

Pender County Planning and Community Development

Planning Division

805 S. Walker Street
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Burgaw, NC 28425



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CHANGE OF USE APPLICATION

THIS SECTION FOR OFFICE USE					
Date:	Case Number:	Permit Fee:	Invoice Number:		
*Zoning Approval ONLY: YES / NO		Final Zoning Compliance Approved: YES / NO / N/A			
Type of Site Development Plan:	<input type="checkbox"/> Change of Use				
SECTION 1: GENERAL INFORMATION					
Applicant's Name:		Property Owner's Name:			
Applicant's Address:		Property Owner's Address:			
City, State, & Zip		City, State, & Zip			
Phone Number:		Phone Number:			
Email Address:		Email Address:			
Legal relationship of applicant to property owner:					
SECTION 2: PROJECT INFORMATION					
PIN (Property Id #):		Total property acreage:			
Zoning District:		Previous Use:			
Site Address:		Township:			
Sq. Ft. of Building (max. of 2,500 sq. ft.):					
Setbacks	Front:	Side:	Rear:		
NAICS Code/Use:					
Business Name:					
Describe activities to be undertaken on project site:					
Ownership:	Number of Employees:		Number of Members:		Seating Capacity:
<input type="checkbox"/> Private <input type="checkbox"/> Public					

*If the applicant is not the owner of the property, a notarized letter from the property owner may be required
*Zoning approval is for the use being proposed ONLY, other department approvals may be required i.e. Fire Marshal, Environmental Health, Permitting, Addressing, etc...

SECTION 4: ADDITIONAL COMMENTS

Parking Spaces:

Required _____ Provided _____

Landscape Update Required?

 Yes No**SECTION 5: SIGNATURES**

Applicant:

Date:

Property Owner:

Date:

Planning Staff:

Date: