



Town of Kenly

ZONING PERMIT APPLICATION

PLEASE RETURN TO

Town of Kenly
206 W. Second St.
P.O. Box 519
Kenly, NC 27542

919-284-2116
919-284-5229 (fax)

Zoning Permit Requested For: *(Check all that apply)*

- Land Use Building Sign Other

Proposed Use Requested: *(Check all that apply)*

- Single Family Duplex Multi Family Manufactured Home
 Business Accessory Structure Alteration / Repair
 Swimming Pool

Business Name or Type of Work _____

Address of Project *(Street # Required)* _____

NCPIN# _____ Zoning _____ Square Footage _____

Setbacks:

Front _____ Rear _____ Side _____ Sideyard / Corner _____

Applicant Information

Name _____

Address _____

Phone Number(s) / Email _____

Property Owner Information

Name _____

Address _____

Phone Number(s) / Email _____

Manufactured Home Information

Make _____ Year _____ Dimensions _____

Serial # _____ UL HUD# _____

Applicant Signature _____ **Date** _____

Town Manager Approval _____ **Date** _____

Fees

Sign(s)	\$25.00 (per sign)
Single Family & Two Family Zoning	\$50.00
Commercial & Multi Family Zoning	\$100.00
Accessory Structures	\$50.00

Special Zoning Permits

Temporary / Special Events	\$100.00
Fireworks Sales	\$75.00

Note: Non-Profit organizations are exempt from the fee schedule if the proper documentation confirming non-profit status is provided to the inspector.

Site Plan Requirements

No building or structure or any part thereof shall be erected, extended, enlarged or structurally altered or moved until a zoning permit has been issued by the Zoning Administrator(s) or his authorized representative.

All applications for permit shall include a plat or site plan drawn to scale which clearly shows:

1. The actual shape and dimensions of the lot to be built upon or used and total acreage in the lot.
2. The location of the proposed structure or use on the lot.
3. The exact location and size of existing structures and uses.
4. The existing and intended use of each structure or portion of structure.
5. The number of dwelling units the building is designed to accommodate, if applicable.
6. The height and number of stories of the structure(s).
7. The location and design of any off-street parking and / or loading.
8. The location and dimensions of driveways. Driveway approval procedures as required by the North Carolina Department of Transportation (NCDOT) shall be initiated.
9. Date of plan preparation.
10. Location and description of landscaping, buffering and signs.
11. Such other information as may be necessary for determining whether the provisions of this ordinance are being met.

Building Trade Permits

Applicants are responsible for obtaining any necessary building trade permits from the Johnston County Department of Building Inspections prior to initiating any development / construction activities. For further information, please contact the Department of Building Inspections at: (919) 989-5060.