

TOWN OF BENSON

\$50 Fee



ZONING CLEARANCE APPLICATION – **NON-RESIDENTIAL PROJECT** # _____

303 E. Church St. Benson, NC 27504

919.894.3553

This application is intended for all projects related to non-residential construction (commercial, industrial, and multifamily), including new site development (ground-up construction), additions/expansions to existing non-residential sites, new tenants in existing commercial or industrial spaces, or major site improvements like a parking lot expansion. Please note that approval from the Technical Review Committee (TRC) may be required before permitting. A site plan and floor plan are typically required.

Jurisdiction: ☐ Town of Benson Town Limits ☐ ETJ

Site Location / Address: _____ **Parcel #/Tax ID #:** _____

Project / Business Name: _____

Description of Business: _____

Project Type: ☐ New Development (vacant parcel) ☐ Addition/Expansion of Existing Site
☐ Change of Tenancy/Occupancy ☐ Interior Renovations (no new square footage)

COMPLETE THIS SECTION IF PROPOSING A NEW CONSTRUCTION PROJECT OR ADDITION/EXPANSION OF EXISTING SITE:

Proposed Gross Floor Area (GFA): _____ SF **Number of Employees** (at max. shift): _____

Existing Pre-Construction Gross Floor Area (GFA) (if expanding an existing building): _____ SF

Impervious Surface: _____ SF / _____ % **Total Area of Land Disturbed (Acre/SF):** _____

Number of Proposed Parking Spaces: _____ **Number of Existing Parking Spaces:** _____

Water Source: ☐ Public ☐ Private (well) **Sewer Source:** ☐ Public ☐ Private (septic)

Access: ☐ Public Street ☐ Private Road ☐ Easement

Proposed Setback Distances (measured from exterior building walls to all property lines):

Front: _____ FT Rear: _____ FT Left: _____ FT Right: _____ FT

Description of Project/Scope of Work: _____

COMPLETE THIS SECTION IF PROPOSING A CHANGE OF TENANCY/OCCUPANCY WITHIN EXISTING STRUCTURES WITH NO PROPOSED EXPANSION:

Total Gross Floor Area (GFA): _____ SF **Number of Employees** (at max. shift): _____
(if occupying a unit of a multi-tenant structure, provide the GFA of the unit)

If Proposing a Restaurant, Provide the Number of Seating Accommodations (indoor & outdoor): _____

Number of Existing Parking Spaces: _____ **Number of Proposed New Parking Spaces** (if any): _____

Are there any proposed renovations to the interior or exterior of the building? ☐ Yes ☐ No

If “yes,” what renovations are being completed? (Please note that certain improvements will require a building permit):

Please be aware:

- **Signs require a separate permitting process** and must be reviewed by Planning staff and, if requiring a building permit, Building Inspections staff.
- New businesses occupying existing commercial structures **may be required to perform site improvements to the property if found to be a change of use**. These improvements include, but are not limited to:
 - Planting of landscaping along street fronts and perimeter property lines
 - The paving of required parking spaces
 - The retrofitting of the exterior façade of the structure.
 - Screening of solid waste containers from view from a public street

I hereby certify that the information provided is accurate to the best of my knowledge as of the date of my signature.

Applicant's Name (print): _____ **Date:** _____

Applicant's Name (signature): _____

Mailing Address: _____

Email Address: _____ **Phone:** _____

Reviewed By: _____ **Status:** _____ **Date:** _____