



**TOWN OF NASHVILLE**  
**PLANNING DEPARTMENT**  
499 S. Barnes Street, Nashville, NC 27856  
252.459.4511 Phone / 252.459.8926 Fax  
[www.townofnashville.com](http://www.townofnashville.com)



## ZONING COMPLIANCE APPLICATION

### FOR ADMINISTRATION ONLY

Date Submitted	Date Approved	Certificate Number	TRC	Fee Paid

### 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



**TOWN OF NASHVILLE**  
**PLANNING DEPARTMENT**  
499 S. Barnes Street, Nashville, NC 27856  
252.459.4511 Phone / 252.459.8926 Fax  
[www.townofnashville.com](http://www.townofnashville.com)

## **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](mailto: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](mailto:nashpermits@nashcountync.gov)