

## Planning & Development Permit Check List

Applicant's Name \_\_\_\_\_

Address of Property \_\_\_\_\_

Planning Staff \_\_\_\_\_

Type of Use \_\_\_\_\_

Zoning Permit # \_\_\_\_\_

- Copy of Recorded Deed
- Copy of Identification (Drivers License, Picture I.D. etc.)
- Copy of Recorded Survey or Plat Map
- Purchase Contract, Rental Agreement, or Notarized Permission Statement for Property (If not the recorded owner of the property)
- Site Plan
- Improvement Permit # \_\_\_\_\_ (Health Dept.)
- Copy of Construction Authorization ( Health Dept. Septic Tank Permit)
- Copy of Well Permit # \_\_\_\_\_ (Health Dept.)
- Purchase Contract or Title to Mobile Home
- Copy of Mobile Home Moving Permit from Tax Office
- Completed and Signed Setup Permit
- Electrical Permit
- Plumbing Permit (if connecting to County water system)

### **or (process for site constructed structure including items above)**

- Building Plans for the Structure (Approved by County Building Inspector)
- Building Permit (obtained by Contractor doing the work)
- Electrical Permit (obtained by Contractor doing the work)
- Plumbing Permit (obtained by Contractor doing the work)
- Mechanical Permit (obtained by Contractor doing the work)
- Insulation Permit (obtained by Contractor doing the work)

## **PLEASE READ CAREFULLY BEFORE SIGNING**

The Planning Department assumes information provided by the applicant is accurate.

The applicant is responsible for knowing the location of property lines, utility easements, etc. It may be necessary for the applicant to identify property lines on site.

The applicant is responsible for notifying the tenant, new property owner or other individuals associated with the property of the requirements outlined.

The applicant is responsible for complying with the Certificate of Zoning Compliance and with the Halifax County Zoning Ordinance; the Halifax County Subdivision Regulations; the Halifax County Floodplain Ordinance; the Halifax County Watershed Ordinance; and any other county, state or federal regulations related to the use and/or development of property. Ignorance of the regulations is not a valid defense for violating the requirements.

The applicant is responsible for notifying the Planning Department before any proposed change in activity: the applicant must request and receive a revised Certificate of Zoning Compliance prior to any change. This may require additional permits. All proper permits must be obtained before commencement of the new activity.

Failing to comply with the requirements of the Certificate of Zoning Compliance, the requirements of the Halifax County Zoning Ordinance and the State Health requirements subjects the applicant to penalties listed in Section 907 of the Zoning Ordinance as well as possible disconnection of electrical service to ALL structures/uses located on the property with the violation.

The Planning Department has the authority to inspect the site during normal business hours to ensure compliance with the Certificate of Zoning Compliance. Prohibiting inspection of the property shall result in the immediate revocation of ALL permits and initiate legal action.

The Certificate of Zoning Compliance is valid for twelve (12) months from the date of issuance. If the approved activity by the Zoning Compliance does not commence in the twelve (12) months, the permit shall be null and void. The applicant must re-apply for all proper permits.

Only one principle structure/dwelling is allowed per parcel of property. Properties with multiple dwellings/principle structures shall be required to properly remove or subdivide the property according to subdivision regulations before ALL permits are issued and/or electrical service and occupancy released for the new structure.

The lot size for a principle structure is as follows: (Health Dept. may require more land)

25,000 square feet if using well and septic tank/system.

20,000 square feet if using county water or municipal sewer.

100 feet of road frontage on a state maintained road

(lots properly recorded prior to subdivision regulations which do not meet these minimum requirements may qualify for development depending upon meeting all other development regulations.)

Junk, debris and junk/abandoned vehicles and mobile homes are zoning violations and must be properly removed or corrected prior to issuance of any permit. Halifax County defines junk and debris as scrap material that is not properly stored in a storage building. Minor amounts (50 square feet total area, not higher than 3 feet above ground level) may qualify for outside storage provided it is stored neatly and out of direct sight. Halifax County defines junk/abandoned automobiles as any vehicle that is one or more of the following:

- (a) unlicensed and unregistered or;
- (b) wrecked or dismantled or;
- (c) inoperable or unable to move under its own intended power.

After issuance of Zoning Compliance the property shall not be used for storage of junk and debris as defined above; or for private or commercial salvage; or for storage of junk/abandoned vehicles as defined above; or storage of abandoned mobile homes unless proper permits are obtained from the county to have or operate such activities. Violation of these requirements shall result in the immediate revocation of ALL permits and initiate legal action.

The property shall be served by an individual water supply and septic system completely contained on the property. Lots are not permitted to share wells nor septic systems except under extreme conditions. The applicant is responsible for requesting a special exception from these requirements and must show proper documentation of the necessity for violating this requirement. Exceptions are issued on a case-by-case basis.

The applicant is responsible constructing/setup/placing/locating the dwelling or principle structure parallel or perpendicular to the building line/right-of-way. The approved Health Department Construction Authorization (CA) will show the desired location and orientation of the principle structure for new lots. The applicant is responsible for submitting a request to the Planning Department to change the approved CA layout. Existing lots, replacement dwellings and mobile home parks must also meet the parallel/perpendicular orientation requirements.

I have read and understand the above regulations and requirements and agree to comply with all regulations and requirements. The person signing this agreement assumes full responsibility for compliance with all requirements and responsibility for notifying the owner/tenant of these requirements.

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Print Name

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Applicant's Signature

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Date

**RESIDENTIAL/AGRICULTURAL DISTRICT**  
**SETBACKS & BUILDING ORIENTATION**

County regulations require all structures to meet certain setback distances from property lines depending on the classification of the structure. The regulations also require the principle structure (the dwelling or primary business) to be oriented either parallel or perpendicular to the building line/right-of-way.

**Setbacks**

Principle Structure      40 feet from front property line (line adjacent to main right-of-way)  
                                 15 feet from any side property line (not adjacent to a right-of-way)  
                                 35 feet from any line adjacent to a secondary right-of-way  
                                 30 feet from the rear property line

Accessory Structure    40 feet from front property line (primary right-of-way)  
                                 15 feet from any side property line (not adjacent to a right-of-way)  
                                 35 feet from any property line adjacent to a secondary right-of-way  
                                 3 feet from the rear property line  
                                 10 feet from any principal building on the property

\* These are minimum requirements. This does not prohibit the applicant from increasing the distances provided all other requirements are met (such as septic system setbacks).

**Building Orientation**

As stated, the dwelling/principle structure must be located parallel or perpendicular to the building line/right-of-way.

**LAKESIDE / RESIDENTIAL DISTRICT**

**Setbacks**

Principle Structure      30 feet from front property line (line adjacent to main right-of-way)  
                                 10 feet from any side property line (not adjacent to a right-of-way)  
                                 30 feet from any line adjacent to a secondary right-of-way  
                                 30 feet from the rear property line

Accessory Structure    30 feet from front property line (primary right-of-way)  
                                 10 feet from any side property line (not adjacent to a right-of-way)  
                                 30 feet from any property line adjacent to a secondary right-of-way  
                                 3 feet from the rear property line  
                                 10 feet from any principal building on the property

I have read and understand the above requirements and agree to comply with all regulations. If I am obtaining this permit for someone other than myself, I understand that by signing this form I assume responsibility for compliance with the requirements and I assume responsibility of informing the recipient of the requirements.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

PLANNING AND DEVELOPMENT CERTIFICATION OF APPLICATION  
SUBMISSION

This is to certify that \_\_\_\_\_ has made an application with The Halifax County Planning and Development Office for a Certificate of Zoning Compliance. A final Certificate can not be issued at this time. Attached you should find a copy of the application with information necessary for you to begin the soil evaluation process. Once a site evaluation has been conducted, to ensure compliance with the Halifax County Zoning Ordinance, the Certificate of Zoning Compliance will be issued. The health department will receive a copy of the Certificate of Zoning Compliance, and a copy will be mailed to you.

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The issuance of this statement does not guarantee that any permits can or will be issued by agencies of the County of Halifax nor does it relieve the applicant from obtaining any other required permits from other federal, state, or local government agencies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Planning and Development Staff Signature

**INSTRUCTION FORM FOR COMPLETION OF ZONING PERMIT APPLICATION**

- Item 1:** Please provide the applicant's name, current mailing address, and work and home telephone numbers.
- Item 2:** Please provide the owner's name, current mailing address, and work and home telephone numbers.
- Item 3:** Please indicate the reason you are applying for a Certificate of Zoning Compliance. If you select other, please provide an explanation of what you intend to do.
- Item 4:** Please indicate the number of bedrooms for the proposed structure.
- Item 5:** Please give specific directions to the property from Halifax, NC. Include any landmarks you feel are relevant to locating the property. Please be sure to use E-911 road names when providing directions.
- Item 6:** Please provide the E-911 address of the property in question. If this is a new lot and an address has not been assigned, the Planning and Development Staff will provide this information at a later time.
- Item 7:** Please indicate the water source the dwelling will use. Please note, only one dwelling may use a well, and the well must be contained within the property lines.
- Item 8:** Please indicate the serial number of the mobile home that is being replaced. This is the mobile home that will be removed from the property.
- Item 9:** Please indicate the destination of the mobile home that is being replaced. Please be sure to obtain a mobile home moving permit from the tax office.

**A RECORDED DEED TO THE PROPERTY AND A RECORDED SURVEY OF THE PROPERTY MUST BE SUBMITTED WITH THIS COMPLETED APPLICATION. IF YOU ARE NOT THE RECORDED PROPERTY OWNER, A PERMISSION STATEMENT MUST BE SIGNED BY YOU, AND THE RECORDED PROPERTY OWNER. THE PERMISSION STATEMENT MUST BE NOTARIZED.**

**Halifax County Planning and Development**  
**Application for Zoning Permit**

1. Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: Work (\_\_\_\_)\_\_\_\_-\_\_\_\_ Home (\_\_\_\_)\_\_\_\_-\_\_\_\_  
2. Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: Work (\_\_\_\_)\_\_\_\_-\_\_\_\_ Home (\_\_\_\_)\_\_\_\_-\_\_\_\_

3. Please choose ONE of the following reasons for applying for a Zoning Permit

- Replacing a Mobile Home
- Placement of a Mobile Home on a Vacant Lot
- Placement of a Stick Built Home
- Addition to an Existing Dwelling
- Workshop/Shed, What size? \_\_\_\_\_
- Other – Please Specify

\_\_\_\_\_  
\_\_\_\_\_

4. Please indicate the number of bedrooms (if applicable). The zoning permit will be based on this number of bedrooms. Alterations will need to be approved by the Planning and Development Office, as well as, the Health Department.

My home will have \_\_\_\_\_ Bedrooms

5. Please provide directions to the property using Road NAMES, not Road NUMBERS when possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. E-911 or Physical address of the property (if known): \_\_\_\_\_

7. What type of water source will you be using?

- County Water
- Well Water
- Not Applicable

8. What is the serial number of the mobile home to be replaced, (if applicable):

9. Destination of mobile home that will be moved: \_\_\_\_\_

PLEASE SUBMIT A COPY OF YOUR RECORDED DEED OR PURCHASE CONTRACT AND A COPY OF THE RECORDED SURVEY FOR THIS PROPERTY WITH THE COMPLETED APPLICATION. IF YOU DO NOT OWN THE PROPERTY A PERMISSION STATEMENT (See next page) MUST BE FILLED OUT AND NOTARIZED. NO EXCEPTIONS.

*I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSIFIED INFORMATION WILL RENDER ALL PERMITS THAT I HAVE RECEIVED FROM THE COUNTY OF HALIFAX BASED UPON THIS INFORMATION.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

THE FOLLOWING IS TO BE COMPLETED BY PLANNING AND DEVELOPMENT STAFF:

Zoning Permit #: \_\_\_\_\_ Census Tract #: \_\_\_\_\_

Is property within 100 year floodplain: Y N U Watershed Protection: PA CA NONE

FEMA Panel #: \_\_\_\_\_ PIN# \_\_\_\_\_

Alt PIN #: \_\_\_\_\_ Square Footage of Property: \_\_\_\_\_

Wetlands indicated on survey: Y N Zoning District: \_\_\_\_\_

Supplement to  
Certificate of Zoning Compliance  
& Building Inspections Permit Applications

Zoning Compliance # \_\_\_\_\_ Date \_\_\_\_\_

Customer Name \_\_\_\_\_

I understand that my E 911 address must be displayed as follows:

- A. The assigned address numbers shall be a minimum of three (3) inches in height.
- B. The assigned address numbers must be a contrasting color so as to be easily seen.
- C. The assigned address numbers shall be attached to the front of any occupied dwelling and/or business building or structure.
- D. For address numbers that are not clearly visible from the road, the address numbers must be placed on a small sign or post at the entrance of the driveway or easement nearest the road that provides access, so as to be clearly visible from both directions of road travel.
- E. Mail boxes do not count as road address signs for dwellings or businesses.

My signature below acknowledges that I understand the above and that I must have my assigned address numbers posted as instructed prior to any inspections being performed by this office.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Permission Statement

Being the recorded property owner of parcel # \_\_\_\_\_, recorded on Deed Book \_\_\_\_\_

Page \_\_\_\_\_, I (we) \_\_\_\_\_ do hereby grant permission to

(property owner)

\_\_\_\_\_ to apply for permits, construct a home, structure or

(permission grantee)

business on the property referenced above. I understand that granting this permission does not alleviate me from my property tax obligations on the above referenced property, and that All applicable Halifax County regulations must be complied with in order to obtain the proper permits for development of this property. **(THIS STATEMENT MUST BE NOTORIZED)**

\_\_\_\_\_  
(recorded property owner)

\_\_\_\_\_  
(permission grantee)

\_\_\_\_\_  
(recorded property owner)

STATE OF NORTH CAROLINA, \_\_\_\_\_ COUNTY

I, \_\_\_\_\_, a Notary Public of said County do hereby certify that \_\_\_\_\_ appeared before me this day and acknowledge the execution of the foregoing Permission Statement.

Witness my hand and notarial seal-stamp, this the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires: \_\_\_\_\_  
(date)

\_\_\_\_\_  
(Notary Public)

## Replacement Mobile Home Requirements

Halifax County zoning regulations do not allow multiple dwelling units on one parcel of property in the Residential/Agricultural District. You have applied for a zoning permit to replace an existing dwelling unit (mobile home or site constructed home) with a manufactured home. In order for the replacement home to be inspected and authorized for electrical service you MUST properly remove the previously existing dwelling unit. The following is a list of steps for complying with this requirement:

- (1) Pay ALL current and outstanding property taxes owed on the previous dwelling unit. You must provide the Planning Department with a receipt or written statement from the Tax Office indicating that all taxes are paid. If the previous home was not listed, you will still be liable for property taxes. The Tax Office and Planning Department will determine the proper tax.
- (2) Obtain a mobile home moving permit from the Halifax County Tax Department. You must indicate the exact location where the home will be transported and the exact serial number of mobile home to be replaced. You must submit a copy of this permit to the Planning & Development Department. No permits will be issued without this information.
- (3) You have 5 options for removing the dwelling unit.
  - (a) Have the home transported out of the county.
  - (b) Have the home transported to the replacement mobile home dealer's lot.
  - (c) Store the home on an APPROVED storage facility lot.
  - (d) Have the home properly demolished and the debris properly transported to the Halifax County Landfill. You must obtain a demolition permit from the Planning Department, have the structure inspected before demolition, and supply this office with a receipt from the landfill showing proper disposal of the home.
  - (e) Have the home setup as a dwelling unit on another parcel of property in Halifax County. This will require that a valid zoning permit be obtained for the parcel of property along with well and septic system permits. The home SHALL not be moved until all permits are obtained and the water and septic systems are in place.

As stated previously, no electrical service will be authorized until the home is properly removed. Failure to properly remove the home will also result in the disconnection of any electrical service existing on the property and the possible seizure of the home to be replaced. This does not preclude Halifax County from other remedies deemed necessary, such as penalty fees and legal action.

I have read or have been explained these requirements and agree to abide by these requirements. I understand that failure to abide by these requirements will result in corrective action by Halifax County.

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Signature of the Property Owner  
or authorized tenant

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Date