

New Single-Family Dwelling / New Commercial Build

Please start your project by creating a collaborator profile at Vancecounty.org You will need access to your email. Here is where all your permit communications will go through unless you are emailed directly by the county staff. City permits do NOT use this portal.

Perk Test

County & City: Please go to vancecounty.org to apply for your **Perk Test** permit. Once that is complete, you will take that permit to Environmental Services to have your perk test completed. For questions, call 252-738-2080 or 252-492-5263

Zoning

County: Once Perk is completed, you will go back to vancecounty.org and apply for a **Zoning** permit. For questions, please call 252-738-2080

City: If your property is in the city or ETJ, you will apply for a Zoning permit with the city. You will go to henderson.nc.gov, then to Departments, Department Services, Applications, type "Zoning" in the search bar, then choose the application you need. Fill out the application and email to Robert Harris at robertharris@henderson.nc.gov with all requested documentation. For questions, please call 252-430-5723.

Addressing

County: Once you have your zoning permit completed, you will go back to vancecounty.org and apply for your address by clicking on Departments, 911 Communications Center, click on Addressing Request on the right, fill out the application and submit all necessary documentation.

City: You will also get your address from Robert Harris at robertharris@henderson.nc.gov For questions, call 252-430-5723.

Building Permit

Once you have your address, you will go back to vancecounty.org and apply for a Building permit. Please include your completed perk test paperwork along with other requested information required in the portal. All inspections MUST BE CALLED IN. Payment for permits may be done online, over the phone, or in person. Cash must be exact. For questions, call 252-738-2080

SECTION 2 – APPLICATION AND ENFORCEMENT

2.1 APPLICATION

No land use shall hereafter be altered except in conformity with the regulations herein specified for the zone in which it is located, except as hereinafter provided in this Ordinance.

2.2 ENFORCEMENT

A. ZONING ADMINISTRATOR:

The Zoning Administrator or his/her designee is to enforce the provisions of this Ordinance and shall keep records of all variances and amendments to this ordinance. As directed and provided for by the County Commissioners and/or County Manager, Deputy Zoning Administrators may be employed and/or appointed to assist the Zoning Administrator in the prescribed duties.

If the Zoning Administrator finds that any of the provisions of this Ordinance are being violated, and when appropriate with consultation of the County attorney, he shall notify in writing by mail using a certified return receipt letter, the person responsible for such alleged violations, indicating the nature of such alleged violation and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings, or structures or of additions, alterations or structural changes hereto; discontinuance of any illegal work being done; or shall take any other action authorized by this Ordinance or the Board of Commissioners to insure compliance with or to prevent violations of its provisions.

B. ZONING PERMIT AND BUILDING PERMIT REQUIRED:

No land shall be used or occupied and no building hereafter erected, structurally altered, moved, or its use changed until a Zoning Permit has been issued (approved) by the Zoning Administrator or his/her designee, except in conformity with the provisions of this Ordinance or except after written order from the Board of Adjustment.

1. A Zoning permit is issued by the Zoning Administrator for permitted uses.
2. A conditional use permit is issued by the Board of Adjustment.

NOTE: The County Building Inspector (s) cannot issue a Certificate of Occupancy unless zoning compliance is certified through an approved zoning permit.

A record of all certificates shall be kept on file in the office of the Zoning Administrator and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the building or land involved.

C. SITE PLAN REQUIREMENTS:

NOTE: This section applies to site plans for individual lots. Submittal of site plans for development of a Minor or Major Subdivision is a separate application process and subject to the Vance County Subdivision Ordinance. All applications for a Zoning Permit shall include two (2) copies of a site plan, drawn to scale, which shall be of an appropriate size for review of the proposed project. One (1) copy of the site plan shall be returned to the applicant upon approval, the submitted site plan shall contain the following (see example on next page):

Submitted Site Plan Requirements:

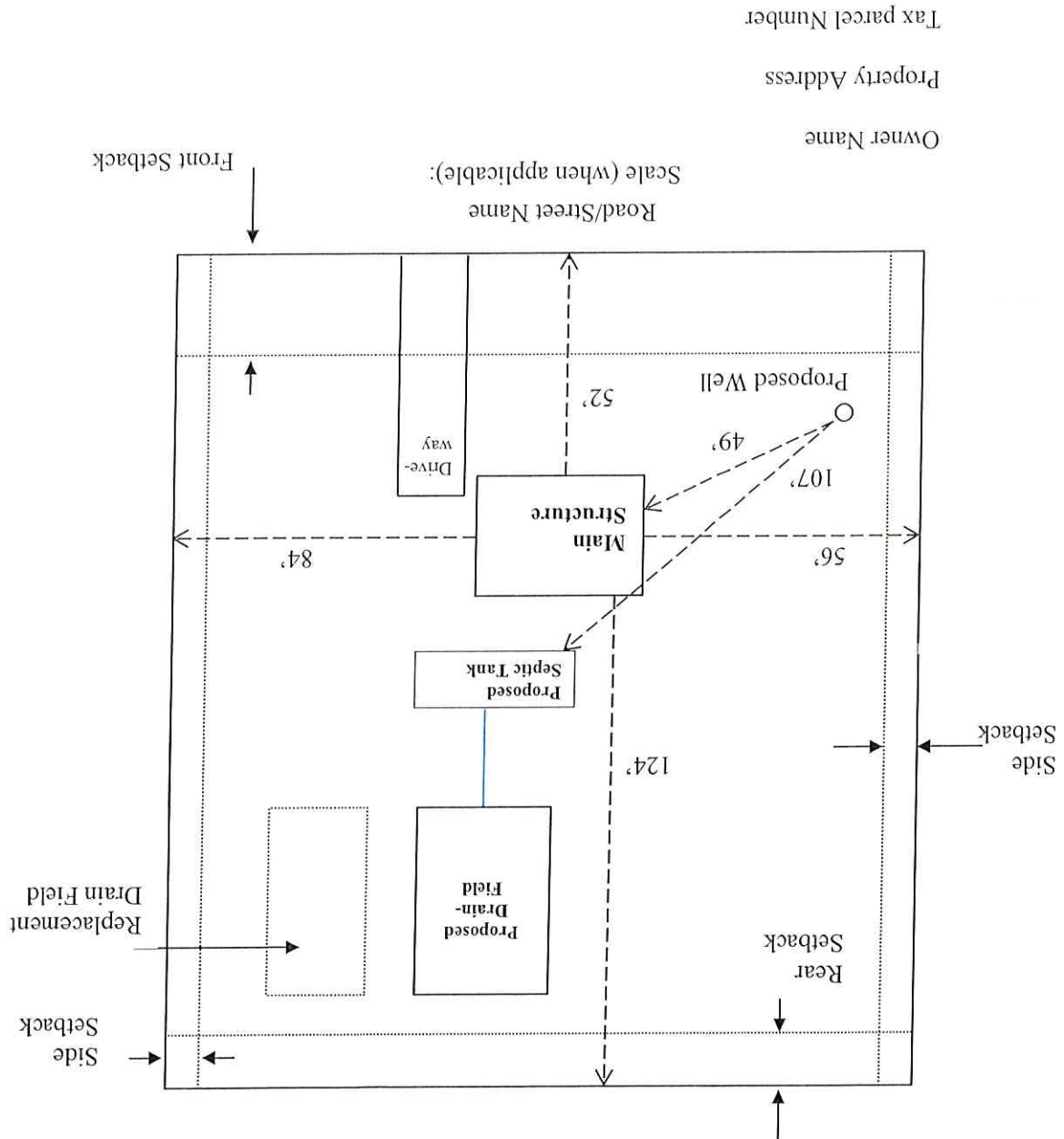
1. Lot lines with dimensions;
2. The location of said lot with respect to adjacent rights-of-way;
3. The shape, dimensions, and location of all buildings, existing and proposed, driveways, and required setbacks;
4. The current zoning category of the property for which the application is submitted, the current zoning of the adjacent properties, and the tax map number identification of the subject property.

5. Distance from structures to lot lines and distance between structures;
6. The nature of the proposed use of the building or land, including the extent and location of the use;
7. Location of existing or proposed well;
8. Location of existing or proposed septic tank, drainage field and replacement drainage field (Note: structures may not be located over septic tanks, drainage fields, or replacement drainage fields);
9. The location and dimensions of off-street parking and loading space and means of ingress and egress;
10. The square feet/percentage of lot as built upon area;
11. The location of all required buffers;
12. Required Driveway Permits from the Department of Transportation;
13. Any Additional information that may be necessary to meet state and local requirements for development; and
14. Any other information, which the Zoning Administrator may deem necessary for consideration in enforcing all provisions of this Ordinance.

NOTE:

- ◆ Prior to approval of the Site Plan, the Zoning Administrator may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance.
- ◆ Review/approval of submitted site plans and zoning permit applications by the Planning and Development Department shall be two (2) weeks (as feasible) upon submittal of the completed application and appropriate documentation by the applicant.
- ◆ Zoning permits shall have the same period of being valid as prescribed in G.S. (General Statutes) 153A-357 and 153A-358 as applicable to County building permits: A permit issued pursuant to G.S. 153A-357 expires six (6) months, or any lesser time fixed by ordinance of the county, after the date of issuance if the work authorized by the permit has not commenced. If after commencement the work is discontinued for a period of twelve (12) months, the permit therefore immediately expires. No work authorized by a permit that has expired may thereafter be performed until a new permit has been secured.

EXAMPLE OF SUBMITTED SITE PLAN FOR A ZONING PERMIT



PIN 0451A01006



Sample Site Plan

★ Sample ★

WOODLE CUSTOM HOMES

PRELIMINARY PLOT PLAN FOR

LOT 5, SURVEY FOR

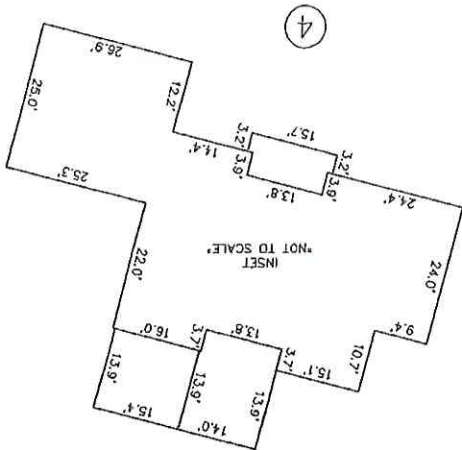
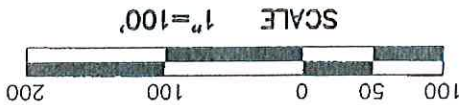
REF: D.B. PAGE
REF: P.B. PAGE

MIDDLEBURG TOWNSHIP
VANCE COUNTY, NORTH CAROLINA

MARCH 14, 2025

REVISED JUNE 23, 2025

ZONED AR

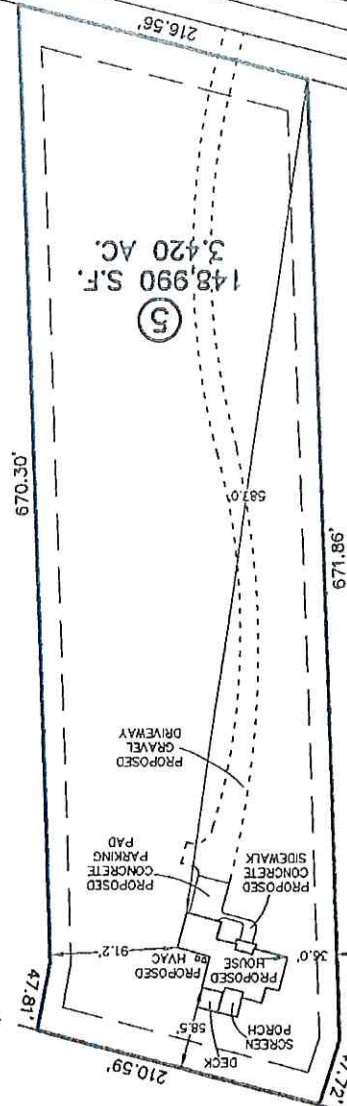


IMPERVIOUS SURFACE TABLE

HOUSE	2,436 S.F.
SCREEN PORCH	246 S.F.
DECK	214 S.F.
SIDEWALKS	203 S.F.
CONCRETE PARKING PAD	618 S.F.
GRAVEL DRIVEWAY	8,874 S.F.
MISC./UTILITIES	18 S.F.
TOTAL IMPERVIOUS AREA	12,609 S.F.
TOTAL LOT AREA	148,990 S.F.
PERCENTAGE OF IMPERVIOUS AREA	8.46%
MAXIMUM IMPERVIOUS ALLOWED	24.00%

THIS SURVEYOR DOES NOT
WARRANTY THE ACCURACY
OF ARCHITECTURAL DIMENSIONS.
THEY ARE TO BE VERIFIED BY
THE CONTRACTOR.

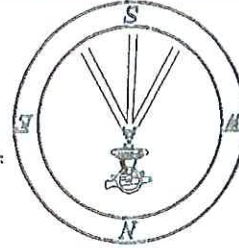
WATERSIDE LANE 60' PRIVATE
ROAD & UTILITY EASEMENT



N/4
UNITED STATES OF AMERICA
KERR LAKE RESERVOIR
TRACT MAP M-1265

GMP
Professional Land Surveyors
C-1525

333 S. White Street
Post Office Box 1253
Wake Forest, N.C. 27588
(919) 556-3148



NOTES:
-THIS PLAN DOES NOT REFLECT AN
ACTUAL SURVEY. IT IS A PRELIMINARY
PLAN AND SHOULD BE USED FOR ITS
INTENDED PURPOSE ONLY.
-NOT FOR RECORDATION, CONVEYANCES,
OR SALES.