordinance. This permit is subject to revocation if false information is provided.

Signature of Applicant

Date

Printed Name of Applicant

NOTES (Please contact the Zoning Administrator for additional questions)

1. Properties in the floodplain may require a floodplain development permit.
2. Height is measured from the vertical distance measured from the Average Natural Grade of the applicable Lot to the highest point of the roofline of the applicable Building, or from the top of the parapet or roof surface for flat-roofed Buildings.
3. Depending on the proposed and existing impervious surface and the proposed disturbance, a Stormwater Control Permit and Plans and Erosion and Sediment Control Permit and plans may be required.
4. The total number of required parking spaces for residential dwellings is calculated by the heated square footage. Two spaces are required per new dwelling up to 2,500 square feet. An additional space is required for each additional 1,000 square feet or portion thereof above 2,500 square feet. Standard car parking spaces for residential development are 9 feet x 18 feet. Existing residential dwellings require one additional parking space for each 1,000 square feet or portion thereof added to the structure. For non-residential development, please contact the Zoning Administrator.
5. Driveway construction in the public right-of-way may require a cut permit and right-of-way agreement.