

City of Caro ZONING PERMIT

Procedural Manual

WHAT IS A ZONING PERMIT?

A zoning permit is an official finding by the Zoning Administrator that a planned use of a property or a proposed structure, as indicated in the application, complete with the requirements of the Zoning Ordinance.

WHEN IS A ZONING PERMIT REQUIRED?

A zoning permit is required in any of the following cases:

- A building or structure is erected or moved onto a lot in the city.
- A building or structure is enlarged or altered.
- The use of a structure or parcel changes (for example: a church is changed into a day care center, or a single-family residence is changed into two apartments).

ZONING PERMIT CHECKLIST

What is required for a zoning permit application?

- A completed and signed copy of the zoning permit application
- A completed plot plan (in triplicate)
- Application fee

What is required on a plot plan?

- The actual shape, location and dimensions of the lot.
- 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, including distances between buildings.
- The existing and intended use of the lot and of all such structures upon it including, in residential areas, the number of dwelling units the building is intended to accommodate.
- Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the Zoning Ordinance are being observed.

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WHAT ARE THE STANDARDS FOR APPROVAL?

To be approved, a zoning permit must indicate that the planned use of a property, as indicated in the application, compiles with the requirements of the Zoning Ordinance. Specifically, these include:

- Use permitted
- Minimum lot size
- Minimum lot width
- Minimum front, side and rear yard setbacks
- Maximum lot coverage
- Maximum structure height
- Required parking spaces
- Maximum number of accessory structures
- Maximum height of accessory structures
- Minimum floor area for single-family dwellings
- Location, width and surface type of driveway/parking area
- Location and adequacy of access
- Other requirements as determined by the Zoning Administrator

City of Caro
ZONING PERMIT

Date _____
Application No. _____
Review Fee _____

Applicant's name _____

Address _____ City _____ State _____ Zip _____

Phone _____

Zoning District _____ Section # _____

Address of Parcel _____ Parcel # _____

Application Fee _____

Location, including nearest crossroads _____

Proposed Use of Parcel _____

Type of Construction/Square footage _____

Size of Parcel _____

Approximate cost of construction _____

Front Yard Setback _____ Side Yard Setback _____ Rear Yard Setback _____

Remarks _____

Attach a scaled plot plan: Drawing may be on 8 ½" x 11" paper. Showing the following:

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 the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the buildings is intended to accommodate.
4. Location of access drives and parking areas.
5. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the Zoning Ordinance are being observed.

Signature of Applicant

Date

Please print type name below signature

**City of Caro
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FOR OFFICE USE ONLY – NOT TO BE COMPLETED BY APPLICANT

Zoning Administrator's Verification of application completeness

Date

Zoning Administrator's Determination (provide date of decision)

Application approved _____

Application denied _____

City of Caro ZONING PERMIT

ZONING PERMIT REVIEW PROCESS

