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Registration Date:	_____
Permit #	_____

CITY OF MARION
 194 N. Main Street • P.O. Drawer 700 • Marion, NC 28752
Planning & Development Services

COMMERCIAL/MULTI-FAMILY ZONING PERMIT APPLICATION
 (PLEASE TYPE OR PRINT IN INK)

Applicant's Name: _____ Phone Number: _____

Business Name: _____

Applicant's Mailing Address: _____

Physical Address of Property: _____

Parcel ID Number (PIN) _____

Existing Use: _____ Proposed Use: _____

Zoning District: _____ Lot Size: _____ Gross Floor Space: _____ SQ. FT.

A site plan shall be submitted to the Planning & Inspections Department on a scale of no less than one inch equals 100 feet prepared by a licensed engineer, land surveyor, or architect. The submitted site plan must contain all items listed in Attachment A of this application. No new or amended site plan shall be required if an adequate Site Plan is on file with the Planning and Inspections Department, no increase in or rearrangement in parking is proposed or required, and no increase in impervious surface is proposed or required. All applications must be deemed complete and in compliance with the City Code to be processed.

I CERTIFY THAT THE FOREGOING INFORMATION TOGETHER WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED HERewith IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND I AGREE TO THE TERMS AND CONDITIONS ENUMERATED BELOW.

 Applicant Date

1. All construction work shall comply with the applicable State and local laws. Deviation from the approved site plan submitted herewith must be approved by the Zoning Administrator in advance.
2. The construction site must be maintained in a safe and orderly condition at all times.
3. Land Disturbing Activities must be conducted in accordance with the Sedimentation Pollution Control Act (North Carolina General Statute §113-51 through § 113-60.) Any land disturbance greater than 1-acre must have an Erosion and Sedimentation Control Plan approved by the North Carolina Department of Environment and Natural Resources. Please contact the Land Quality Division for more information.
4. §15.92, §15.93, and § 15.94 of the Marion City Code will further explain street cleaning and repair of damages to any public street, sidewalk, and storm drainage as a result of construction. Please see the above referenced section for additional information.
5. Applicants must secure a Certificate of Occupancy before occupying the new building or part thereof, or before changing the use.
6. This permit shall expire 6 months after date of issuance if work has not commenced, or upon discontinuance of work for a period of 12 months.

ATTACHMENT A

The following is a list of required information to be submitted with the application in order to be deemed complete and processed. Two sets of the proposed site plan shall be submitted to the Planning and Inspections Department and all plans shall be folded to a size no larger than 9" x 12".

1. Name and address of the record owner(s), the applicant, and the person preparing the site plan.
2. Legal description of the proposed site boundaries made and certified by a licensed land surveyor or engineer or as defined in the record owner's warranty deed or other similar document recorded in the Office of the Register of Deeds and approved by the Zoning Administrator.
3. Proposed land use with indication of size, location, and height of structures with approximate dimensions, setbacks, and landscaped areas. Each use on the property/structure must be indicated on the site plan. Outdoor storage must also be shown with the indication of approximate dimensions, setbacks, and screening detail.
4. Vehicular circulation system with proposed access and site visibility area, centerlines, dimensions, radius, traffic signage and striping.
5. Landscape plan indicating zoning district boundary buffer areas, street buffer areas, parking lot landscaping and other additional proposed landscaping.
6. The location of existing public utilities including the location of water line(s), sanitary sewer line(s), and fire hydrants.
7. Location and width of recorded or proposed easements.
8. Location of vehicular parking and typical dimension of standard parking spaces, handicap accessible parking spaces and loading zone(s).
9. Proposed location of sidewalks, curb and gutter, water lines, sanitary sewer lines, underground conduits.
10. All adjacent right-of-ways, with indication of centerline and width, paved width, existing median cuts and intersections, street light poles and utility company facilities.
11. Location of proposed signage (a separate sign permit application is required for all new or modified signage).
12. Location of trash disposal system, screening detail and provisions for accessibility to garbage trucks.
13. Any additional information as may be reasonably required by the Zoning Administrator.