

TOWN OF PILOT MOUNTAIN

124 W. Main Street, Box 1 Pilot Mountain, NC 27041
 (336)368-2248 Phone (336)368-9532 Fax

Permit must be signed by Zoning Officer to be valid. All forms to be kept on file by physical address location.

Internal use/Circle One:
Permit Approved
Permit Denied

ZONING PERMIT

ISSUED ZONING PERMITS ARE VOID AFTER SIX (6) MONTHS

Date: _____ Permit #: 20__-__

Name of Owner: _____

Address of Owner: _____

Owner Telephone: _____

Contractor Name: _____

Address of Contractor: _____

Contractor Telephone: _____

Property address/location of site for which permit is being requested: _____

Tax Parcel ID #: ____--____--____--____	Circle Zoning District(s) or Conditions: RM, RMH, RA, GB, CB, GM, R-8, R-8S, R-12, R-15, R-20, DDO, DC
Property is located in: Corporate Town Limits OR Extraterritorial Jurisdiction	

CHECK ALL THAT APPLY:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Remodeling	<input type="checkbox"/> Sign
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Parking	<input type="checkbox"/> Landscaping/Buffer
<input type="checkbox"/> Non-Conforming Use	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Demolition
<input type="checkbox"/> Excavation	<input type="checkbox"/> Driveway Access Approval	<input type="checkbox"/> Other – Describe Below

Description of Activity/Construction: _____

ATTACH SITE PLAN SHOWING DIMENSIONS OF LOT FOR PROPOSED IMPROVEMENTS

TYPE OF CONSTRUCTION: _____

Property located in Watershed: Yes(See Watershed Requirements) No

Property located in Floodplain: Yes(Refer to Requirements) No

I, _____, certify that I understand that all conditions of this permit must be met and; that if any condition of this permit are not met, including setbacks, a stop work order on all permits will be issued and the structure/work will be required to me moved, modified, or removed. I also understand that before any foundation is laid I must submit a setback verification letter from a licensed NC surveyor.

Proposed Height: _____	Front Yard: _____
Lot Width: _____	Side Yard (Right): _____
Lot Depth: _____	Side Yard (Left): _____
Acreage: _____	Rear Yard: _____
Public Water: <input type="checkbox"/> Yes <input type="checkbox"/> No	Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No
Public Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No	

SPECIAL CONDITIONS:

I hereby certify that the information submitted on this form is correct. I hereby certify that the attached site plan that I have submitted is an accurate depiction of the proposed and existing development on the parcel/lot referenced above.

Owner or Contractor

Date

/ /

Zoning Enforcement Officer

Date

/ /

STEPS TO OBTAINING YOUR ZONING, BUILDING AND SEPTIC PERMITS

Zoning approval is necessary for the following: (Anything from a skyscraper, shed, or pool)

- If setbacks are not met work orders for all County Building Permits will be halted and/or an injunction will be filed with Surry County Superior Court for correction
- All new construction
- All occasions where a new use is proposed for a property
- All maintenance-related construction

Note: Remember that zoning is just one part of the process. Any construction that changes the exterior dimension of your home not only requires a zoning permit but also a building permit from Surry County.

- **Building setback lines will be check after construction. Failure to meet these guidelines will result in legal action. It will also result in failure to acquire title insurance and/or mortgages.**

STEP 1 – 911 PHYSICAL ADDRESS

Surry County will issue addresses for properties located within the corporate town limits. Please contact the Addressing Administrator in the Surry County GIS Department at (336)-401-8129 to obtain your address before the permit is issued.

STEP 2 – ZONING PERMIT

A Zoning Permit must be approved prior to applying for a building permit from the Surry County Inspections Department. Zoning Permits are required to have a site plan showing setbacks when submitting an application. New Commercial/Industrial development will have to be approved by the Town Manager, Police Chief, Public Works Director, and Zoning Enforcement Officer. **Please be aware that the review process will take approximately 3-5 business days for review and approval.**

Step 3 – FOR SEPTIC PERMITS

Should you need to obtain a Septic Tank Permit after approval of the Zoning Permit, you must contact the Surry County Environmental Health Department at (336)-401-8325; otherwise follow the final step below.

STEP 4 – FINAL STEP

All permits are required to be approved when applying for your building permit at the Surry County Inspections Department. (Surry County Building Inspections Department (336)-401-8300)

APPENDIX A: AREA AND HEIGHT REQUIREMENTS

The following are area, yard and height requirements for all districts. The dimensions are measured in feet unless otherwise specified.

<i>District</i>	<i>Minimum Lot Size</i>		<i>Minimum Yard Size</i>			<i>Maximum Height</i>
	Square Feet per Dwelling Unit	Lot Width at Building Line	Front Setback	Side Setback	Rear Setback	
<i>R-A, Residential-Agricultural</i>						
Without either public water or sewer	30,000	100	50	15 ²	30	35
With public water	20,000	100	50	15 ²	30	35
With public water and sewer	20,000	100	50	15 ²	30	35
<i>R-20 Residential</i>						
Without either public water or sewer	30,000	100	50	15 ²	30	35
With public water	20,000	100	50	15 ²	30	35
With public water and sewer	20,000	100	50	15 ²	30	35
<i>R-15 Residential</i>	15,000	100	40	12 ²	25	35
<i>R-12 Residential</i>	12,000	80	35	10 ²	25	35
Single-family detached dwellings	8,000	80	35	10 ²	25	
<i>R-8 Residential³</i>	8,000+	60	25	8 ²	25	35
<i>R-8S Residential³</i>	8,000+	60	25	8 ²	25	35
<i>R-M Residential⁴</i>	9,000+	60	25	8 ²	25	35
<i>R-MH Residential⁴</i>	6,000+	50	20	8 ²	20	35
<i>C-B Central Business</i>	—	—	—	—	20	50
<i>G-B General Business</i>	—	—	30	15 ²	20	50
<i>G-M General Manufacturing</i>	—	100	50	20 ²	25	50
<i>L-I Light Industrial</i>	—	100	50	20 ²	25	50

NOTES TO TABLE

- * - All accessory buildings shall have an eight-foot setback from side and rear lot lines.
- ² - Corner lot add ten feet on the street side.
- ³ - 2,500 for each additional unit.
- ⁴ - 1,500 for each additional unit.

- **If setbacks are not met work orders for all County Building Permits will be halted and/or an injunction will be filed with Surry County Superior Court**

Permanent Signs By Sign Type and Zoning District

SIGN TYPE	R-A	R-20	R-15	R-12	R-8	R-8S	R-M	R-MH	C-B	G-B	G-M	L-I
Canopy/Awning	-	-	-	-	-	-	-	-	Z	Z	Z	Z
Directional ¹	-	-	-	-	-	-	-	-	Z	Z	Z	Z
Directory	-	-	-	-	-	-	-	-	Z	Z	Z	Z
Flag	P	P	P	P	P	P	P	P	P	P	P	P
Identification ¹	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
Incidental	P	P	P	P	P	P	P	P	P	P	P	P
Marquee	-	-	-	-	-	-	-	-	Z	Z	Z	Z
Monument	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
Outdoor Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Planned Development	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
Portable	-	-	-	-	-	-	-	-	Z	Z	Z	Z
Suspended	-	-	-	-	-	-	-	-	Z	Z	-	-
Wall	-	-	-	-	-	-	-	-	Z	Z	Z	Z
Window	P	P	P	P	P	P	P	P	P	P	P	P

¹ Some signs in this category may be permitted without a permit. See section J – *Permanent Signs Limited*

P = permitted without a permit

Z = permitted only upon issuance of a valid zoning permit

“-“ = not permitted

Sign types not specifically listed in this table are not permitted

(G) *Sign Height.*

The following provisions shall apply to the height of all signs.

- (1) Supporting elements of freestanding signs shall not extend above the sign face and shall be included in the measurement of sign height.
- (2) Maximum sign height shall be limited by the type of sign and the zoning district in which it is located, as follows:

Maximum Sign Height by Sign Type (in feet)

SIGN TYPE	R-A	R-20	R-15	R-12	R-8	R-8S	R-M	R-MH	C-B	G-B	G-M	L-I
Canopy/Awning	-	-	-	-	-	-	-	-	N/A	N/A	N/A	N/A
Directional	-	-	-	-	-	-	-	-	4	4	4	4
Directory	-	-	-	-	-	-	-	-	4	6	6	6
Flag	2	2	2	2	2	2	2	2	2	2	2	2
Identification ¹	4	4	4	4	4	4	4	4	4	4	4	4
Incidental	4	4	4	4	4	4	4	4	4	4	4	4
Marquee	-	-	-	-	-	-	-	-	N/A	N/A	N/A	N/A
Monument	5	5	5	5	5	5	5	5	5	8	5	5
Outdoor Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Planned Development	5	5	5	5	5	5	5	5	5	10	8	8
Portable	-	-	-	-	-	-	-	-	4	4	4	4
Suspended	-	-	-	-	-	-	-	-	N/A	N/A	N/A	N/A
Wall	-	-	-	-	-	-	-	-	N/A	N/A	N/A	N/A
Window	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

¹ Height limit applies only to freestanding signs.

² Shall not exceed twice the maximum building height permitted or 40 feet, whichever is less.

(H) **Number of Signs Permitted.**

The number of signs by sign type permitted on an individual zoning lot shall be as follows:

Maximum Number of Signs Per Sign Type Per Zoning Lot

SIGN TYPE	R-A	R-20	R-15	R-12	R-8	R-8S	R-M	R-MH	C-B	G-B	G-M	L-I
Canopy/Awning ¹	-	-	-	-	-	-	-	-	1	1	1	1
Directional	-	-	-	-	-	-	-	-	2 ³	2 ³	2 ³	2 ³
Directory	-	-	-	-	-	-	-	-	1	1 ³	1 ³	1 ³
Flag	4	4	4	4	4	4	4	4	4	4	4	4
Identification	2	2	2	2	2	2	2	2	2	2	2	2
Incidental	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Marquee	-	-	-	-	-	-	-	-	1	1	1	1
Monument	1	1	1	1	1	1	1	1	1	1	1	1
Outdoor Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Planned Development	1 ³	1 ³	1 ³	1 ³	1 ³	1 ³	1 ³	1 ³	1 ³	1 ³	1 ³	1 ³
Portable	-	-	-	-	-	-	-	-	1 ²	1 ²	1 ²	1 ²
Suspended	-	-	-	-	-	-	-	-	1 ²	1 ²	-	-
Wall	-	-	-	-	-	-	-	-	N/A	1 ³	1 ³	1 ³
Window	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

¹ Per canopy or awning.

² Per storefront.

³ Per street front or development entrance, whichever is less.

(I) **Sign Area By Zoning District**

The amount of sign area permitted for each sign on a zoning lot shall be as follows:

Maximum Sign Area Per Sign Per Zoning Lot (in square feet)

SIGN TYPE	R-A	R-20	R-15	R-12	R-8	R-8S	R-M	R-MH	C-B	G-B	G-M	L-I
Canopy/Awning	-	-	-	-	-	-	-	-	*	*	*	*
Directional	-	-	-	-	-	-	-	-	2	2	2	2
Directory	-	-	-	-	-	-	-	-	12	12	12	12
Flag	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Identification	2	2	2	2	2	2	2	2	4	4	4	4
Incidental	2	2	2	2	2	2	2	2	2	2	2	2
Marquee	-	-	-	-	-	-	-	-	1	1	1	1
Monument	24	24	24	24	24	24	24	24	24	32	32	32
Outdoor Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Planned Development	24	24	24	24	24	24	24	24	32	48	40	40
Portable	-	-	-	-	-	-	-	-	10 ⁴	10 ⁴	10 ⁴	10 ⁴
Suspended	-	-	-	-	-	-	-	-	#	#	-	-
Wall	-	-	-	-	-	-	-	-	2	2	2	2
Window	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	3	3	3

¹ Shall not exceed 75% of the size of the marquee.

² Shall not exceed 25% of the wall area of the façade on which it is located.

³ Shall not exceed 25% of the window area.

⁴ Sign may be a total of 20 feet squared but only 10 feet squared on one side. Sign must also be able to be removed by hand at the end of every business day by one individual.

* Shall not exceed 10% of the canopy or awning.

Shall not exceed ½ the size of the nearest window or door on the same building or façade.