



TOWN OF NASHVILLE
PLANNING DEPARTMENT
499 S. Barnes Street, Nashville, NC 27856
252.459.4511 Phone / 252.459.8926 Fax
www.townofnashville.com



ZONING COMPLIANCE APPLICATION

FOR ADMINISTRATION ONLY

Date Submitted	Date Approved	Certificate Number	TRC	Fee

APPLICANT / OWNER INFORMATION

Applicant _____

Mailing Address _____

Email Address _____ Phone _____

Property Owner (if different from applicant) _____

Owner Address _____

PROPOSED USE

RESIDENTIAL COMMERCIAL

Construct a Building

Alter a Building

Relocate a Building

Change of Use

Change of Ownership

Name Change

Description of Proposed Use _____

SITE INFORMATION

Property Address _____ Zoning _____

Subdivision _____ Acreage of Property _____

ParID: _____ PIN: _____

Front Setback _____ Side Setback _____ Street Side Setback _____ Rear Setback _____

Building Height _____ Off Street Parking Spaces _____ Off Street Loading Spaces _____

Floodplain Type _____ NCDEQ Watershed: Yes _____ No _____

Watershed Type: Stony Creek _____ Tar-River _____ Sub-Watershed: Upper Stony _____ Lower Sapony _____

Municipal Water _____ Municipal Sewer _____ Well _____ Septic _____

APPLICATION AFFIDAVIT

Please attach a copy of a site plan showing distances from property lines and relationship to street(s).

*****Fees are due prior to issuance of permit*****

I certify that any construction, alteration, or placement of a building or sign shall be carried out in accordance with this certificate and any attachments thereto. I further understand and agree that I will be responsible for payment for any damage that occurs to any municipal-owned property as a result of construction.

The provisions of the Town of Nashville Zoning Ordinance are minimum requirements and where at variance with requirements of other lawfully adopted regulations, the most restrictive or that imposing the higher standards shall govern.

COMMENTS: _____

APPLICANT

ZONING OFFICIAL



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ZONING COMPLIANCE APPLICATION PROCEDURE

○ **STEP 1: APPLICATION & FEE**

- Application is available online and at Town Hall.
- The Zoning Compliance application fee is \$40 and is due prior to issuance of permit.

○ **STEP 2: APPLICATION & SITE PLAN SUBMITTAL**

- Application must be completed and submitted with a site plan showing distances from property lines and relationship to street(s).
- Application and site plan can be submitted in-person and emailed to permits@townofnashvillenc.gov.
- Incomplete applications **WILL NOT** be processed.

○ **STEP 3: PLANNING STAFF REVIEW**

- Staff will review zoning compliance application and site plan to ensure compliance of the zoning code.

○ **STEP 4: APPROVAL AND PAYMENT**

- Once zoning compliance application is approved, applicant is responsible for making the \$40 payment.
- Zoning Certificate of Compliance is signed by both applicant and Planning staff.
- Planning staff will make appropriate copies of the approved zoning permit packet for the applicant to submit to Nash County Planning & Inspections Department.
- Once the Certificate of Zoning Compliance has been issued, all activities pursuant to such permit shall expire six months from the date issued. If no work has commenced for a period of 12 months, the permit shall immediately expire. No work authorized by any permit that has expired shall thereafter be performed until a new permit has been secured.

○ **STEP 5: NASH COUNTY PLANNING & INSPECTIONS DEPARTMENT**

- Building permits may be required.
- For more information, please see below:

Nash County Planning & Inspections Department
120 W. Washington Street
Suite 2110
Nashville, NC 27856
(252) 459-9807
nashpermits@nashcountync.gov