

**Town of Leland, North Carolina**  
**Residential Zoning Compliance Permit Application Checklist**

In an effort to offer a timely permit review process, please use the following checklist. This should help businesses, citizens and consultants identify all information that is needed for a particular activity or project.

- Completely fill out and sign the Residential Zoning Compliance Permit Application. List all property parcel numbers on application and include the privilege license numbers of all contractors.
- Fill out the Building Inspection Permit Application (If applicable).
- Include either the Application for Town of Leland Sewer Service or a Sewer Compliance Letter from the North Brunswick Sanitary District.
- Fill out the Affidavit of Workers Compensation Coverage.
- Include a site plan of the property drawn to scale and showing any proposed construction/improvements (SEE ATTACHED EXAMPLE). The site plan must:
  - o Be prepared by a surveyor and drawn to scale.
  - o Show the locations of property lines and all existing and proposed structures on the property, including the driveway and well and septic tank (If applicable).
  - o Show the front, rear and side setbacks.
  - o Show the adjoining land uses and/or streets.
  - o If in an R-6 or PUD district, show distances from structures on adjoining properties. If vacant, write "vacant" on the lot shown on the site plan.
  - o Show the location of any Areas of Environmental Concern (AEC). (Contact the Department of Environmental and Natural Resources at 910-796-7215 for more information).
  - o Show the location of Flood Hazard Areas (See map in office)
- Include an elevation plan showing the height of the structure.
- For new construction, install erosion control material inside sidewalk, curb and ditch the entire length of property (Preferably eight-foot pinned in landscaping mat).
- Locate, stake or flag the boundaries and corners of the property. A permit will not be issued until such time as the property has been marked in such a fashion that its boundaries and corners can be located. If after the permit is issued, it is determined that the corners and boundaries were improperly located, the permit will immediately be revoked and activities shall cease.
- Include check(s) made payable to the Town of Leland for all fees. NOTE: Zoning fees and sewer fees cannot be combined on the same check.

Zoning Compliance fees are as follows:

Residential Structures.....	\$40.00
Accessory Structures.....	\$15.00
Customary Home Occupation Permit....	\$20.00

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date