



Town of Kenly

Zoning Permit Application

PLEASE RETURN TO:

Town of Kenly
207 W. Second St. - PO Box 519
Kenly, NC 27542
919-588-5090 (Main)
919-284-5229 (Fax)

TOTAL DUE \$ _____

CHECK _____ **CASH** _____ **DEBIT** _____

Applicant Information:

Name _____ Phone _____ Email _____

Address _____

Property Information:

Name _____ Phone _____ Email _____

Address _____ Parcel # _____

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

COMMERCIAL ZONING _____ **RESIDENTIAL ZONING** _____ *(See Fee Chart)*

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 _____ Fence _____

Business Name/Type of Work: _____

Address of Project (Street # Required) _____

NC PIN or Tax ID _____ Zoning _____ Sq. Ft. _____

Setbacks: Front _____ Rear _____ Sideyard/Corner _____

Manufactured Home Information: Make _____ Year _____ Dimensions _____

Serial # _____ UL HUD# _____

Applicant Signature _____ Date _____

Town of Kenly Staff Signature _____ Date _____

Return this page to the Town of Kenly

Submission Requirements (Effective January 11, 2021)



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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:

A preliminary site plan is required before permits are issued. Site plans shall consist of a metes and bounds survey plat provided by a licensed Professional Land Surveyor (PLS).

- **Note: Property lines shall be clearly identified and maintained for final inspection.**

A site plan includes the entire lot, drawn to scale, showing:

- Lot lines with dimensions, setbacks and road frontage delineated; existing or proposed driveways, parking spaces and walkways, with width and surface material described.
- The location of the proposed structure or use on the lot.
- The exact location and size of existing structures and uses.
- The height and number of stories of the structure(s).
- All existing and proposed buildings or other structures, with overall dimensions given and their setback(s) (required and proposed) from nearest property lines clearly delineated.
- Johnston County property tax identification number.
- Plat book and page number of subdivision as applicable.
- The existing and intended use of each structure or portion of structure.
- A title block indicating parcel identification number (PIN), subdivision name (if applicable), north arrow, bar scale, name of Professional Land Surveyor, with seal and signature of the person who prepared the plan, date map prepared (and any revision dates).
- The location and dimensions of driveways. Driveway approval procedures as required by the North Carolina Department of Transportation (NCDOT) shall be initiated.
- Location and description of landscaping, buffering and signs
- Such other information as may be necessary for determining whether the provisions of this ordinance are being met.

Additional information if these apply only:

- Existing or proposed well, septic tank and drain field location(s), or sewer and water easements and proposed connection location(s).
- All surface waters; FEMA 100-year flood fringe and floodway lines (or approximate 100-year flood line in unnumbered A Zones); flood hazard soils areas (adjust flood hazard soils to Johnston County topography or field surveyed low points as appropriate); wetlands; reserved open spaces; the location, dimensions and arrangements of all drainage way, watershed, riparian (stream), and
- other buffers and their associated required setbacks; the location of any existing or proposed easements (widths and purpose listed).
- Location, type and relevant dimensions and capacities of storm water management structures and other devices (if storm water management is required), plus associated easements (show dimensions).
- **BASED OFF ZONING, PLEASE VERIFY WITH STAFF THAT EACH LOT MEETS THE TOWN'S SQUARE FOOTAGE, WIDTH AND ANY OTHER REQUIREMENTS PRIOR TO SUBMITTING.**

Keep this copy for your record

Submission Requirements (Effective January 11, 2021)

Town of Kenly
Parks & Recreation / Planning Department
410 S. College Ave.
Kenly, NC 27542
919-588-5090

**Town of Kenly – Planning & Zoning
Fee Schedule (Eff. January 11, 2021)**

Planning and Zoning Department

PLANNING & ZONING FEE SCHEDULE

Commercial Zoning Permit \$300.00
Zoning Permit - Single Family & Two-Family \$100.00 (Includes all Accessory Structures) (Per Lot)
Multi Family Zoning Permit \$100.00
Rezoning Application \$300.00
Request for Ordinance Amendment \$300.00
Request for Variance Application \$300.00
Zoning Approval for Sign Application \$100.00
Appeal from Administrative Interpretation \$300.00 (Refunded if Appeal is Successful)
Special Use/Conditional Use Permit Application \$300.00 (Plus Rezoning Fee)
Re-Advertising a continued Public Hearing at request of applicant \$200.00

SUBDIVISION APPLICATION / (PLAT MAP REVIEW/SIGNATURE)

Minor Subdivision \$100.00 + \$5.00 per lot
Major Subdivision \$200.00 + \$10.00 per lot

SPECIAL ZONING PERMITS

Special Events/Temporary \$100.00
Firework Sales \$100.00

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

ENGINEERING REVIEW

Each hour or fraction thereof \$150.00

CODE ENFORCEMENT/GRASS/LOT CLEARING

First hour or fraction thereof – Bid
Each additional hour \$25.00
Contractor Clearance – Bid

- ***Note: Non-profit organizations are exempt from the fee schedule if the property documentation confirming non-profit status is provided to the Planning Director.***

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.



www.townofkenly.com

Director - Michael.King@townofkenly.com