

# VILLAGE OF WESLEY CHAPEL

6490 Weddington Road  
Wesley Chapel, NC 28104  
704 839-0157  
(704) 704 839-0170 (fax)

## B-1, B-2, O-I and LI ZONING PERMIT (Step 1)

PERMIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_ FEE PAID: \$50 CHECK NO: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ FAX: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY LOCATION-STREET: \_\_\_\_\_ LOT NO: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Acreage of area included in site plan: \_\_\_\_\_

Site Area: \_\_\_\_\_ Building Gross Floor Area: \_\_\_\_\_

Required	Principal Structure Requirements*	Proposed:
_____	(to be filled in by applicant)	
_____	Front Setback Distance:	_____
_____	Rear Yard Setback Distance:	_____
_____	Left Side Yard Distance:	_____
_____	Right Side Yard Distance:	_____
<u>35 feet (Max)</u>	Bldg. Height	_____
	Is this a corner lot?	YES NO

ATTACH THE FOLLOWING: Two copies of a scaled dimensional survey drawn by and certified as true and correct by a surveyor or engineer registered with the state of North Carolina which shows the shape, dimensions and location of the lot to be built upon, uses and existing structures on the lot. Upon this survey shall be sketched the following : (a) the shape, dimensions, and area of proposed location of proposed structure to be placed upon the lot; (b) all setback lines on the lot once the proposed structure is completed, affirmatively showing that the area of the proposed location will meet all setback requirements, and; (c) any other information that may be needed to insure that the proposed structure is in compliance with all applicable provisions of the Village of Wesley Chapel Zoning Ordinance .

I HEREBY CERTIFY that all of the information provided for this application and all attachments is true and correct to the best of my knowledge. I further certify that I am familiar with all requirements of the Village of Wesley Chapel Zoning Ordinance concerning this proposed use. I acknowledge that any violation of this ordinance will be grounds for revoking this permit and any subsequent permit issued by the Village of Wesley Chapel.

I HEREBY STATE, I am aware that I must apply for a foundation permit prior to construction upon that foundation. I am aware that no variance may be granted by the Board of Adjustments and no Certificate of Zoning Compliance may be issued until the structure is in complete compliance.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THIS PERMIT IS: APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

ZONING ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

# VILLAGE OF WESLEY CHAPEL

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## FOUNDATION PERMIT (Step 2) **B-1, B-2, O-I, L-I**

**\$50**

PERMIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_ FEE PAID: \_\_\_\_\_ CHECK NO: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ FAX: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY LOCATION-STREET: \_\_\_\_\_ LOT NO: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Acreage of area included in site plan: \_\_\_\_\_

Location and description of area/uses included in site plan: \_\_\_\_\_

ATTACH THE FOLLOWING: Two copies of a scaled dimensional foundation survey drawn by and certified as true and correct by a surveyor or engineer registered with the state of North Carolina which shows the shape, dimensions and location of the lot to be built upon, uses and existing structures on the lot. Upon this survey shall be sketched the following : (a) the shape, dimensions, and area of proposed location of proposed structure to be placed upon the lot; (b) all setback lines on the lot once the proposed structure is completed, affirmatively showing that the area of the proposed location will meet all setback requirements, and; (c) any other information that may be needed to insure that the proposed structure is in compliance with all applicable provisions of the Village of Wesley Chapel Zoning Ordinance. I HEREBY CERTIFY that all of the information provided for this application and all attachments is true and correct to the best of my knowledge. I further certify that I am familiar with all requirements of the Village of Wesley Chapel Zoning Ordinance concerning this proposed use. I acknowledge that any violation of this ordinance will be grounds for revoking this permit and any subsequent permit issued by the Village of Wesley Chapel.

**APPLICANT SIGNATURE**  
\_\_\_\_\_

**DATE**  
\_\_\_\_\_

THIS PERMIT IS: APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

**ZONING ADMINISTRATOR**  
\_\_\_\_\_

**DATE**  
\_\_\_\_\_

# VILLAGE OF WESLEY CHAPEL

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## Application for Zoning Compliance (Step 3) **B-1, B-2, O-I, L-I**

PERMIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_ FEE PAID: \$100 CHECK NO: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ FAX: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY LOCATION-STREET: \_\_\_\_\_ LOT NO: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Acreage of area included in site plan: \_\_\_\_\_

Location and description of area/uses included in site plan: \_\_\_\_\_

ATTACH THE FOLLOWING: Two copies of a scaled dimensional survey drawn by and certified as true and correct by a surveyor or engineer registered with the state of North Carolina which affirmatively shows that the building or structure was erected in compliance with The Village of Wesley Chapel Zoning Ordinance and the Zoning Permit previously issued. I HEREBY CERTIFY that all of the information provided for this application and all attachments is true and correct to the best of my knowledge. I further certify that I am familiar with all requirements of the Village of Wesley Chapel Zoning Ordinance concerning this proposed use. I acknowledge that any violation of this ordinance will be grounds for revoking this permit and any subsequent permit issued by the Village of Wesley Chapel.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THIS PERMIT IS: APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

ZONING ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

# **Procedure for Obtaining permits for construction in the Village of Wesley Chapel**

## **Zoning Permit**

1. A Zoning Permit is required for residential, institutional and commercial uses.
2. Submit a scaled dimensional Plot Plan drawn by and certified as true and correct by a surveyor or engineer with the State of North Carolina which shows:
  - a) exact shape, dimensions, and location of the lot to be built upon
  - b) exact shape, dimensions, and location of existing structures on the land
  - c) exact shape, dimensions, and location of structures to be developed on the lot
  - d) all set back lines on lot
  - e) proposed parking facilities (if required)
  - f) landscaping and buffering plans (if required)
  - g) any other information that may be needed to insure that the proposed construction is in compliance with all applicable provisions of this Ordinance or applicable conditional use permit.
3. The fee is \$50 for each permit.\*

## **Foundation Permit**

1. Once the foundation is completed, the applicant will submit a copy of a Foundation Survey for review.
2. A survey will be completed by a surveyor or engineer registered with the State of North Carolina, and will show the location of the foundation and all setbacks.
3. Failure to submit for a Foundation Survey may result in denial of certificate of Compliance. Since no variance for reduction in setbacks will be given if a Foundation Permit was not obtained.
4. The fee is \$50.\*

## **Certificate of Compliance**

1. No structure may be used or occupied until a certificate of compliance has been issued.
2. Submit a scaled dimensional Physical Survey drawn by and certified as accurate by a surveyor or engineer registered with the State of North Carolina, including the building or structures constructed on the lot.
3. The fee is \$100.\*

**\*Checks should be made payable to the *Village of Wesley Chapel* and mailed to:**

**Village of Wesley Chapel**  
6490 Weddington Road  
Wesley Chapel, NC 28104