



Village of Marvin

Application Date: _____

Application Number: _____

APPLICATION FOR COMMERCIAL ZONING PERMIT

Address of Subject Property:

Applicant(s) Name: _____

Phone: _____

Address of Applicant: _____

FAX: _____

Zip
Code: _____

Email: _____

Owner(s) Name: _____

Phone: _____

Address of Owner: _____

FAX: _____

Zip
Code: _____

Email: _____

Lot Information:

Tax Parcel Number: _____

Development Name: _____ Lot or Bldg #: _____

Zoning District: _____

Request is for (check all that apply):

☐ New Building Construction☐ Upfit/Addition (Same Commercial Use)☐ New/Change in Commercial Use (describe): _____

DESCRIPTION OF WORK/PROPOSED USE:

Provide all Proposed Setback and Building Information (N/A for existing Buildings):

Front Yard	Rear Yard	(L) Side Yard	(R) Side	Building
Setback	Setback	Setback	Yard Setback	Height
_____	_____	_____	_____	_____

APPLICATION FOR COMMERCIAL ZONING PERMIT – PAGE 2

GRADING: Any proposed grading or fill that will alter the existing topographic conditions of the lot more than two feet or any alteration to existing channels, swales, or easements shall require Village approval. **No grading shall take place prior to approval.**

Please check all of the following that apply:

- ☐ This project requires the existing topographic conditions to be altered more than 2 ft. and/or requires an existing channel, swale, or easement to be altered. I have attached the required Grading Review Application and all necessary information.
- ☐ This project **does not** require alteration of more than 2 ft. to the existing topography nor does it require alteration of an existing channel, swale, or easement.

FLOODPLAIN: Development within a Floodplain is severely restricted per Section 151.292 of the Zoning Ordinance. *Please **initial** one of the following:*

- _____ There is existing floodplain located on the lot to which this permit applies and this floodplain is indicated on the attached survey. Base Flood Elevation (BFE) and Regulatory Flood Protection Elevations (FPE) are provided.
- _____ There is no existing floodplain located on the lot to which this permit applies.

Is there a creek within 200 feet of your lot? _____ If so, what is the approximate distance? _____

TREE REMOVAL: A Tree Removal Permit is required before removing:

1. Canopy trees twelve (12) inches or larger in diameter-at-breast-height (dbh) and understory trees four (4) inches or larger dbh excluding individually owned, residentially zoned lots of record that existed on or before October 19, 2004 that are less than five (5) acres in area.
2. Trees growing on a slope greater than twenty-five (25) percent.
3. Any threatened or endangered species of tree as defined by the North Carolina State Department of Environmental Conservation or any Heritage or Specimen trees, as defined by the Village, regardless of size.

*Please **initial** one of the following:*

- _____ This project does not require the removal of any trees from the lot.
- _____ This project does require the removal of trees from the lot, but we are exempt from a Tree Removal Permit for the following reason(s): _____
- _____ A Tree Removal Permit Application is attached.

OTHER ORDINANCE REQUIREMENTS: *(Please **initial** that you have read each of the following notices)*

- _____ Any approved permit shall be valid for six months from the date of issuance.
- _____ **Signs must comply with Article 17 of the Marvin Development Ordinance or the Individual Conditional Zoning District (ICD) standards (If applicable). Please attach a sign permit for each sign that will be associated with this commercial use. Multiples of the same sign may be on one sign permit.**
- _____ All outdoor lighting installed must comply with the Village of Marvin Lighting Ordinance.
- _____ Foundation permits and certificates of compliance shall be required for new and expanded structures. (Some accessory structures may be exempt. Ask Zoning Administrator for details.)



APPLICATION FOR COMMERCIAL ZONING PERMIT – PAGE 3

CERTIFICATION:

I **hereby certify** that the information provided herein, to the best of my knowledge is correct. Any violation of an approved zoning permit may be grounds for its revocation along with any associated building permit.

I have attached the following: (please check)

- ☐ A fee, in accordance with the current fee schedule adopted by the Village of Marvin. Please note: all fees for regulation approval in the Village of Marvin are non-refundable, and checks that are returned will be subject to a returned check fee in accordance with the current fee schedule adopted by the Village of Marvin.
- ☐ A copy of a scaled, sealed dimensional survey drawn by a registered surveyor or engineer which shows the exact shape and dimensions of the lot to be built on; the exact shape, dimensions, use and location of other structures on the lot; the exact location of the proposed structure and required setback lines. If the residence to be constructed is located on a lot of 10+ acres, the survey need not be drawn and certified by an engineer or surveyor provided that the proposed residence is located not closer than two-hundred (200) feet from any lot boundary line.
- ☐ A floor plan of the proposed structure.
- ☐ A drawing showing the exterior of the building including height and drawn to scale.

Applicant's Signature

Date

RETURN INFORMATION *Please check:*

___ Email permit to me ___ Fax permit to me ___ Call when ready & I will pick up

No application shall be considered complete unless accompanied by all information required above.

THIS SECTION FOR OFFICE USE ONLY

To the best of my knowledge, this application is complete. Based on such information, I hereby
_____ this zoning permit.

Approve

Disapprove

(If Applicable) Tree Removal Permit # _____ Grading Permit # _____

Sign Permits # _____

Conditions placed on this permit are as follows: _____

Zoning Administrator

Date



PLANNING & ZONING