

**ALL YELLOW AREAS MUST BE COMPLETED** **CITY OF CHARLOTTE**  
**APPLICATION FOR ZONING USE PERMIT**

**PRESS FIRMLY**

<b>L O C A T I O N / O W N E R</b>	STREET # (N,S,E,W) STREET NAME (AV,RD,ST, etc)			PERMIT #		
	SUITE/UNIT(S):			PROJECT #		
	TAX PARCEL #					
	PROPERTY OWNER ADDRESS CITY STATE ZIP PHONE # APPLICANT'S NAME / CONTRACTOR ADDRESS CITY STATE ZIP PHONE # CONTRACTOR ACCOUNT #					
			PLACARD ISSUED: <input type="checkbox"/> No <input type="checkbox"/> Yes		TOTAL FEE \$	
PREVIOUS USE INTENDED USE						
BUSINESS NAME						
<b>Z O N I N G</b>	ZONING: BUILDING DIMENSIONS: WIDTH x DEPTH HEIGHT MINIMUM SETBACKS: FRONT LEFT SIDE RIGHT SIDE REAR REQ. PARK'G LAND AREA / ACRAGE (sq. ft.) SWIM BUFFER: <input type="checkbox"/> No <input type="checkbox"/> Yes HOLD REQUIRED: <input type="checkbox"/> No <input type="checkbox"/> Yes WATERSHED: <input type="checkbox"/> No <input type="checkbox"/> Yes SURVEY REQUIRED: <input type="checkbox"/> No <input type="checkbox"/> Yes TREE SAVE: <input type="checkbox"/> No <input type="checkbox"/> Yes REMARKS / CODE SECTION:					
	<b>EDEE ONLY:</b> OUTDOOR SEATING / ACTIVITY AREA <input type="checkbox"/> No <input type="checkbox"/> Yes OUTDOOR SEATING / ACTIVITY AREA OPEN 11:00 PM TO 8:00 AM? <input type="checkbox"/> No <input type="checkbox"/> Yes CLASS A BUFFER REQUIRED? <input type="checkbox"/> No <input type="checkbox"/> Yes OUTDOOR SEATING / ACTIVITY AREA MEETS <input type="checkbox"/> 100 FT. <input type="checkbox"/> 250 FT. <input type="checkbox"/> 400 FT. SEPARATION TO SINGLE FAMILY DISTRICT.					
	PERMITTED INTENDED USE					
	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> ABC INSPECTION - USE  <input type="checkbox"/> ABC INSPECTION - FOR EDEE USE (12.546) (COMPLETE ABOVE)  <input type="checkbox"/> ACCESSORY STRUCTURE (12.106) (MUST ADD DIMENSIONS ABOVE)                          DESCRIPTION  <input type="checkbox"/> ADULT CARE HOME (12.502)  <input type="checkbox"/> AMATEUR RADIO FACILITY (12.108(10)) - TOTAL HEIGHT  <input type="checkbox"/> BOARDING HOUSE (12.520)  <input type="checkbox"/> CHANGE OF ZONING USE                          APPROVED USE  <input type="checkbox"/> CHILDCARE CENTER IN RESIDENCE (12.502) (6-12 CHILDREN)  <input type="checkbox"/> FAMILY CHILDCARE HOME (12.502) (1-8 CHILDREN)  <input type="checkbox"/> GROUP HOME (12.517)  <input type="checkbox"/> LAND USE  <input type="checkbox"/> MOBILE CAR WASH (B-2, I-1 OR I-2) (TEMPORARY - UP TO 90 DAYS)                 </div> <div style="width: 50%;"> <input type="checkbox"/> MOBILE FOOD TRUCK 1 (12.510)  <input type="checkbox"/> MOBILE FOOD TRUCK 1 - SPECIAL (12.510)  <input type="checkbox"/> MOBILE FOOD TRUCK 3 (12.510)  <input type="checkbox"/> MOBILE FARMERS MARKET (12.547)  <input type="checkbox"/> OFF-SITE DEMOLITION LANDFILL (12.503)  <input type="checkbox"/> ON-SITE DEMOLITION LANDFILL (12.405)  <input type="checkbox"/> OUTDOOR FRESH PRODUCE STAND (12.539)  <input type="checkbox"/> OUTDOOR SEASONAL SALES (12.519)  <input type="checkbox"/> PARKING  <input type="checkbox"/> PERIODIC RETAIL SALES EVENT- OFF PREMISE (12.534) (14 DAY)  <input type="checkbox"/> PERIODIC RETAIL SALES EVENT- ON PREMISE (12.535) (4 DAY)  <input type="checkbox"/> TENT (TEMPORARY - UP TO 90 DAYS) (ENDS )  <input type="checkbox"/> TEMPORARY CONSTRUCTION TRAILER  <input type="checkbox"/> OTHER                 </div> </div>					

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS EITHER THE OWNER OR THE AUTHORIZED AGENT OF THE OWNER AND HEREBY MAKES APPLICATION FOR PERMIT AND INSPECTION OF WORK DESCRIBED AND AGREES TO COMPLY WITH ALL APPLICABLE LAWS REGULATING THE WORK.

APPROVAL MAY BE REQUIRED FROM OTHER AGENCIES PRIOR TO ISSUING A PERMIT. THIS PERMIT WILL EXPIRE IF WORK HAS NOT STARTED AND INSPECTED WITHIN 6 MONTHS, OR IF WORK HAS BEEN DISCONTINUED FOR A PERIOD OF 12 MONTHS. A SEPARATE PERMIT WILL BE REQUIRED FOR SIGNS ERECTED, IF APPLICABLE. NO REFUNDS WILL BE PROCESSED AFTER ISSUANCE OF THIS PERMIT.

APPLICANT'S SIGNATURE	DATE	PRINT APPLICANT'S NAME
Make checks payable to: <b>CITY OF CHARLOTTE</b> C/O Planning - Zoning & Permitting Division 2145 Suttle Avenue Charlotte, NC 28208		
METHOD OF PAYMENT <input type="checkbox"/> CASH/CHECK <input type="checkbox"/> ACCOUNT		
		APPROVED BY / DATE <hr/> EMERALD RQ #

ORIGINAL-White INSPECTOR-Blue CUSTOMER-Yellow



# RESIDENTIAL ACCESSORY STRUCTURE OR ACCESSORY DWELLING UNIT (ADU) DECLARATION

(Only required if proposed project is an accessory structure or an ADU – Please Print)

## DEFINITIONS

1. Accessory structure – A structure that is customarily or typically subordinate to and serves a principal structure; is clearly subordinate in area, extent, or purpose to the principal structure served; and is located on the same lot as the principal structure. In no event shall “accessory structure” be construed to authorize a principal structure not otherwise permitted in the district in which the use is located. Examples may include, but are not limited to, detached garages, sheds, swimming pools, tennis courts, docks, and other accessory construction.
2. Dwelling, Accessory Unit (ADU) – A second dwelling unit created on a lot with a single family detached dwelling unit and may either be located within the principal detached dwelling or within a separate accessory structure.
3. Dwelling unit – A room or combination of rooms designed for year-round habitation, containing a bathroom and kitchen facilities, and designed for or used as a permanent residence by at least one family.

## STANDARDS

Accessory structures that ARE NOT accessory dwelling units (ADU) must comply with the requirements of **Section 12.106** of the City of Charlotte Zoning Ordinance.

Accessory structures that ARE accessory dwelling units (ADU) must also comply with the requirements of **Section 12.407** of the Zoning Ordinance – Please see below.

Accessory dwelling, units (ADU) shall be permitted as an accessory to any single family detached dwelling unit in accordance with the following requirements:

1. The ADU shall be clearly subordinate to the principal single family detached structure.
2. No more than one ADU shall be located on a lot.
3. The ADU and the principal dwelling unit shall be owned by the same person.
4. The ADU shall not be served by a driveway separate from that serving the principal dwelling. However, if the ADU is within an accessory structure and located on a corner lot or a lot that abuts an alley, a separate driveway may be provided from the side street or the alley, whichever applies.
5. An ADU located within the principal single family detached structure shall comply with the following additional requirements:
  - a. The ADU shall be limited to 35% of the total floor area of the principal structure. However, in no case shall the ADU exceed 800 heated square feet.
  - b. The ADU shall not be internally accessible from the principal dwelling. **\*\* This condition creates a two-family dwelling that must also comply with the NC Residential Code, including fire separation and fire-rated construction. \*\***
  - c. The pedestrian entrance to the ADU shall be located to the side or rear of the structure.
6. An ADU located within an accessory structure shall comply with the following additional requirements:
  - a. The ADU shall have a floor area no greater than 50% of the principal structure and under no circumstances cover more than 30% of the established rear yard. However, in no case shall the ADU exceed 800 heated square feet.
  - b. The structure shall be no taller than the principal dwelling.
  - c. The ADU shall be located in the rear yard and not be any closer than 15 feet to a rear property line or along any side property line within the required side yard dimension. If the ADU is located within a garage structure and the parcel abuts an alley, the structure may be located up to 5 feet from the rear property line if the garage is accessed from the alley.
  - d. Roof and exterior wall materials and finishes of the ADU shall be similar in composition and appearance to that of the principal dwelling on the lot. However, this requirement does not apply to additions or exterior modifications to an existing accessory structure for the purposes of creating an ADU.

## DECLARATION – PLEASE CHECK A BOX

The proposed project is an accessory structure, which is ☐ / is not ☐ an accessory dwelling unit (ADU), as defined above. By declaring that the accessory structure “is not” an ADU, you are confirming that the structure will not be used as a dwelling/residence whether for short-term or long-term durations throughout the year. I understand that failure to properly permit this project may result in a Notice of Violation and/or other enforcement actions as necessary to achieve compliance with all applicable codes and ordinances.

Applicant's signature

Date

Print Applicant's Name



## CITY OF CHARLOTTE

# ZONING SUPPLEMENT FOR RESIDENTIAL PERMIT APPLICATION

(Please Print)

Submittal Number:			Project Number:		
<b>APPLICANT INFORMATION</b>					
Owner's name:			Applicant/ Contractor's Name:		
Applicant/ Contractor's Address:					
Project Street address:			Tax Parcel #:		Zoning:
City:	State:	Zip Code:	Subdivision Name:		Applicant Phone #: (     )
Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Accessory <input type="checkbox"/> Breezeway			Corner/ Thru Lot:		Utility Structures on Property:
Project Description:					

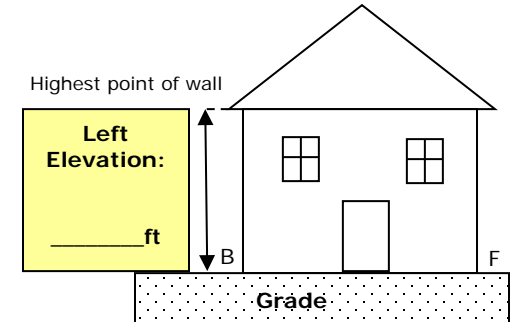
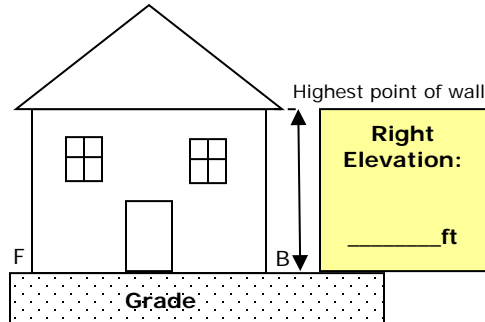
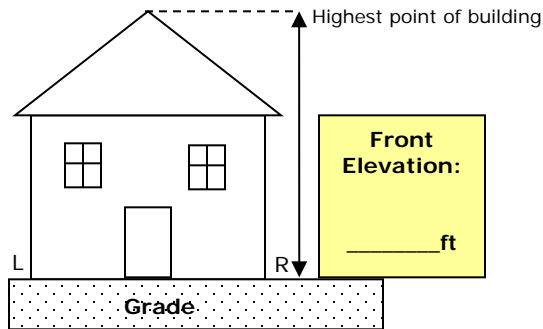
<b>OFFICE USE ONLY</b>					
Front Setback Min.: Property Line <input type="checkbox"/> Back of Curb <input type="checkbox"/>		Left Yard Min.:		Right Yard Min.:	
Rear Yard Min.:					
Petition Number:	Historic District:	Tree Save:	Watershed/ SWIM:	Max BUA:	% of Building Coverage:

MAXIMUM HEIGHT FOR RESIDENTIAL USES			
Type of Use	Base Maximum Average Height (feet)	Maximum Average Height at the Front Building Line (feet)	Height Ratio
<b><u>All Residential Uses</u></b>	<ul style="list-style-type: none"><li>• R-3, R-4, R-8MF, R-12MF, UR-1, MX-1, MX-2, and MX-3: 40' - Measured at the required side yard line.</li><li>• R-5, R-6, and R-8: 35' - Measured at the required side yard line.</li></ul>	<ul style="list-style-type: none"><li>• R-3, R-4, R-8MF, R-12MF, UR-1, MX-1, MX-2, and MX-3: 48'</li><li>• R-5, R-6, and R-8: 40'</li></ul>	One additional foot of height is allowed for each additional one foot in distance the portion of the building is from the required side yard line.

<b>APPLICANT CERTIFICATION</b>		
THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS EITHER THE OWNER OR THE AUTHORIZED AGENT OF THE OWNER AND HEREBY MAKES APPLICATION FOR PERMIT AND INSPECTION OF WORK DESCRIBED AND AGREES TO COMPLY WITH ALL APPLICABLE LAWS, INCLUDING BUT NOT LIMITED TO THE CITY OF CHARLOTTE ZONING ORDINANCE, REGULATING THE WORK.		
Applicant Name	Date	Applicant Signature

## BUILDING ELEVATIONS FROM GRADE

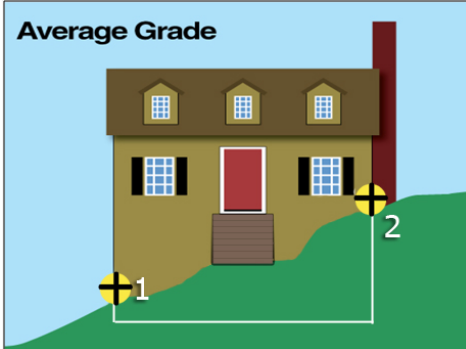
To determine your building height from grade, submit your measurements in the in the appropriate box's below. Areas in yellow are required information needed to process your permit application.



## CALCULATING THE AVERAGE GRADE

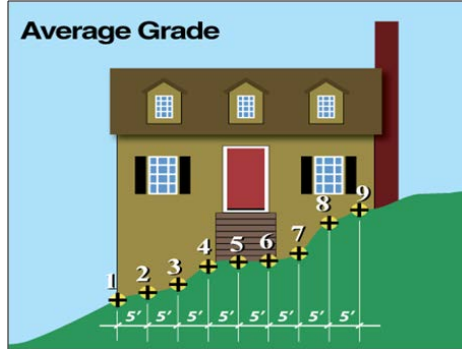
As an option to the above requirement, average height from grade calculations can be determined by the two following methods. If utilizing this option, indicate your calculations in the spaces provided.

### Average Grade



Adding the lowest and the highest point and dividing by 2

### Average Grade



Adding all points, at five-foot intervals, starting at the corner along the base of the building and dividing the total by the number of points.

This measurement is for the:

F – Front

\_\_\_\_\_ ft

L – Left side

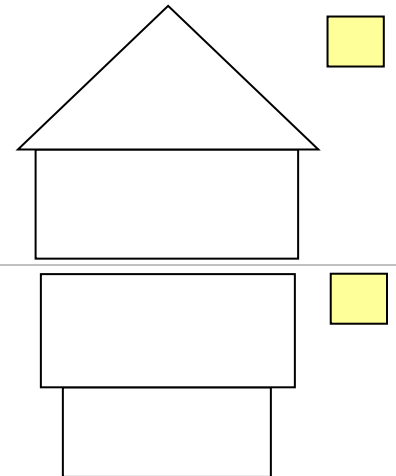
\_\_\_\_\_ ft

R- Right side

\_\_\_\_\_ ft

### ROOF TYPE

Check a box to indicate the roof type.





## PLOT PLAN FOR PERMIT APPLICATION

ONE/TWO FAMILY, MODULAR, MOBILE HOME OR ZONING USE

**Permit #:** \_\_\_\_\_

Street #: \_\_\_\_\_ (N,S,E,W) Street Name \_\_\_\_\_ (AV, RD, etc.) Suite #/Units \_\_\_\_\_

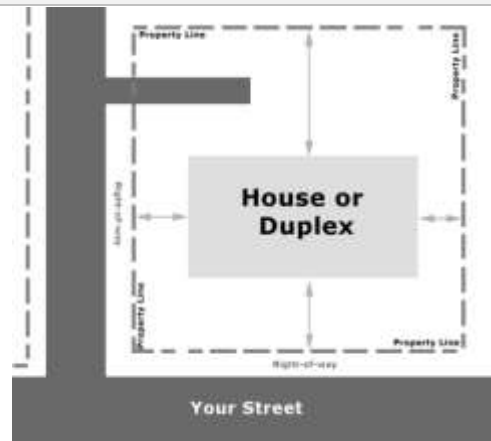
Tax Parcel #: \_\_\_\_\_ Job #: \_\_\_\_\_

### INSTRUCTIONS:

In the space provided, draw plot plan as neatly and accurately as possible, from survey if available. Separate application and plot plan required for each building.

1. Draw street(s) and right-of-way(s)
2. Draw property lines with dimensions.
3. Draw proposed and existing buildings showing any attached porch(es), deck(s), chimney(s), carport(s) or garage(s), etc...
4. Show distances of buildings from property lines or other structures.
5. Show all major utility towers, when applicable.

### Plot Plan Examples



ALL EXISTING AND PROPOSED BUILDINGS ON LOT ARE SHOWN WITH MEASUREMENTS INDICATED.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

PRINT APPLICANT'S NAME \_\_\_\_\_

Zoning Approved By: \_\_\_\_\_  
Remarks: \_\_\_\_\_

Date: \_\_\_\_\_



MECKLENBURG COUNTY  
Land Use and Environmental Service Agency

Date: \_\_\_\_\_

Phone # (where we can reach you) \_\_\_\_\_

Name: \_\_\_\_\_

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

CARD EXP DATE: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

(Choose one only)

I, \_\_\_\_\_, give Mecklenburg County  
Revenue Collection Department permission to charge \$\_\_\_\_\_,  
To my (Visa/MC/Discover)\_\_\_\_\_for payment to the following  
Acct #\_\_\_\_\_.

I, \_\_\_\_\_, give Mecklenburg County  
Revenue Collection Department permission to charge \$, To my  
(Visa/MC/Discover)\_\_\_\_\_for payment of estimated  
upfront fees for Project #\_\_\_\_\_.

PLEASE DO NOT WRITE CREDIT CARD NUMBER  
ON THIS FORM

PEOPLE PRIDE PROGRESS PARTNERSHIPS  
2145 Suttle Avenue Charlotte, North Carolina 28208-5237 (980) 314-2633 Fax (877) 289-9718  
Luesa-sf@mecklenburgcountync.gov