



## ZONING PERMIT PROCESS

A zoning permit is required to obtain a building permit from the county inspections department or to occupy any structure within the Town of Warsaw zoning limits (p. 17-18).

To obtain a zoning permit: (pg. 18)

An application is made in writing to the Zoning Administrator on forms provided. The application shall include a plan or plat drawn to scale showing:

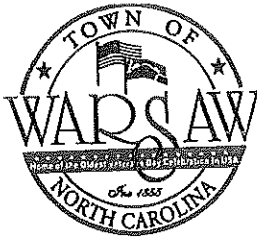
- 1) The actual shape, location and dimensions of the lot.
- 2) The shape, size and location of all buildings or other structures to be erected, altered or moved and of any building or other structures already on the lot.
- 3) The existing and intended use of all such buildings or other structures.
- 4) Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this ordinance are being observed.

If the proposed activity as set forth in the application is in conformity with the provisions of this ordinance, the Zoning Administrator shall issue a zoning permit. If any application is not approved, the Zoning Administrator shall state in writing on the application the cause for such disapproval.

An appeal may be taken to the Board of Adjustment by any person, firm, corporation aggrieved, or by an officer, department, or board of the Town affected by any decision of the Zoning Administrator thought to be in error. The appeal is to be filed with the Board of Adjustment by notice stating the grounds for an appeal. An appeal is to be filed within 90 days from the date of the decision of the Zoning Administrator. All papers that the Zoning Administrator has on the application shall be transmitted to the Board of Adjustment. (pg. 20 & 28)

The Board of Adjustment shall fix a reasonable time for hearing of the appeal, giving notice to all participants by registered mail. An appeal stays all proceedings in furtherance of the action appealed. All testimony before the Board of Adjustment must be under oath and recorded. The Board of Adjustment will hear and decide if there has been an error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of the Zoning Ordinance. The Board may, so long as such action is in conformity with the terms of the ordinance, reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination of the Zoning Administrator. (pg. 19, 28 & 30)

The decision of the Board of Adjustment shall be delivered to the applicant either by personal service, by registered mail, or by certified mail. An appeal from the decision of the Board of Adjustment may be taken to the Superior Court within 30 days after the decision of the Board of Adjustment. (pg. 30)



### ZONING PERMIT APPLICATION

(Application Fee \$75.00 \_\_\_\_\_ \$200.00 \_\_\_\_\_)

The Undersigned hereby makes an application for Zoning approval for construction and/or occupancy of a building within the zoning jurisdiction of the Town of Warsaw.

**\*If your property is in the National Register Historic District, you should carefully consider whether your proposal is consistent with the requirements set forth for that area. See the Zoning Administrator if you have any questions.**

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#### Section 1: Applicant Information

1. Applicant \_\_\_\_\_
  2. Applicant Address \_\_\_\_\_
  3. Phone# \_\_\_\_\_ Daytime Phone # \_\_\_\_\_
  4. Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_
  5. Contact Person's Address \_\_\_\_\_
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#### Section 2: Property Information

1. Property Owner of Record \_\_\_\_\_
  2. E911 Address of Property \_\_\_\_\_
  3. Current Use \_\_\_\_\_
  4. Current Utilities(circle one) Public or Private
  5. Size of Property(ie:acres) \_\_\_\_\_
  6. Other Information \_\_\_\_\_
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#### Section 3: Proposed Use of Property

1. Proposed Use of Property(ie: residential, commercial, etc.) \_\_\_\_\_
  2. Is request for Occupancy or Construction? \_\_\_\_\_
  3. Is Structure a Manufactured Home/Building? \_\_\_\_\_ If so, what year model \_\_\_\_\_
  4. Proposed Utilities (circle one) Public or Private
  5. Other Information \_\_\_\_\_
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*The applicant is responsible for providing a scaled drawing of lot and property lines, which shall include all existing buildings and any new proposed construction or additions. All property lines shall be identified by stakes or flags. Upon any false information or misrepresentation, the building permit issued by the Duplin County Inspections Department shall be revoked. This will include the zoning permit issued by the Town of Warsaw.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*