CHAPTER 4
ZONING PERMITS

4.1 Zoning Permit Applicability

No land shall be used or occupied and no building, structure, or sign shall be erected, moved, enlarged, used, or structurally altered or its use changed, until a zoning permit, signed by the property owner, is issued by the Administrator.

4.2 Application

A. Pre-Application Meeting. To minimize development planning costs, avoid misunderstandings or interpretations, and ensure compliance with the requirements of this Ordinance, a Project Review Team meeting between the developer and staff is required for all non-residential projects, as determined applicable by the Administrator. The developer is also required to submit a sketch plan.

B. Agency Review. Prior to the issuance of a zoning permit, the Administrator shall consult with other applicable departments, as necessary, including but not limited to:

1. North Carolina Department of Environmental Quality
2. US Army Corp of Engineers
3. North Carolina Department of Transportation
4. Moore County Airport Authority
5. Moore County Department of Environmental Health
6. Moore County Department of Public Works
7. Moore County Department of Planning (Building Inspections)
8. Moore County Department of Public Safety
9. Moore County Department of Geographic Information Services

C. Site Plan Requirements. Each application for a zoning permit and any other permit as indicated in this ordinance shall be accompanied by a site plan, drawn to scale, including the following information, as applicable.

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities

10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.

4.3 Action by the Administrator

If the proposed application is in conformity with the provisions of this UDO, and if all applicable permits have been approved by the Moore County Department of Environmental Health, the Administrator shall issue a zoning permit stating: Issuance of a zoning permit shall in no case be construed as waiving any provisions of the UDO, approved plans, specific use standards, and the intended use of such building and land do, in all respects, conform to the provisions of the UDO.

4.4 Zoning Decision Sign

The applicant shall post a sign containing the words "Zoning Decision" in letters at least 6 inches high, including contact information of the Administrator, on the site in a prominent location including street frontage, and provide evidence to the Administrator within 10 days of the permit issuance for new non-residential buildings or changes of use, for a minimum of 10 days to notify the neighbors, or the Zoning Permit shall be null and void.

4.5 Denial

If the proposed application is not in conformity with the provisions of this Ordinance, the Administrator shall not issue the zoning permit and shall provide in writing the cause of such disapproval to the applicant. If a violation of this ordinance remains uncorrected, the Administrator may deny or withhold approval of any permit provided for in this ordinance that is sought for the property on which the violation exists.

4.6 Expiration

Once a zoning permit has been issued, all activities pursuant to such permit shall be commenced within 6 months. If the proposed moving, constructing, altering, repairing, or use of land, as set forth in an application for a zoning permit, is discontinued for a period of 1 year or more, the permit shall lapse and be of no further force and effect.

4.7 Revocation

The Administrator may revoke any permit issued under this ordinance for failure to comply with the provision of this ordinance or the terms and conditions of a permit. Before a permit is revoked, the Administrator shall give the permit recipient 10 days notice of the alleged reasons for the revocation and of his/her right to obtain an informal meeting with the Administrator on

the allegations. If the permit is revoked, the Administrator shall provide to the permittee a written statement of the decision and the reasons therefore.