

✦ Fire Marshal Plan Review

- Fire Marshal Plan Review is handled through Central Permitting in Lillington at the Planning and Inspections Department.
- The requirement for this level of review will be identified through the zoning permitting process.
- In the event that this level of review is required, the applicant will need to make application at Central Permitting in Lillington.
- The applicant will need to take with them the approved zoning permit application to verify zoning compliance.
- Fire Marshal Plan Review may take one to two weeks, depending on scope of the project and levels of activity of Fire Marshal's office at the time of submittal
- The cost of the Fire Marshal Plan Review depends on the current Harnett County fee schedule.

• Building Permits

- Once plan reviews have been applied for and approved, building permits can be issued.
- Building permits may be obtained through Erwin Town Hall.
- Building permits cost may vary depending on the scope of the project and the current Town of Erwin fee schedule.
- All contractors working on the project must have a privilege license through the Town.

• Building Inspections

- Building inspections can be ordered through Erwin Town Hall, or on line. Town Hall personnel can walk the applicant through these processes.

• Signs

- Prior to the placement or erection of any sign, the business owner/property owner (applicant) must first apply and receive approval for the proposed signage.
- Sign application can be obtained and processed through Erwin Town Hall.
- Sign regulations may be obtained at Town Hall or accessed through the Town's website at www.erwin-nc.org
- Turnaround for a sign application is similar to that of a zoning permit application.
- The cost for a sign permit application is \$50.00

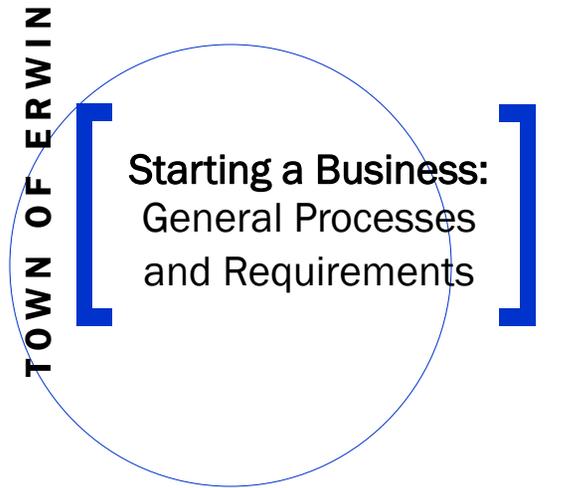
• Privilege License

- Prior to the business opening and operating, a privilege license must first be obtained at Town Hall.
- Prior to Privilege License being issued, zoning verification must be completed.
- Turnaround for Privilege License is 24 to 48 hours depending on staffing levels at the time of submittal.

The information contained in this pamphlet are basic steps for most land use and building projects. However, these steps do not innumerate all steps that may be required. The Town encourages consultation with the Zoning Administrator prior to or at the time of applying for zoning permit approval. The Town also encourages pre-development meetings for larger project proposals. In such meetings, the Town will coordinate with zoning officials, building inspections, Fire Marshal's Office, Harnett County Central Permitting and the applicant in order to better ensure all aspects of the project are clearly identified prior to the applicant moving forward with the project.



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What Process to Expect when Starting, Expanding, or Changing Businesses.

The following is a general and basic guideline that seeks to identify the steps associated with various permitting requirements for starting a business within the Town of Erwin. The following may not be fully inclusive of all processes that may be required, and the applicant is encouraged to consult with the Zoning Administrator prior to or at the time of Zoning Permit Application submittal.

• **Zoning Permit**

- If the proposed use is one “permitted by right” within the Zoning District in which the subject property is located, a zoning permit application with site plan will be required.
- Note: Privilege License will not be issued without zoning approval.
- Turnaround for this application is anywhere between 24 to 48 hours typically. However, turnaround may take longer depending on scope of application and other staff limitations
- Cost for Permit: \$50.00

○ **Site Plan Information**

- ✦ Site plan will identify the dimensions of the lot, dimensions of the proposed and/or existing structures and relative location of the structures to property lines, identify with dimensions the parking area, lighting plan, ingress and egress, streetscape/ landscape plan, buffering, fencing, etc (if such elements are required or proposed)
 - Requirements can be found in the sections of the ordinance for the district in which the proposed structure or use is to be located
 - Other requirements such as parking, loading, lighting, streetscape, etc. can be found in the General provisions of the Zoning Ordinance
 - Requirements can be made clearer upon review of the zoning application, or prior to application if the applicant would like to schedule a meeting with the Zoning Administrator.
 - Once the site plan is approved, the applicant can move forward. If there are any alterations to the approved site plan, such alterations will need to be resubmitted for review if the alterations materially impact the various requirements and regulations of the zoning ordinance.

○ If the proposed use is one that is a “conditional use” in the Zoning District for which the subject property is located then the applicant will need to go through the conditional use process. This will begin with a conditional use permit, which is fundamentally the same as a zoning permit. However, the conditional use permit application will be under review of the Planning Board and Town Board of commissioners. This process can take about one to one and a half months once the application is submitted.

- ✦ The conditional use permit application process is more clearly defined in the conditional use permit application packet.
- ✦ The cost for a conditional use permit is \$250.00
- ✦ The conditional use permit application needs to be submitted at the Planning Board meeting the month prior to the meeting of the Planning Board for which the applicant would like the permit to be reviewed by the Planning Board.
 - For instance, if the applicant wishes to have the permit application reviewed during the December Planning Board meeting, then the applicant will need to submit the permit application, fully completed, to the Zoning Administrator no later than the night of the Planning Board meeting in November.
 - The Planning Board meets once each month on the third Monday of each month.

○ **Rezoning or Text Amendment**

- ✦ If the subject property is zoned in a Zoning District that does not allow, by right or conditional use, the proposed use of the applicant, the applicant may seek a rezoning or a text amendment.
 - **Rezoning**
 - A rezoning application can be obtained at Town Hall. The application packet will provide more detail to the process and requirements of the rezoning process.
 - The rezoning process follows similarly to the conditional use process, and all such applications are required to be submitted on the same timeframe as what the conditional use process calls for.
 - The cost for rezoning application is \$250.00
 - **Text Amendment**
 - A text amendment request does not require a formal application; rather a letter to the Zoning Administrator requesting a text amendment will serve the purpose of the application.
 - The text amendment request letter should identify what the current language of the particular zoning regulation is, and the letter shall also state the proposed language.

- For the purpose of including a use not found in the table of uses within the desired Zoning District, the applicant should list the specific or general use classification that the applicant would like to add to the permitted or conditional table of uses for the specific district in which the applicant wishes the amendment to affect.
- The Town encourages all text amendment applicants to speak to the Zoning Administrator in order to ensure the most desirable result of the text amendment request.
- The text amendment process follows similarly to the conditional use and rezoning processes, and all such applications are required to be submitted on the same timeframe as what the other two processes call for.
- The cost of a text amendment request is \$250.00.

● **DOT Driveway Permit**

- Depending on the proposed location, the proposed site for any use may require a Driveway Permit approval from the Department of Transportation (DOT).
- If the subject property is located on or very close to a State-maintained road, DOT requires this permit.
- The need for DOT driveway permit often will be identified in the zoning process; however, it is the responsibility of the applicant to ensure compliance with this requirement.
- Turnaround for this permit may vary.
- The cost of this permit may vary.

● **Building and Fire Marshal Plan Reviews**

- After zoning is satisfied the applicant can make application for building and fire marshal plan reviews.
 - ✦ **Building Plan Review**
 - Building Plan Review is handled through Erwin Town Hall.
 - The requirement for this level of review will be identified through the zoning permitting process.
 - In the event that Building Plan Review is required, the applicant will need to submit completed plans of the proposed improvements. More detail on this process and specific requirements can be provided to the applicant at Town Hall.
 - The turnaround for building plan review, depending on the scope of the project, can take about a week
 - The cost of Building Plan Review is \$50.00