

General Zoning Permit Application Instructions

Zoning permit applications may be submitted during normal business hours at the Town Hall. Before doing so, please review the following checklist of required information so that your permit approval will not be unnecessarily delayed. The application must be signed by the property owner(s) or their authorized representative. **This application will not be processed unless all information requested is provided. Please allow up to 3-4 business days for review and approval. Zoning permits are not issued on same day of application.**

1. A copy of the approved site plan or
2. The applicant must provide a digital version (PDF) and two (2) copies of an adequately scaled, legible, site plan for the property noted in the application showing:
 - a) The property lines, a north arrow, and all (appropriately labeled) existing and proposed easements, right-of-ways, reservations, sidewalks, streets, parking areas (including the number of spaces), loading areas, driveways, drive isles, pedestrian improvements and public utilities with dimensions;
 - b) The exact shape, dimensions, and location of all existing and proposed structures (principal and accessory), appropriately labeling all structures, and noting all expected distances from the property lines to the proposed structure(s) once the structure(s) are complete;
 - c) The topographical features including all (appropriately labeled) existing and proposed screening, streams, ponds and other similar natural or man-made features; delineation of any flood plain lines, the boundaries of any phasing of the project with the dates and chronological order of the phasing clearing noted, and the general location of property lines of adjoining properties that directly connect to the subject property.(new construction only)
 - d) A letter from the Town of Marshville Public Works Director stating that adequate water and sewer is available, or can be made available, to the site in adequate capacities. (new construction only)
 - e) An approved driveway permit from the North Carolina Department of Transportation or a letter from the Town of Marshville Public Works Director indicating proper transportation accesses will be provided;
3. Any other information that may be needed to insure that the application and the proposed structure and/or use is in compliance with all provisions of the Land Use Ordinance;
4. A fee (cash, check, or money order made payable to the Town of Marshville) for each application is set out in the Fee Schedule adopted annually by the Marshville Town Council.

Site/ Roadway Clean Up: Sites shall be cleaned at the end of each workday. Debris shall be deposited in an appropriate container or removed from the site. Debris scattered or blown on adjacent property or roadways must be collected and properly disposed of. Construction materials shall be consolidated and stacked. All mud, dirt or any other material deposited on sidewalks or roadways as a result of the use of trucks, equipment or machinery at the site or as a result of erosion at the site shall be cleaned daily during the duration of the construction. Clean up is the responsibility of the permit holder and any fines or actions will be taken against the permit holder for non-compliance.