



SINGLE LOT NEW HOME CONSTRUCTION

PROCESSING FEE - \$150.00

SUBMITTAL REQUIREMENTS *(digital files preferred)*

- Complete application.
- Plot plan showing proposed location of home, driveway, and any accessory structures. Dimensions, setbacks, and driveway length and material should be labeled.
- Elevations design plans. Cladding material should be labeled.
- Lot drainage sketch plan stamped by a NC Professional Engineer.

NOTES

- Pre-construction meeting is required by the Engineering department. Call (704) 821-5401 after application receipt is confirmed to schedule a meeting.
- Final survey due upon final inspection. (Survey must include parcel number, acres and square feet of the lot, proposed and required setbacks, conditions listed from the recorded plat, public right of way, sight triangles and concrete labeled, flood lines and easements, and finished floor elevation.
- Contact Union County (704-283-3500) for address recordation process and other required permits.
- Accessory Structures are subject to the requirements of UDO Chapter 710 and 1620.030. Any additions 12" or more in elevation shall be shown and comply with setback requirements. HVAC is deemed an accessory structure and shall comply with 5' setback. Consult with Home Owners Association (HOA), if any, prior to construction to determine if additional regulations apply to an accessory structure. The Town does not enforce any covenants, conditions, or restrictions of individual subdivisions.
- Integrity and Design standards must comply with Division 1300 of the Unified Development Ordinance.
- Driveways must be graded and surfaced with asphalt or concrete, see UDO Division 1020.030.
- Removal of trees for demolition permits require staff acknowledgement.

SINGLE LOT NEW HOME CONSTRUCTION APPLICATION

GENERAL INFORMATION	
Project Address (#, Street, City, Zip)	Parcel #
Subdivision Name	Town Zoning District
Heated Floors (sq. ft)	Building Footprint (sq. ft)
Total Acres	Construction Value
PROPOSED SETBACKS: Front _____ Right _____ Left _____ Rear _____ REQUIRED SETBACKS: Front _____ Right _____ Left _____ Rear _____	
PROJECT CONTACT (<i>Applicant</i>)	
Name	Company
Title	Address
Phone	Email
Signature	Date
PROPERTY OWNER	
Name	Address
Phone	Email
New Home Description _____ _____ _____ _____	