



TOWN of
YOUNGSVILLE

Planning and Zoning Department
Youngsville Town Hall
134 US 1A South
Youngsville, NC 27596
t 919-925-3401
f 919-925-3402

ZONING COMPLIANCE PERMIT APPLICATION

PROCESS INFORMATION and FILING INSTRUCTIONS

1. The applicant must complete this application in full. This application will not be processed unless all requested information is provided. Each application shall be accompanied by a site plan showing the following:
 - a. Property boundaries with dimensions.
 - b. Dimensioned footprint and setbacks of existing and proposed structures.
 - c. Location of existing and proposed driveways and/or streets.

2. In accordance with Youngsville Development Ordinance Section 13.2-3, and any approved subdivision plan, the developer shall be responsible for the construction of sidewalks.

3. Section 7.1-1(C) of the Youngsville Development Ordinance requires a Certificate of Compliance be issued before any land or structure is used. You are responsible for notifying the Planning and Zoning Administrator when the project is complete to schedule an inspection. The Franklin County Building Inspection Office will not issue a Certificate of Occupancy unless a Certificate of Compliance from the Town of Youngsville has been issued.

4. Fees are based on whether the project is residential or non-residential as well as the cost of construction. Please contact the Planning and Zoning Department at 919-925-3401 to find out the fee for your permit.

FOR DEPARTMENT USE ONLY

Date Received: _____ Date Approved: _____ Fee Paid: _____

Permit Number: _____

Subject to the following:

Approved: Yes No Reason for denial: _____

Signature of zoning administrator: _____ Date: _____



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PERMIT INFORMATION

Property Address: _____

Tax Map ID/PIN: _____ Name of Subdivision: _____

Zoning District: _____ City Limits ETJ

Description of proposed work: _____

Is property in floodplain? Yes _____ No _____

Type of Use: Single-family _____ Multi-family _____ Commercial _____ Industrial _____ Accessory
Other _____

Existing Structures on Property:
(Select all that apply.)

Dwelling Units: Existing: _____ Proposed: _____ Square Footage: _____

of Stories: _____ # of Bedrooms: _____ # of Bathrooms: _____

Lot Dimensions: Length: _____ Structure Dimensions: Length: _____

(as applicable) Width: _____ Width: _____

Area (in acres): _____ Height: _____

Corner Lot? Yes No

Setbacks: Required Proposed

Front Street: _____

Rear Yard: _____

Side Yard: _____

Corner Lot Side Street: _____

Utility Services: Public Water Public Sewer Well Septic Gas Electricity

SIGNATURES

I certify that I am the property owner or truly represent the property owner(s). I certify that the foregoing statements are accurate and correct to the best of my knowledge. I understand that the Town of Youngsville is not bound by oral or written assertions or representations of its staff members. I agree to conform to all Town of Youngsville Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. Any violation of the Youngsville Development Ordinance will be grounds for revoking this permit and any other permits issued in reliance upon the same.

Print Name: _____ Signature: _____ Date: _____



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NOTE: If the person who has requested the Town of Youngsville take action on a particular piece of property is not the owner of the property and does not have a binding option to purchase the property, then the actual owner(s) of the land must complete this form. **If the person who is requesting the Town of Youngsville take action on a particular piece of property is the owner of the property or has a binding option to purchase the property, please disregard this form.** Attach a copy of the option to purchase if the applicant has a binding option to purchase the property.

I/We _____ am/are the owner(s) of the property located at _____.

I/We hereby authorize _____ to apply for a Zoning Compliance Permit to

at this location. I/we authorize the Town of Youngsville to advertise and present this matter in my/our name as the owner of the property.

If there are any questions you may contact _____ at my address,

_____ or by telephone at (____) _____ or email address _____.

Respectfully yours,

Owner

Date

Owner

Date

_____ County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and, in the capacity, indicated: _____

Date: _____

Notary Public