



DATE: _____
Zoning Permit # _____

ZONING PERMIT APPLICATION

Complete this application in compliance with Section 152.571 of the Town of Belhaven Code of Ordinances. This is NOT an application to petition for a zoning classification change (i.e. rezoning). Zoning permits are required for all new and existing businesses when a new location for the business operation is proposed or there is a change of use on the property.

In order to ensure that the proposed business operation and land use are permissible and all development standards comply with the Town regulations, the applicant is recommended to review the Town's Zoning Ordinance. The ordinance is available at Town Hall.

The Zoning Permit Application fee is \$25 (\$75 commercial). This fee does not include the cost of any other permits that may be required, including building permits. All fees are non-refundable and non-transferable once the application has been processed. Applications will not be reviewed unless fees have been paid in full.

All applications must be legible and filled out completely. Illegible and/or incomplete applications will be returned to the applicant. Submit the application with supporting documents and payment in person at Town Hall or via US Mail at PO Box 220, Belhaven, NC 27810.

Allow 5 business days for review and processing of all applications.

Depending on the nature of your business operation and land use, a prospective proprietor may require additional review and authorization from the Town and non-Town agencies before being issued a Zoning Permit. Fire Inspector (252-946-2046) and Building Inspector (252-946-7182) should be consulted regarding Fire Code, Building Codes, and ADA Compliance requirements. Flood elevation certificates may also be required.

Required Attachments

- ☐ Flood Elevation Certificate (if requesting construction project)
- ☐ Site Plan
- ☐ Lease/Rental Agreement (if applicant does not own property)

Town of Belhaven

PO Box 220
315 E. Main Street
Belhaven, NC 27810

www.TownofBelhaven ~ 252-943-3055

FOR ADMINISTRATIVE USE ONLY

Permit Fee: ☐ Approved ☐ Denied

Comments:

Administrator Signature:

Date:



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TOWN OF BELHAVEN ZONING COMPLIANCE PERMIT APPLICATION

A Zoning Compliance Permit is required for site or use changes regulated under the Zoning Ordinance on property located within the legal town boundaries and the extraterritorial jurisdiction (ETJ).

****THIS BECOMES A PERMIT UPON APPROVAL AND PAYMENT OF FEE**

PART 1. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Phone Number:	Fax Number:

PART 2. DESCRIPTION OF REQUEST/PROPERTY		
Street Address:	Current Zoning:	Acreage:
Parcel #:	Overlay District:	
Current Use of Property:	Proposed Use:	Sign Permit: <input type="checkbox"/> YES # <input type="checkbox"/> NO
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Erect a Sign	<input type="checkbox"/> Alter an Existing Building
<input type="checkbox"/> New Construction	<input type="checkbox"/> Relocate a Building	<input type="checkbox"/> Mobile Home

PART 3. PROJECT DESCRIPTION/PROPOSED USE (use additional paper if needed)

PART 4. SPECIFIC ZONING REQUIREMENTS *Attach a copy of a site plan showing distances from property lines and relationship to street(s).			
Flood Zone:	Flood Development Permit: <input type="checkbox"/> YES <input type="checkbox"/> NO		Parking Spaces:
Base Flood Elevation:	Elevation Certificate Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Setbacks: FRONT	SIDE	REAR	STREETSIDE

PART 5. PROPERTY OWNER INFORMATION		
Name of Property Owner:		
Street Address/Mailing Address:		
City:	State:	Zip Code:
Email of Property Owner:	Phone Number:	Fax Number:

I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.

Signature of Applicant:	
Print Name of Applicant:	Date: