

# Town of Selma

## Zoning Permit Application – Non-Residential Land Uses Site Plan Review Request

**1. General Information (Please Type or Print)**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Property Information:**

Property Address (if known): \_\_\_\_\_

Johnston Co. Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Site Access Off Road: \_\_\_\_\_ Lot Acreage: \_\_\_\_\_

Status of Lot: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**3. Utilities (Existing or Proposed – Check All That Apply):**

Town Water: \_\_\_\_\_ County Water: \_\_\_\_\_ Town Sewer: \_\_\_\_\_ Septic System: \_\_\_\_\_

Estimated Monthly Water Usage – Sewered: \_\_\_\_\_ Unsewered: \_\_\_\_\_ Well: \_\_\_\_\_

**4. Square Footage of Existing Building?** \_\_\_\_\_ Sq. Ft. Proposed? \_\_\_\_\_ Sq. Ft.

**5. Will food be prepared on site?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**6. Number of Employees.** Existing? \_\_\_\_\_ Proposed? \_\_\_\_\_

**7. Project Capital Investment?** Existing? \_\_\_\_\_ Proposed? \_\_\_\_\_

**8. Describe Nature of Request (Type of Building, Land Use, Hours of Operation, Change of Use etc.):**

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

**9. Submittal Information:**

The items listed below are needed to verify compliance with Selma’s Municipal Code, State/Local laws and must accompany the zoning permit application. Please note that additional information may be needed upon review of the submitted material.

- A. A copy of the most recent deed to the property for which the permit is requested. A copy can be obtained from the Johnston County Register of Deeds Office online.
- B. A copy of the property survey plat, if applicable.
- C. A site plan (5 copies) prepared/drawn to scale by either a N.C. Licensed Professional Surveyor, Engineer or Architect depicting the following:
  - 1. Vicinity map, property boundaries, total area of parcel (sq. ft. and acreage), names of adjoining property owners, north arrow, and scale.
  - 2. Names of adjoining streets, location of rights-of-way(s) and easements.
  - 3. Existing and proposed structures (including additions), existing & proposed parking areas, parking spaces (including handicapped parking spaces), drive/sidewalk location(s), existing & proposed exterior site lighting.
  - 4. If the site is located in a protected watershed, please state the applicable square footage/percentage of all existing/proposed impervious surfaces and acreage of area to be left in natural state.
  - 5. If applicable, location of 100 year flood plain.
  - 6. If applicable, location of all wetlands, perennial streams and surface drainage areas, retention ponds, existing and proposed topography [min. 2' contour] and buffer areas.
  - 7. If applicable, existing or proposed dumpster location(s) & screening.
  - 8. If applicable, location/type of any required landscape buffer either existing or proposed.
  - 9. Note on site plan all that apply: Height/# stories of existing/proposed buildings/structures, proposed land use (i.e., restaurant, warehouse, etc.), zoning of adjacent tracts.
  - 10. If applicable, any existing utility lines (water, sewer, electric, gas, etc.)
  - 11. Location of existing and proposed fire hydrant(s) and standpipes, existing or proposed fire lane.
  - 12. Location/Type of Traffic Control Devices Adjacent to Site.
  - 13. Supplemental standard requirements (where applicable).
  - 14. Proposed easement for URD ground transformer and electric line.
  - 15. Proposed utility service connection locations.

D. Other: \_\_\_\_\_

E. Site Plan Review Fee: \$100

**10. Signatures and Acknowledgements:**

Applicant's Signature	Date
Property Owner's Signature	Date