



Zoning Permit/Site Plan Review Application Town of
Morehead City
Planning and Inspections Department
1100 Bridges Street
Morehead City NC 28557
Phone: (252) 726-6848 Option 2
Fax: (252) 499-0021

This application must be completed in full. Upon receipt of a complete application staff will begin review for compliance with the Unified Development Ordinance.

CHECKLIST OF THE SUBMISSION OF A ZONING PERMIT APPLICATION

- ___ Completed Zoning Permit application
- ___ One PDF Digital copy (or hard copy smaller than 11 x 17) of survey/plot plan drawn to scale showing:
 - ___ existing structures (buildings, fences, signs, etc.) with dimensions
 - ___ proposed construction with dimensions
 - ___ setbacks of existing and proposed structures from property lines.
 - ___ location of underground facilities (i.e., septic tank, storage tanks, etc.)
 - ___ north arrow
 - ___ curb cuts (existing or proposed)
 - ___ adjacent road names or alleyways
 - ___ easements
 - ___ location of fill
- ___ Any homeowners association approval or Downtown Morehead City, Inc. approval documentation, if applicable.
- ___ A digital (PDF) copy (or hard copy smaller than 11 x 17) of drawings, if applicable.

1. Proposed **Use**/Type Occupancy: _____
Name of Occupant/Business: _____
2. **Address:** _____
Legal description: _____
3. **Property owner:**
Name: _____
Mailing Address: _____
Phone #: _____ Fax: _____
Email Address: _____
4. **Occupant:**
Contact name: _____
Mailing Address: _____
Phone #: _____ Fax: _____
Email Address: _____
5. **Applicant:**
Contact name: _____
Mailing Address: _____
Phone #: _____ Fax: _____
Email Addr: _____

6. General ***description of proposed work*** to be performed:

Date Submitted

Signature