

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

Application #: \_\_\_\_\_

# Craven County

Planning and Inspections Department  
2828 Neuse Boulevard  
New Bern, NC 28562  
Inspections (252) 636-4987, Fax (252) 636-4984  
www.cravencountync.gov

|  |                      |
|--|----------------------|
| <b>**Office Use Only**</b>                 |                      |
| LU Fees Paid? Yes___ No___                 | Amount Paid \$ _____ |
| LU SD Fees Paid? Yes___ No___              | Amount Paid \$ _____ |
| EH Fees Paid? Yes___ No___                 | Amount Paid \$ _____ |
| Method of payment: Cash___ Check___        |                      |
| Other: _____                               |                      |
| Disaster related? _____ Fees waived? _____ |                      |
| Comments: _____                            |                      |

## GENERAL INFORMATION

### Applicant Information

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

What name is listed with the power company?: \_\_\_\_\_

### Property Owner Information (if different from above)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Information **\*\* NOTE: An address must be assigned before proceeding with this application \*\***

Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Parcel size (acres): \_\_\_\_\_

**Is the property located within an approved Subdivision?** Yes\_\_\_ No\_\_\_ **Mobile Home Park?** Yes\_\_\_ No\_\_\_

If Yes, Name of Subdivision or MHP: \_\_\_\_\_

Lot #: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Year Recorded: \_\_\_\_\_

Did you (or the listed property owner) own this property on Jan. 1<sup>st</sup> of the previous year? Yes\_\_\_ No\_\_\_

**\*\*Directions\*\*** (attach map and indicate approximate location of construction): \_\_\_\_\_

### Permit Information – Please Indicate all permit(s) you are applying for:

\_\_\_ Building Inspections Permit

\_\_\_ Mobile Home inspection

\_\_\_ Development in a Flood Hazard Area

\_\_\_ Well Construction Permit

\_\_\_ Well Repair/Replacement Permit

\_\_\_ Well abandonment Permit

\_\_\_ Existing Septic Tank

\_\_\_ New Septic Tank

\_\_\_ Flow Increase/Change in Use/

Foundation Increase affecting existing system

\_\_\_ Repair of an Existing Septic Tank

# LAND USE

## Proposed Development:

- New Construction
- Fill/Excavation
- Alteration/Repair
- Grading
- Subdivision (requires board approval).....# of proposed lots\_\_\_\_\_
- Mobile Home Park (requires board approval).....# of proposed lots\_\_\_\_\_
- Other (**explain in detail**): \_\_\_\_\_

## Type of Construction (please check only one):

- Single-family House
- Modular Home
- Mobile Home (**If NOT in a Mobile Home Park, how many mobile homes are currently on the parcel? \_\_\_\_\_What is the total number proposed to be on the parcel? \_\_\_\_\_**)
- Commercial/Non-residential
- Multi-family Units
- Accessory Structure (**explain in detail**): \_\_\_\_\_

**Size of Proposed Development:** \_\_\_\_\_ft. x \_\_\_\_\_ft. **Location on property:** (\* See box at top)

**\*\* If more than one manufactured home is on one parcel of land, you may be required to follow the guidelines of the Craven County Mobile Home Park Ordinance.**

**Are there any structures on the property that are to be removed or demolished?** Yes\_\_\_ No\_\_\_

**\*\* If yes, explain in detail:** \_\_\_\_\_

NOTE: The permit applied for with this application may be in a mapped Flood Hazard Area. Determination of whether you are in the Flood Hazard Area is not determined by evaluation, but where your property is located on the flood maps. Before you make any expenditure of funds, you are advised to check with the Craven County Planning and Inspections Department to be informed of any necessary requirements. Additionally, this property may contain designated wetlands. You are advised to check with the Army Corp of Engineers to be advised of any additional necessary requirements. If permits are granted, I agree to conform to all applicable ordinances and laws of Craven County, the State of North Carolina, and applicable federal regulations that apply to the specifications or plans submitted for review. I hereby swear that the foregoing statements are accurate and correct to the best of my knowledge.

**Owner/Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\* If you are adding on to an existing home or placing an accessory or detached structure on your property, please illustrate the proposed location in the space provided below.