# ZONING PERMIT APPLICATION

DEVELOPMENT SERVICES

NEW BERN NORTH CAROLINA

PROJECT AND PROPERTY INFORMATION

Property address for project: _____

Applicant name: _____ Telephone: _____

Email: _____ Parcel ID Number(s): _____

Purpose of the permit: _____

Current use of the structure/site: _____

Proposed use of the structure/site: _____

FOR NEW RESIDENTIAL OR COMMERCIAL STRUCTURES:

Description of proposed Structure: _____ Proposed height: _____

FOR TEMPORARY USES (mobile food vendor, sales tent, trailer signs, grand-opening signs, etc.)

Duration of proposed use: _____

**Note: A plot plan showing the proposed structure's location on the property is required, including temporary uses.**
**All developments must provide adequate parking to accommodate the expected number of vehicles using the facility.**
**Short-term rentals must provide a plot plan with required off-street parking spaces.**

**APPLICANT AGREEMENT**

*(If the application is not signed by the property owner, a written and signed statement by the property owner giving consent to the request must be submitted with the application.)*

_____ _____

Signature of Applicant/Date Printed Name of Applicant

***For Staff use only***

Planned Unit Development (PUD): Yes No
Zoning Overlay District: _____
Zoning District: _____
Minimum Required Setbacks: Front: _____ ft. Side: _____ ft. Rear: _____ ft.
Duration of project allowed (Temporary Uses): _____
Number of required parking spaces: _____

Staff Comments: _____

_____

Approved ☐ Denied ☐ Zoning Administrator: _____ Date: _____

# ZONING PERMIT SUBMITTAL REQUIREMENTS

***(Please retain this page for your records)***

**Processing Time**

The turnaround time for processing your application can be up to 10 business days, depending on the volume of submissions and the complexity of the review process.

**Complete Application Requirements**

An application will be considered complete only when all of the following items are submitted:

- A completed and signed Zoning Permit Application
- A Site Plan (see checklist below)
- A copy of the CAMA Permit (if applicable)

**Site Plan Checklist**

The site plan must clearly indicate distances from property lines for both existing and proposed structures. It must also include:

- Property Lines with lot dimensions
- Easement Lines (indicate type of easement)
- Existing Structures
- Proposed Structures
- Flood and/or CAMA lines (if applicable)

**Building Permit Requirements**

**Residential Projects:**

A building permit is required for:

- New residential construction
- Any accessory structure with any dimension (height, length, or width) over 12 feet
- Any additions to an existing structure

**Commercial Projects:**

A zoning permit must be submitted with all commercial building permit applications.

**Submission Guidelines**

If a zoning permit is required in addition to a building permit, both applications must be submitted together. Fees will be invoiced and collected after all reviews have been completed.

**Accepted Payment Methods**

- Check (payable to the City of New Bern)
- Cash (exact amount required; change cannot be provided)
- Credit or debit card (available for payment in person or by phone)

# STANDARDS FOR RESIDENTIAL ACCESSRY STRUCTURES WHICH DO NOT REQUIRE A BUILDING PERMIT

**(PLEASE RETAIN THIS PAGE FOR YOUR RECORDS)**

RV's, campers, and other personal property such as trailers, boats, and buses shall not be used as accessory structures. Structures such as doghouses, fences, playground equipment, satellite dishes, yard decorations, and flag poles are not regulated by the Zoning Ordinance and do not require permits.

***Fences may not be located in any public right-of-way or utility easements. Tables, chairs, and other outdoor entertaining furnishings may not be located in any required parking areas of commercial properties.*

**SETBACKS**

- Structures must be setback a minimum of 3 feet from side and rear property lines.
- The accessory structure must be a minimum of 8 feet from the principal building.

**FRONT YARD LOCATION** (The front yard is defined as the area between the home and the front lot line.)

- Accessory structures shall not be constructed/placed in the front yard.

**EASEMENTS AND RIGHTS-OF-WAY**

- Accessory structures shall NOT be located within any recorded rights-of-way or easements including drainage and utility easements.

**SHORT-TERM RENTALS, OFF-STREET PARKING**

Partial house: two spaces for the owner(s) plus one off-street space per room rented. Parking spaces shall not be stacked or otherwise located such that any vehicle is denied immediate street access by another.

Whole house: three spaces. Parking spaces may be stacked.

Satellite parking as authorized by section 15-349 of this appendix shall be permitted provided that the lease, license, or easement is made available during the entire term of the registration period.

**INSPECTIONS**

When the site is marked with flags or spray paint, the applicant must call for a setback inspection if it is within one foot.

Once the structure is in place, the applicant must call for a final inspection.

If (during either inspection) the location of the structure does not match the site plan, you will be asked to provide an updated site plan. If it is too close to call, the Zoning Officer may ask for a survey.

**CONTACT INFORMATION**

📍 **Address:** 303 First Street, New Bern, NC 28560
📞 **Phone:** (252) 639-7582
✉️ **Email:** permits@newbernnc.gov