



Town of Boone  
Development Services Department

# Single-Family & Two-Family Zoning Permit Application

1510 Blowing Rock Road • Boone, North Carolina 28607 • Phone (828) 268-6960 • www.townofboone.net

**General Submittal Information:**

It is recommended that applicants schedule a meeting with Development Services Staff prior to application submittal to ensure that the application is complete. **Incomplete applications will not be processed.**

Documents Required for Submittal:

- Completed Application, fee, and 2 site plans (site plan information on page 3)
- Water and Sewer Availability Application submitted to the Department of Public Utilities located at 321 East King Street (828- 266-1183). Verification that the applicants have met with the Department of Public Utilities is required **OR**
- Construction Authorization issued by the Appalachian District Health Department.
- Geologic Hazard Investigation by either a NC Licensed Geologist or Engineer-if applicable
- Site specific plans developed by a NC Registered Engineer competent in Geotechnical Engineering – if applicable

**Contact Information**

Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person must be submitted along with this application (i.e. letter from property owner).

**Applicant/Contact:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Person Responsible for Land Disturbing Activities:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**General Information:**

Application for:

- New Construction     Accessory Building     Interior Renovation     Addition     Other

**Name of Subdivision:** \_\_\_\_\_

**Location/Address:** \_\_\_\_\_

- City Limits     Extra Territorial Jurisdiction

**Watauga County Parcel Identification Number(s):** \_\_\_\_\_

Are there are any variances granted to the property?  Yes  No

If so, describe: \_\_\_\_\_

**Development Information:**

Previous Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Existing Building Sq ft: \_\_\_\_\_ Proposed Building Sq. ft: \_\_\_\_\_

Existing Building Height: \_\_\_\_\_ Proposed Building Height: \_\_\_\_\_

Total Land Area: \_\_\_\_\_ Square feet/Acres

Disturbed Area: \_\_\_\_\_ Square feet/Acres

Is development occurring on slopes in excess of 50%?  Yes  No

Is development occurring on slopes in excess of 30%?  Yes  No

Is property located within the Viewshed Protection District?  Yes  No

Is the property located with a within a designated Public Water Supply Watershed Area?  Yes  No

If yes, please select:  WS-II-CA  WS-IV-PA  WS-IV-CA

**Floodplain Compliance**

Is property in a Special Flood Hazard Area (SFHA)?  Yes  No

If yes: Zone: \_\_\_\_\_ Panel: \_\_\_\_\_

Is property in a Floodway Zone?  Yes  No

Is there a stream on the property?  Yes  No

Does project include a stream crossing?  Yes  No

If yes, please select:  Culvert  Bridge  Other

Will project involve stream channel relocation?  Yes  No

Are there any Wetlands on project site?  Yes  No

Agencies Notified:  Army Corps  NC DWQ

Will project involve construction of a new building or substantial improvement to an existing building within the SFHA?  Yes  No

Were building plans submitted which meet all local, state, and federal flood requirements?  Yes  No

If no please explain: \_\_\_\_\_

**Note:** If a building is to be constructed within the Special Flood Hazard Area (SFHA) or substantial improvements are proposed for an existing structure within the SFHA, building plans must be submitted to the floodplain manager which meet all local, state, and federal flood requirements. Failure to submit the aforementioned plans will constitute an incomplete application.

**Applicant Signature**

Upon issuance of this permit, I/we agree to conform to all applicable town ordinances, zoning regulations, and the laws of the State of North Carolina regulating such work and to the specifications and plans submitted. I/we hereby guarantee that the above information is accurate and correct to the best of my/our knowledge. I/we also understand that the Development Services Department will perform random independent inspections of the project to ensure compliance with all applicable regulations and the approved Plan(s) and will be permitted to access the property.

\_\_\_\_\_  
Applicant's Name (Print)

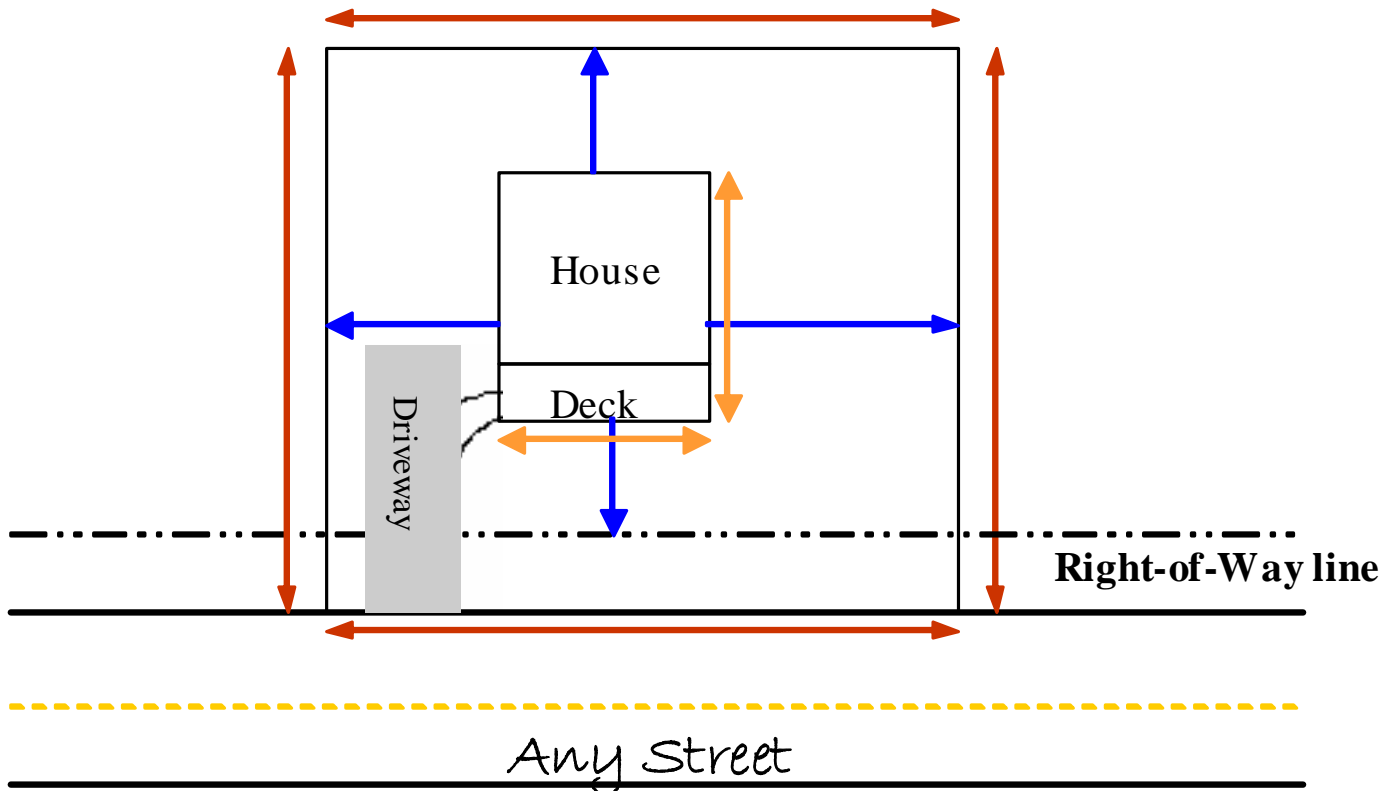
\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Information and Site Plan Required with All Applications

### Site Plans Requirements:

1. Must be to scale.
2. Minimum size of 8.5" x 11"
3. Property lines (survey preferred), street right-of-way lines, utility and all other easements must be shown on the site plan
4. All existing man-made features including, but not limited to: streets, sidewalks, parking areas, curbs and gutters, storm drainage facilities, underground and above ground utilities, fire hydrants, and structures must be shown on the site plan
5. Dimensions and height of all proposed structures, including distances all structures are setback from the property lines and street right-of-way lines must be shown on the site plan
6. All existing natural features including, but not limited to: streams, springs, wetland areas and rock outcroppings must be shown on the site plan
7. All street and driveway connections must be shown on the site plan
8. The limits of all disturbed areas for the project must be shown on the site plan
9. The location and proposed height of all retaining walls must be shown on the site plan (Note: Retaining walls over four feet in height are not allowed in the setbacks and retaining systems resulting in a vertical relief greater than five feet in fifty horizontal feet shall be designed and constructed under responsible charge of a professional engineer.)



(NOT DRAWN TO SCALE)

### - Typical Inspection Checklist -

#### *In addition to inspections performed by Building Officials*

1. Preliminary site inspection conducted prior to any land disturbing activity.
2. Setback Inspection performed by zoning official after footings are dug, but before placing concrete.
3. Final zoning and grading inspections performed when a Certificate of Occupancy is requested.

