

TOWN OF NEWTON GROVE  
**ZONING PERMIT APPLICATION**  
PLANNING AND ZONING DEPARTMENT



Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

**A. APPLICANT/OWNER INFORMATION**

**Applicant Contact Information:**

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Owner Contact Information (if different from applicant):**

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Parcel ID #: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Request Use: \_\_\_\_\_  
Attach relevant information related to permit application (site plan, survey, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. SIGNATURES**

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. I understand by signing this application I am responsible for obtaining the proper permits from Sampson County Building Inspections and Environmental Health. Failure to obtain a Certificate of Occupancy Permit from Sampson County Building Inspections will render the zoning permit associated with this application invalid.

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

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ OFFICIAL USE ONLY DATE: \_\_\_\_\_

**ZONING PERMIT REQUESTED FOR: (Check all that apply)**

Land Use       Building       Other PROPOSED USE

Single Family       Manufactured Home       Business

Accessory Structure       Alteration/Repair

**BUSINESS NAME OR TYPE OF WORK:** \_\_\_\_\_

**MANUFACTURED HOME INFORMATION:**

Make: \_\_\_\_\_ Year: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Serial #: \_\_\_\_\_ UL HUD #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Applicant/Owner/Authorized Agent)

## **FEES**

Sign(s): \$50.00(per sign)

New Residential: \$50.00

New Commercial: \$75.00

Additions/Accessory Bldg/Deck: \$25.00

Flood Plain Permitting: \$55.00 Res / \$85.00 Com

## **SITE PLAN REQUIREMENTS**

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.

The Sampson County Department of Building Inspections cannot issue a Building Permit 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 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;
6. For building construction, other than single family residential, the percent of surface that will be built upon;
7. Any other information 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.