

# Town of Roseboro, North Carolina

## Application for Certificate of Zoning Compliance

### Applicant/Owner

Name\_\_\_\_\_ Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Name of Business (if applicable)\_\_\_\_\_

Phone: Business\_\_\_\_\_ Home\_\_\_\_\_

Fax: \_\_\_\_\_

### Property Information

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

PIN# (COUNTY PID)\_\_\_\_\_ Deed Book\_\_\_\_\_ Page\_\_\_\_\_

Location of Property

*Descriptive Locator: Example. Closest Intersection or Area Landmark:*

\_\_\_\_\_  
\_\_\_\_\_

Zoning District\_\_\_\_\_

Requested Use of Property \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Applicant/Owner Certification

I, \_\_\_\_\_, the undersigned applicant, do hereby certify that to the best of my knowledge and belief all information supplied in and with this application is true and accurate.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Office Use Only      Date Received      Case#

# **Town of Roseboro, North Carolina**

## **Application Procedures**

\*\*\*\* NOTE: **Either** PIN number **or** DEED Book & Page **MUST** be on application. \*\*\*\*

### **CERTIFICATE OF ZONING COMPLIANCE AND BUILDING PERMIT REQUIRED**

No land shall be used or occupied (except for agricultural purposes) and no building hereafter erected, structurally altered, or moved or its use changed until a Certificate of Zoning Compliance shall be issued by the Administrative Officer, except in conformity with the provisions of this Ordinance or except after written order from the Board of Adjustment.

A Building Permit cannot be issued by the Sampson County Department of Building Inspections unless zoning compliance is certified.

Each application for a Certificate of Zoning Compliance shall be accompanied by two (2) sets of plans drawn to scale, one (1) of which shall be returned to the applicant upon approval. The plan shall show the following:

- (1) The shape and dimension of the lot on which the proposed building or uses to be erected or conducted;
- (2) The location of said lot with respect to adjacent rights-of-way;
- (3) The shape, dimensions, and locations of all buildings, existing and proposed, on the said lot;
- (4) The nature of the proposed use of the building or land, including the extent and location of the use, on the said lot;
- (5) The location and dimensions of off-street parking and loading spaces and the means of ingress and egress to such space; and
- (6) Any other information which the Administrative Officer may deem necessary for consideration in enforcing the provisions of this Ordinance.

A fee, set by the Town Board, shall be charged for the processing of such application. The adopted fee schedule shall be posted in the Town Clerk's Office.