

## **Zoning Application Procedure**

The owner and/or contractor will be responsible for applying and receiving a Zoning Application from the Town of Sandyfield and Building Permit from Columbus County before any construction of home can begin. **The Town of Sandyfield must approve the Zoning Application before Columbus County Inspection Office can issue the building permits.**

The owner and/or contractor will show all documents needed for a permit. The documents needed for a home to be constructed in the Town of Sandyfield are:

1. A certified copy of all blueprints for the home to be constructed.
2. A copy of the detail site plan showing the property boundaries between the home to be constructed and adjoining properties.
3. A copy of the property deed will be presented from the Columbus County Register of Deeds Office.
4. The applicant will pay a fee amount of \$15.00 to process the application. The application fee will be given to the Town Clerk when the plans are turned in. Stamped paid will be placed on the plans and given to the board along with the plans.
5. The Columbus County Inspection Department will be responsible for any infraction(s) found during the construction of the home. All fines and fees noted will be assessed as stated by the county inspection office. A copy of the infraction will be forwarded to the Town of Sandyfield.

The owner and/or contractor will leave all documents with the Town Clerk and members of the planning board and zoning administrator will look over all documents and inform the town clerk of all decisions or changes needed to be made by owner and/or contractor. For a home to be placed in the town, it must pass through the board. The board member that inspects the plans will initial off on the work sheet provided.

After all plans are reviewed and passed by the board, the plans will be given to the town clerk or the responsible councilman and/or councilwoman to issue the zoning application. No zoning application will be issued with the appropriate initials and signatures.

All plans will have a seven (7) day period to review and approve any plans given.

Any person, firm or corporation who violates the provision of this ordinance shall, upon conviction, be guilty of a misdemeanor and shall be fined twenty five dollars (\$25.00) or imprisoned not exceeding thirty (30) days. Each day that the violations continue to exist shall be a separate offense.



**TOWN OF SANDYFIELD  
1795 WOODYARD RD.  
RIEGELWOOD, NC 28456  
(910) 655-9877 – Office  
(910) 655-9877 - Fax**

**Application Fee: \$15.00**

<b>ZONING APPLICATION</b>	
The Zoning Application <b>can be</b> used for the following: <ul style="list-style-type: none"><li>• New Construction of a new home.</li><li>• Repairs, Alterations, Additions to, and/or Extensions of Residential Dwelling or Structure.</li></ul>	
<b>PROPERTY OWNER/APPLICANT INFORMATION</b>	
Property Owner Name:	Phone Number:
Address:	
Applicant/Company Name:	Phone Number:
Address:	
<b>PROJECT INFORMATION</b>	
<b>Address where Work will Occur:</b>	
<b>Check the appropriate structure type:</b> <input type="checkbox"/> Residential, 1-Family Dwelling <input type="checkbox"/> Non-Residential	
<b>Select the Type(s) of Work from the following categories:</b> <input type="checkbox"/> <b>New Construction of:</b> <input type="checkbox"/> <b>Addition to or</b> <input type="checkbox"/> <b>Extension of:</b> <input type="checkbox"/> <b>Alteration or</b> <input type="checkbox"/> <b>Repair Type:</b> <input type="checkbox"/> 1-Family Dwelling Structure <input type="checkbox"/> Existing Primary Use Structure <input type="checkbox"/> Structural, Interior <input type="checkbox"/> Structural, Exterior <input type="checkbox"/> Existing Accessory Structure	
<b>Please check any of the following items that will be part of the proposed work:</b> <input type="checkbox"/> Demolition <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC (Interior) <input type="checkbox"/> HVAC (Exterior) <input type="checkbox"/> N/A	
<b>Please check</b> the following items that pertain to any work proposed on private plumbing: (i.e. plumbing between a public sewer or water line and a building, including plumbing inside the building). <input type="checkbox"/> Repair or Replace Existing Plumbing <input type="checkbox"/> New Construction of Plumbing <input type="checkbox"/> No plumbing work is proposed	

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After consideration and review of the zoning compliance permit application, I have determined that the applicant is in compliance with all Town ordinances, which relate to structures erected or situated with the Town.

\_\_\_\_\_  
**Zoning Official** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Councilmember** **Date:** \_\_\_\_\_

**Use the space provided or attach a separate page to identify the location and dimensions of all:**

- Property Lines
- Existing and proposed structures to be constructed or altered
- Septic tanks and wells, if applicable
- Setbacks (front yard, rear yard, side yards)

**Attach any additional information, which will help us to understand your request and use as much detail as possible.**

**OFFICE USE ONLY**  **Impact Fee Paid** Submittal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Amount of Fee Paid: \$\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_ Receipt # \_\_\_\_\_  
Initial Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 **Approved Zoning Permit #** \_\_\_\_\_  **Denied**