

Town of Bunn

Zoning Permit Process (Staff Administrative Approval)

Step 1: Fill out and submit application

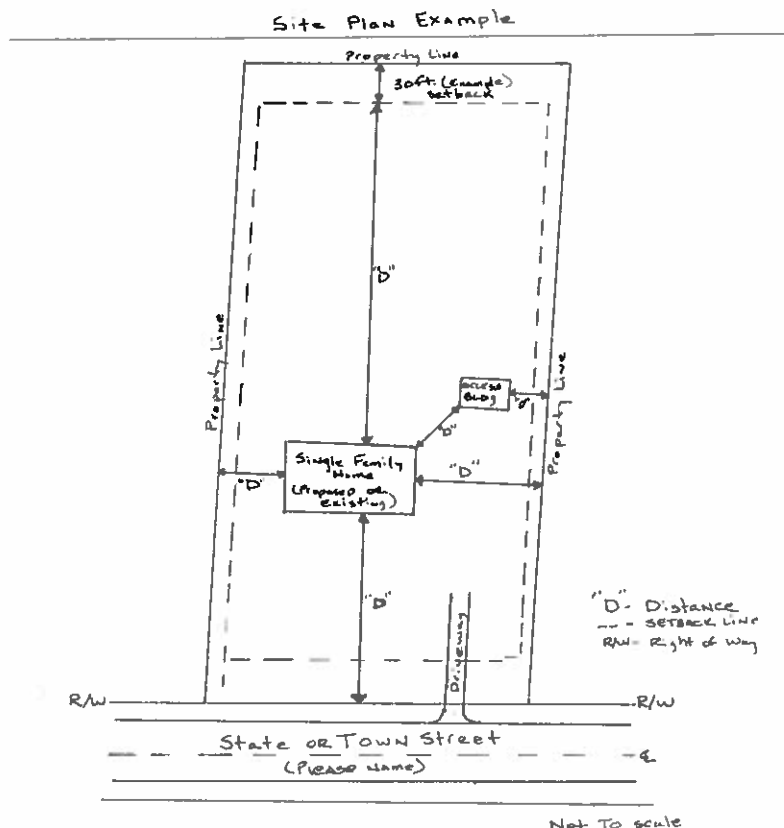
The permit application and fee including necessary documentation is submitted directly to the Town Administrator (or other designee), Town of Bunn, 601 Main Street, P. O. Box 398, Bunn, NC 27508.

Once the Zoning Permit application and appropriate fee has been submitted it will then be forwarded to Frank Frazier at ffrazier@kerrtarcog.org or mailed via hardcopy to Kerr Tar Regional Council of Governments, P.O. Box 709, Henderson, NC 27536 for review to determine compliance with the Town of Bunn Zoning Ordinance. Telephone inquiries at 252-436-2040, ext., 2006.

Submittals

Attach a site plan that is to scale set including any new structures to be built on the property, additions to existing buildings, decks, porches, stoops, ramps. Property lines must be shown to review compliance with setback requirements.

For existing building renovations, include a scaled drawing including entrances, exits, windows, floor layout, setbacks, etc. Please refer to the Franklin County website for parcel information under the Tax/GIS service and go to G.I.S. Parcel Map Search. See example site plan.



Include a written description of the project

Step 2. Staff reviews application to ensure compliance with Zoning Ordinance.

Article I – Article XIV as amended June 28, 2021

Step 3. If application complies with the zoning ordinance a zoning permit will be issued.

If application does not comply with the ordinance the request may be denied. Appeals from the enforcement and interpretation of this ordinance and requests for variances, and special uses shall be filed with the Zoning Enforcement Officer specifying the grounds thereof. *(For further information see Article XIII. Section 1.2)*

Step 4. An original of the approved zoning permit will be sent to you along with an emailed copy if an email address is provided. It is your responsibility to forward to the following agencies if required.

Franklin County Planning Department (Building Inspections)

Bunn Public Utilities (if connected to Public Utilities)

Other departments as necessary

Step 5. Inspect property/building to insure compliance and issue zoning compliance certificate.