

405 County Complex Rd.
Clinton NC 28328
Inspection: 910-592-0146
Planning: 910-631-1039
Fax: 910-596-0773



Hours of Operation:
Mon-Thurs. 7AM-5:30PM

Sampson County Inspection and Planning Department

ZONING PERMIT APPLICATION

A site plan is required with ALL zoning applications.

APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

If the applicant is not the property owner, a signed Owners Consent Form must be included giving consent for the proposed structure or change of use.

SUBJECT PROPERTY INFORMATION

Address: _____

Parcel #: _____ Deed book & page # _____

Zoning district: _____

PROPOSED USE:

Please check which one applies to your project.

<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Modular Home	<input type="checkbox"/> Single Family Dwelling
<input type="checkbox"/> Addition Specify what type: (ex. bedroom, bathroom, living space) _____	<input type="checkbox"/> New Commercial Use Specify what type: _____	<input type="checkbox"/> Accessory Structure Specify what type: (ex. detached garage, storage bldg., pool) _____
<input type="checkbox"/> Change of use to an existing structure Current Use: _____ Proposed Use: _____		
<input type="checkbox"/> Home Occupation Specify what type _____		
Additional Information Required Please provide the dimensions and construction type of any structure(s) or addition being added to the property. _____ _____		
Other information you feel is relevant to your project: _____ _____		

SIGNATURE

I, _____ certify that all information provided with this application is accurate. By signing this application, I am acknowledging that I am responsible for obtaining the proper permits from Sampson County Building Inspections and Environmental Health. Failure to obtain a Certificate of Occupancy Permit from Sampson County Building Inspections will render the zoning permit associated with this application invalid. I acknowledge if the Zoning Officer requires a site plan and that if the structure is located on the property in any location other than what is show on my submitted site plan, then I as the applicant accept sole responsibility for non-compliance.

APPLICANT SIGNATURE:

DATE:

RESIDENTIAL PRINCIPAL STRUCTURE SITE PLAN REQUIREMENTS AND EXAMPLE

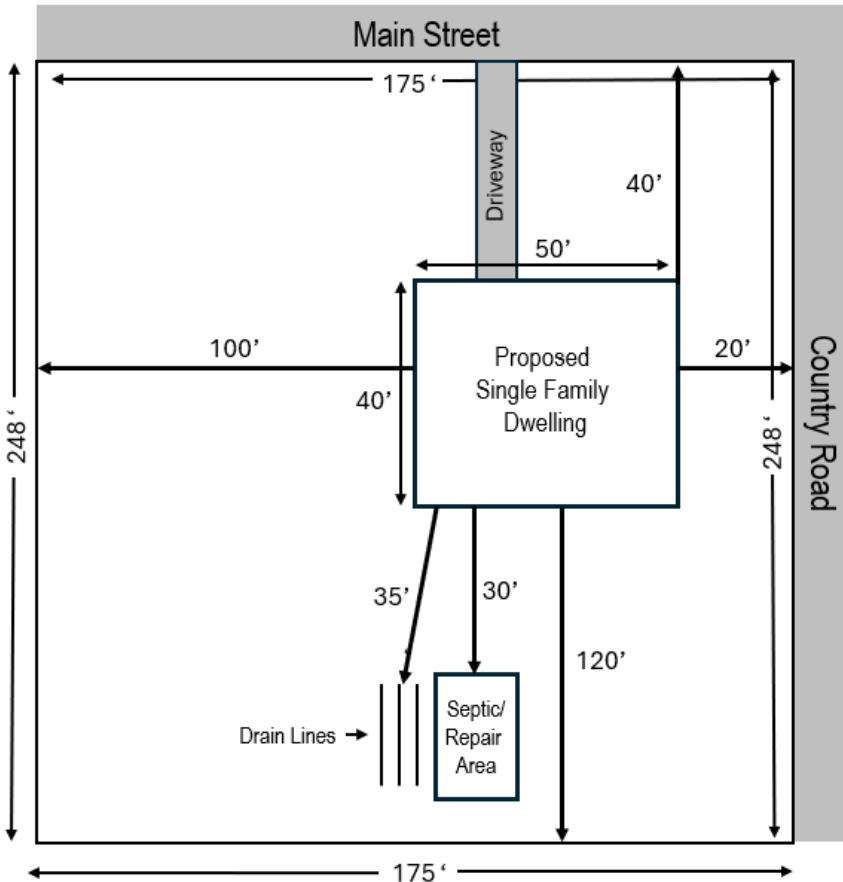
For Single Family Dwelling, Manufactured Home, Modular Home, and any Additions that Involve a Change in Structure Footprint

In compliance with Section 2.202.C. of the Sampson County Zoning Ordinance, every Zoning Permit application is to be accompanied by a site plan showing the following in sufficient detail so that the Zoning Officer may determine whether the proposed activity is in compliance with the Sampson County Zoning Ordinance. In many instances we can accept a site plan prepared by hand, however, a surveyed site plan prepared by a North Carolina licensed land surveyor or engineer may be required.

Please submit a site plan that includes the following elements:

1. The shape and dimensions of the lot on which the proposed building is to be erected.
2. The location of the lot related to rights-of-way, access easements, and utility easements.
3. The shape, dimensions, and locations of all buildings, existing and proposed (labeled).
4. The setbacks for the proposed building shown to all property lines (front, side, rear).
5. A note on the site plan indicating the Zoning District and the required setbacks for that Zoning District.
6. Applicant signature and date of creation noted on site plan.
7. Any other information deemed necessary for comprehension by the Zoning Officer.

SEE EXAMPLE SITE PLAN BELOW:



Residential Principal Structure

Notes:

Zoning District: _____

Minimum Setbacks:

Front: _____
 Side: _____
 Corner Side: _____
 Rear: _____

John Doe 06/18/2024
 Applicant Signature Date



RESIDENTIAL ACCESSORY STRUCTURE SITE PLAN REQUIREMENTS AND EXAMPLE

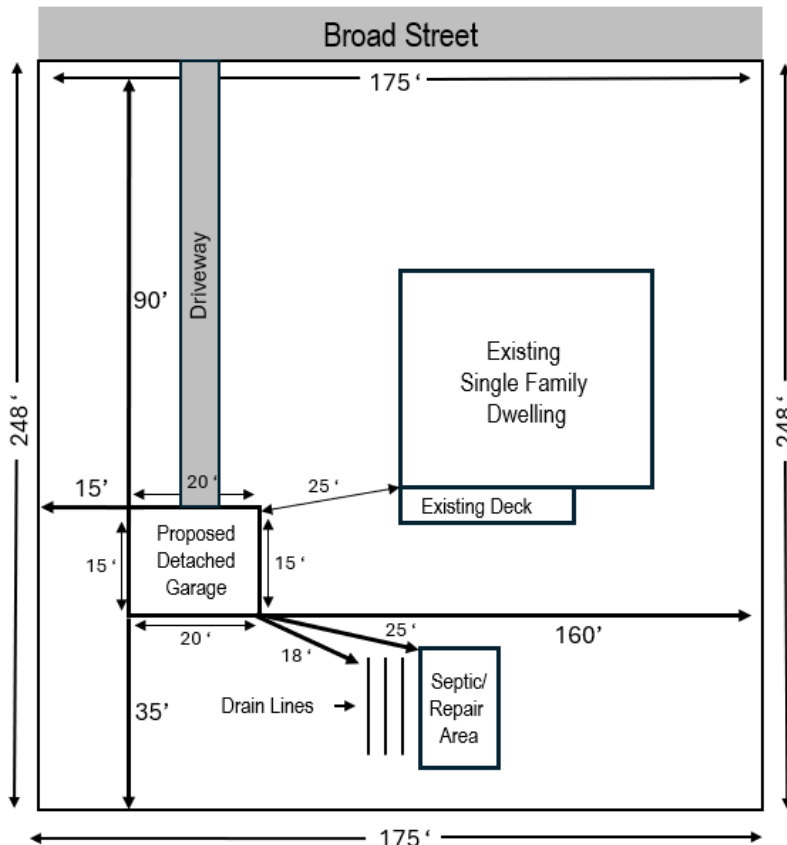
ACCESSORY STRUCTURE:

Garages, carports, pools, storage sheds/buildings are common types of accessory structures. Doghouses, satellite dishes, play sets, privacy fences, yard decorations, planting boxes, etc. are not considered to be accessory structures and are not regulated by the Sampson County Zoning Ordinance. Under no circumstance is a manufactured home or an RV considered an accessory structure. **Please note:** Accessory structures must be incidental to the principal structure and will not be permitted unless a principal structure exist or the parcel is located in the RA zoning district and is 5 acres or more in size. In many instances we can accept a site plan prepared by hand, however, a surveyed site plan prepared by a North Carolina licensed land surveyor or engineer may be required.

Please submit a site plan that includes the following elements:

1. The shape and dimensions of the lot on which the proposed building is to be erected.
2. The location of the lot related to rights-of-way, access easements, and utility easements.
3. The shape, dimensions, and locations of all buildings, existing and proposed (labeled).
4. The setbacks for the proposed building shown to all property lines (front, side, rear).
5. A note on the site plan indicating the Zoning District and the required setbacks for that Zoning District.
6. Applicant signature and date of creation noted on site plan.
7. Any other information deemed necessary for comprehension by the Zoning Officer.

SEE EXAMPLE SITE PLAN BELOW:



Residential Accessory Structure

Notes:

Zoning District: _____

Minimum Setbacks:

Front: _____

Side: _____

Corner Side: _____

Rear: _____

Jane Doe
Applicant Signature

03/19/2023
Date