



Town of Boiling Springs
 PO Box 1014 | Boiling Springs, NC 28017
 Phone 704 434 2357 | Fax 704 434 2358
 www.boilingspringsnc.net

ZONING PERMIT APPLICATION

BEFORE STARTING

The Town Zoning Code states no land shall be used and no building erected, altered, or moved, or have its use changed without the issuance of a Zoning Permit. This Permit certifies compliance with the Town’s Zoning Code and is not a building permit, certificate of occupancy, or other certification required for construction or occupancy. Most projects including renovations and storage sheds require a building permit from the Cleveland County Inspections Department (704) 484-4995.

- \$25 fee is required to process Zoning Permits
- Signature required on Page 3
- Zoning Permit Applications generally take five (5) working days to review
- Multi-family residential is considered “non-residential” for the purpose of this form
- Non-residential construction/renovation requires a site plan review
- Board of Planning & Adjustment approval required for non-residential development over 5,000 sqft

GENERAL INFORMATION

PROJECT NAME:	
PROJECT PROPERTY	
Business or Development Name:	
Physical Address:	Parcel No:
Property Owner(s):	
Owner Mailing Address:	
Owner Telephone:	Owner Email:

PROJECT APPLICANT	
Permit Applicant Name:	
Applicant Mailing Address:	
Applicant Telephone:	Applicant Email:
Applicant Relation to Property: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Rental Tenant <input type="checkbox"/> Legal Representative of Owner	

PROJECT TYPE		
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Change of Occupancy	<input type="checkbox"/> Residential Renovation or Expansion
<input type="checkbox"/> New Residential Construction	<input type="checkbox"/> Non-residential Renovation or Expansion*	<input type="checkbox"/> New Non-residential*
<input type="checkbox"/> Accessory (Pool, Shed, etc.)	<input type="checkbox"/> Other	

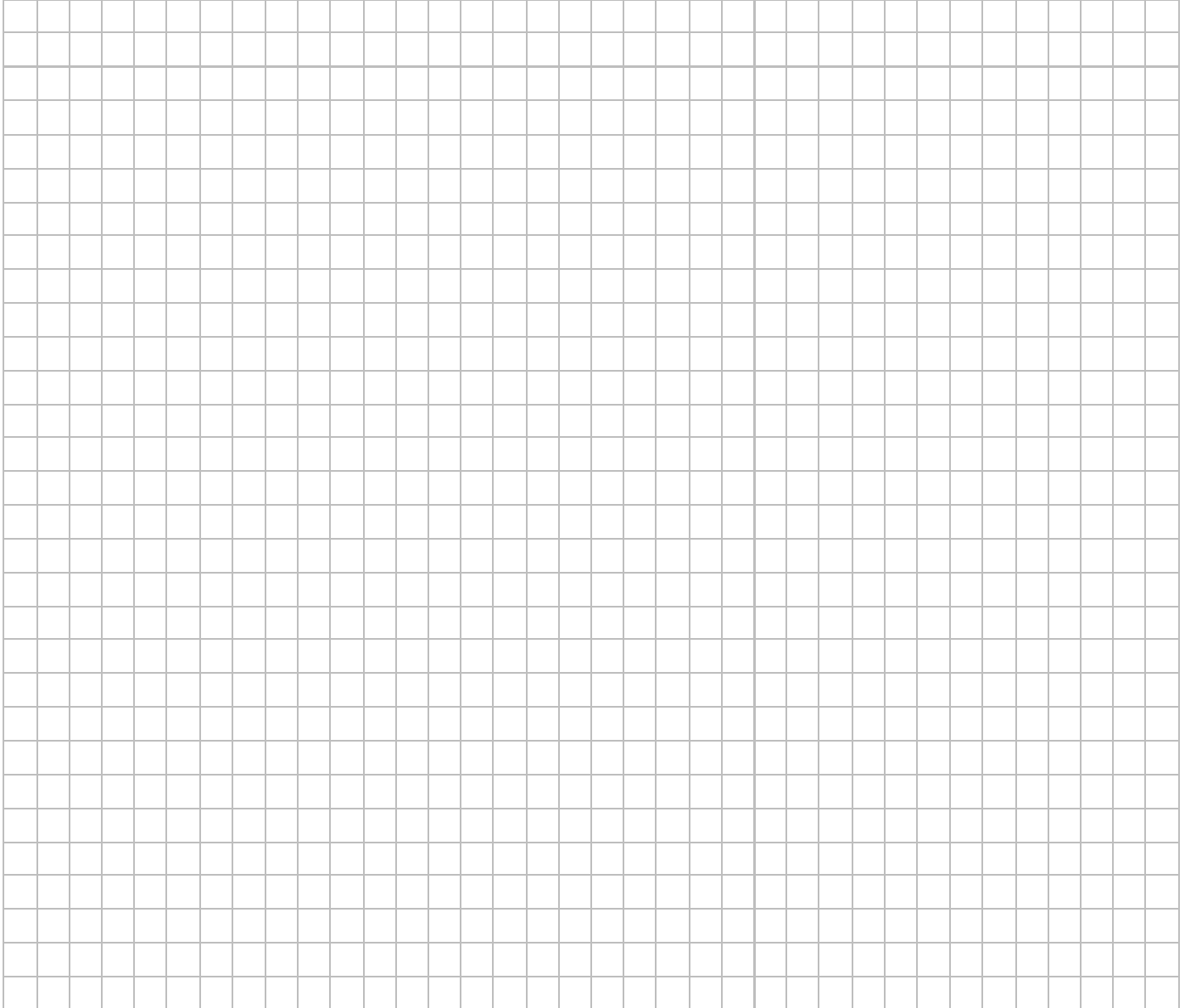
*Requires site plan

Project INFORMATION	
Square Footage:	Structure Height:
Parking Spaces:	Loading Area:
CHECK ALL THAT APPLY	
<input type="checkbox"/> Preparing Food (requires grease interceptor)	<input type="checkbox"/> Adding dumpster (submit elevation and site layout)
<input type="checkbox"/> Adding or changing signage (requires sign permit)	<input type="checkbox"/> Changing non-residential façade (submit elevation drawing)
<input type="checkbox"/> Need new water or sewer connections	<input type="checkbox"/> New Commercial Water Requires Backflow Device

Staff Assigned # _____

PROJECT SKETCHES & DRAWINGS

Use the grid to provide a sketch of the proposed project. Professionally prepared site plans, surveys, and similar documents may be submitted in lieu. Sketches should be from a bird's eye view and include: property lines and streets, footprints of existing structures, differentiated footprints of proposed structures, driveways and parking areas, dimensions for all existing and proposed structures and site improvements, distances between structures, and distances of all proposed structures from property lines and streets. If fencing is proposed, its location and height must be indicated. If sketch does not show sufficient detail to determine compliance with the Zoning Code, the application will be returned.



Check if additional materials/drawings are included with this application

Describe Additional Materials: _____

Staff Assigned # _____

ZONING ADMINISTRATOR DETERMINATIONS

This application has been reviewed for compliance with all applicable sections of the Town Code. The Issuance of this permit is based on the proposals indicated on this application and is contingent upon compliance with all conditions, comments, and restrictions provided. The omission of any element of the proposed project does not exclude that element from complying with Town Code. Zoning Permits are Valid for 180 days unless a Zoning Permit with vested rights is obtained. Review has determined the following.

GENERAL DETERMINATIONS			
City or ETJ:	Zoning:	Special Requirement(s):	
Parking Spaces Required:		Loading Area Required:	
Minimum Lot Size:		Impervious Area Limit:	
Landscaping Requirements:		Façade Requirements:	
Required Minimum Setbacks			
Front:	Left:	Right:	Rear:

- Approved**
 Approved w/Conditions
 Referred to Site Plan Process
 Denied

Conditions/Comments/Restrictions:

Zoning Administrator Approval: _____ Date: _____

APPLICANT STATEMENT & AGREEMENT

I hereby certify the information on this application is true and correct and that the building or land will not be used for any other purpose than indicated on this application. I will adhere to the conditions, comments, and restrictions, provided as a result of this application's review. I understand this Permit only certifies the proposed project complies with the Zoning Code and is not a building permit, certificate of occupancy, or other certification required for construction or occupancy.

Applicant Signature: _____ Date: _____

Print Name: _____

Staff Assigned # _____