



Accessory Structure Permit Application

Effective 01/01/2025

Date: _____

Property Owner: _____ Phone: _____

Property Address: _____ Email: _____

LRK: _____ Zoning District: _____ Total Acreage _____

Contractor: _____ Phone : _____ NC License # _____

All properties bound by a Home-Owner's Association must have approval from their Board before applying with Foxfire Village. A construction approval letter must be submitted with this application.

☐ Grande Pines ARB ☐ Reynwood HOA ☐ Windy Ridge HOA ☐ Golf Course Lot or Cul-de-sac

Proposed Construction

- | | | |
|---|---|--|
| ☐ Sheds/Storage | ☐ Pool Equipment House | ☐ Barn |
| ☐ Greenhouse | ☐ Swimming Pool | ☐ Barn w/ Living Quarters ** |
| ☐ Run-in Shed | ☐ Deck (Enlarge Existing or New) | ☐ Detached Guest Quarters ** |
| ☐ Coop/Roost/Hutch/Pen | ☐ Detached Garage | ☐ Detached Garage w/ Living Quarters ** |
| ☐ Screened Porch Enclosure | | |

REQUIRED: A site plan clearly showing existing structure(s), location of new structure, and setback measurements must be submitted with this application.

**** The Site Plan must be prepared and sealed by a Licensed Surveyor. One set of Architectural Drawings must be submitted.**

Description of design and material/colors: (attach pictures or brochure) _____

1. No changes or deletions are allowed without approval from the Village Zoning Administrator.
2. The applicant must contact the Village Zoning Administrator (910) 295-5107 x200 or by email: lkivett@foxfirenc.gov upon completion of the project to schedule a zoning compliance inspection.
3. A Certificate of Zoning Compliance will be issued after the final inspection is complete and all zoning requirements are met.

Property Owner / Contractor Signature

Date of Application

STRUCTURE REGULATIONS ON REVERSE SIDE

Sec. 21-8-1. – Accessory Structures. Accessory structures are permitted within the districts specified in Appendix A with the approval of a development permit. A development permit will be issued when the accessory structure meets the requirements of the district and the following.

- a. No accessory structure shall be built upon a lot until the construction of a main structure has commenced.
- b. Accessory structures shall not be rented or used for gain.
- c. Accessory structures on single lots of one acre or less shall not exceed ten (10) percent of the total area under roof of the main structure or four hundred **(400)** square feet, whichever is greater. A single accessory structure is permitted. Accessory structures on single lots larger than one acre but less than two (2) acres shall not exceed ten (10) percent of the total area under roof of the main structure or six hundred **(600)** square feet, whichever is greater. A single accessory structure is permitted. On single lots of two (2) acres to four (4) acres, total accessory structure square footage shall not exceed twenty-five (25) percent of the total area under roof of the main structure or eight hundred **(800)** square feet, whichever is greater. Two accessory structures are permitted. On single lots greater than four (4) acres, total accessory structure square footage shall not exceed forty (40) percent of the total area under roof of the main structure or one thousand two hundred **(1200)** square feet whichever is greater. Three accessory structures are permitted. Total area under roof includes garages, screened and unscreened porches, but does not include unfinished utility and crawl spaces.
- d. Structure exteriors of accessory structures shall be of a material and color to blend with the main structure and surroundings and be aesthetically compatible. Metal or plastic accessory structures are not allowed, except greenhouses may be constructed of polycarbonate panels or glass installed in aluminum or metal frames.
- e. All accessory structure foundations must be screened with lattice or plantings per Section 6.24, Landscaping.
- f. Roof shall overhang sidewalls, except at the gable ends, in an amount proportional to the size of the structure.
- g. Flat roofs are not permitted.
- h. Accessory structures shall be located between the setback lines and the main structure.
- i. Accessory structures shall not be located in the front yard.
- j. Accessory structures located on corner lots shall not be located in the portion of the yard adjacent to either street.
- k. Accessory structures shall not be attached to the main structure and must be a minimum of ten (10) feet from the main structure.
- l. Accessory structures larger than 12 feet in any direction (or greater than 144 square feet total), including storage sheds, require a permanent foundation such as a cement slab or footings with block and brick or other facing materials. Above ground exposed concrete blocks are not permitted.
- m. Detached garages, when the main structure has no garage, are not considered accessory structures for purposes of the restrictions in sub-section C. above. **Carports are not permitted.**

Sec. 21-8-1.1. - Additional Accessory Structures. Are permitted within the **EU, RE, and RA-5** zoning districts when they meet the following requirements:

The following accessory structures are permitted:

- a. Stable or barn.
 - b. Storage structures
 - c. Run-in shed
 - d. Pool house
 - e. Greenhouse
 - f. Tool shed
 - g. Detached guest quarters not to exceed 50 percent of the square footage of the primary residence, exclusive of garages, screened and unscreened porches, and unheated utility spaces. Only one detached guest quarter is permitted.
 - h. Detached garage.
- (1) No accessory structure shall be built upon a lot until the construction of a main structure has commenced.
 - (2) Accessory structures shall not be rented or used for gain.
 - (3) Guest quarters shall not be permitted unless a primary residence exists.
 - (4) No trailer, mobile or manufactured home shall be allowed on any lot, except during the active construction of a permitted structure, and are not considered accessory structures. This prohibition does not apply to farm or horse trailers.
 - (5) Structure exteriors shall be of a material and color to blend with the main structures and surroundings and be aesthetically compatible with the main structure.
 - (6) Flat roofs are not permitted.
 - (7) Accessory structures shall be located between the setback lines and the main structure.
 - (8) Accessory structures shall not be located in the front yard.
 - (9) Accessory structures located on a corner lot shall not be located in the portion of the yard adjacent to the street.
 - (10) Accessory structures shall not be attached to the main structure.

Sec. 21-8-1.3 – Detached Garages Detached garages may be placed on any single-family lot providing the following restrictions:

- a. Garage shall match the primary residence in color and architectural design
- b. Garage shall be placed in the rear or side yard of the primary residence and garage doors shall be side facing when feasible.
- c. Garage shall follow all building design standards as set forth in Sec. 21-6-10.2 and all building height and setback requirements as set forth in Sec. 21-6-8.

PERMIT FEES

\$50.00 Shed/Storage	\$50.00 Pool Equipment House	\$200.00 Barn
\$50.00 Greenhouse	\$50.00 Swimming Pools	\$400.00 Barn w/Living Quarters
\$50.00 Run-in Shed	\$50.00 Decks	\$400.00 Detached Guest Quarters
\$50.00 Coop/Roost/Hutch/Pen	\$200.00 Detached Garage	\$400.00 Detached Garage w/Living
\$50.00 Screened Porch Enclosure		

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## FOR VILLAGE USE

FEE PAID: \$ \_\_\_\_\_ ☐ Cash ☐ Check# \_\_\_\_\_ DATE PAID \_\_\_\_\_

STRUCTURE TYPE: \_\_\_\_\_

☐ APPROVED ☐ APPROVED W/ CONDITIONS \_\_\_\_\_

☐ DENIED \_\_\_\_\_

\_\_\_\_\_  
ZONING ADMINISTRATOR

\_\_\_\_\_  
DATE ISSUED

**PERMIT #** \_\_\_\_\_