



FOXFIRE VILLAGE CERTIFICATE OF ZONING COMPLIANCE
PERMIT APPLICATION PACKET

Application packets are accepted on the FIRST and THIRD Wednesday of each month. Application and Plans will be reviewed within 15 days of the date submitted. Applications with missing documents or information will not be reviewed until all missing information is submitted.

All properties bound by a Home-Owner's Association must have approval from their Board before applying with Foxfire Village.

***EMAILED COPIES OF CONSTRUCTION APPLICATION PACKETS
WILL NOT BE ACCEPTED***



FOXFIRE VILLAGE CERTIFICATE OF ZONING COMPLIANCE PERMIT APPLICATION

Residential Construction and Structure Modification

Construction Type / Permit Fee	For Village Use Only
☐ Single-Family Residential \$400	☐ Approved
☐ Multi-Family Residential \$500	☐ Denied
☐ Modular Home \$400	PERMIT # _____
☐ Manufactured Home \$200	
☐ Structure Modification \$200	_____ Zoning Administrator _____ Review Date

****IMPORTANT**** All properties bound by a Home-Owner's Association must have approval from the HOA Review Board **BEFORE** applying with Foxfire Village. A construction approval letter and stamped/signed copy of site plan and architectural plans must be submitted with this application.

Date Submitted: _____ Parcel ID/LRK: _____

Property Address: _____ Zoning District: _____

Total Sq.Ft. _____ Heated Sq. Ft. _____ Bedrooms / Baths _____ / _____

☐ Golf Course Lot ☐ Corner Lot

Proposed Structure's
Setback Measurements Front _____ Rear _____ Sides _____ / _____

All setbacks are measured from the relevant property line or right-of-way to the nearest portion of the building, including overhangs, gutters, etc. **A Certified Foundation Survey is REQUIRED if structure is within 5' of setback.**

Property Owner: _____ Phone/Cell: _____

Mailing Address: _____ Email: _____

Contractor: _____ Phone/Cell: _____

NC License # _____ Email: _____

The following attachments are REQUIRED:

- ☐ Site Plan (2) ☐ Soil and Erosion Control (2) ☐ Landscape Plan (1) *ETJ Properties Exempt*
- ☐ Approved Moore County Septic Permit (1) ☐ Architectural Plan (1)

PLEASE NOTE, THIS APPLICATION AND PERMIT IS ISSUED SUBJECT TO THE CONDITIONS AND TERMS SET FORTH ON THE REVERSE SIDE OF THIS PAGE.

Owner / Contractor Name (Please Print)

Owner / Contractor Signature

Open burning of ANY material is strictly prohibited unless parcel is 5-acres or larger and with the required permitting and approval from the Foxfire Village Clerk.

Work Hours – Construction is permitted between the hours of 7:00 am and 6:00 pm, Monday through Saturday. Sub-Contractors should be notified of these restrictions. **NO construction is allowed on Sunday or Christmas.**

Cleanliness of Construction Site - Construction sites shall be kept free of waste/trash during the building process. This includes papers, drink cans or bottles, waste construction materials, and tree or yard debris. Cleaning up and proper disposal is the sole responsibility of the contractor/owner to whom the Building Permit is issued.

Toilet Facilities – Each site must have a self-contained sanitary toilet with a door, for use by workers. It must be located **at least 15 feet** from the roadway and removed immediately after construction is complete.

Parking of Vehicles – All vehicles used for construction or belonging to the workers at the construction site must be parked off the hard surface of the roadway so as not to obstruct traffic. Violators may be issued a traffic citation.

Road Shoulders - The owner/contractor is responsible for all damage to the shoulders and roads on both sides of the road at the construction site. Any damage must be repaired by the owner/contractor within 30 days after completion of the construction project. If said damage is not repaired repairs will be made by Foxfire Village and the owner/contractor billed for the cost of repairs.

Driveways – All driveways **must have a culvert installed** to assure normal drainage of water from and along roadway.

Failure to comply with the requirements set forth herein and any additional requirements deemed necessary by the Planning & Inspections Department could result in zoning violations and subsequent fines as set forth in accordance to Section 6.4 of the Foxfire Village Code and the Foxfire Village Fee Schedule.

The General Contractor is ultimately responsible for compliance with all provisions of the North Carolina Building Code, ADA, and for in-service performance of the building, regardless of any approval issued by State or local regulatory agencies.

Site Plan Checklist – The site plan, prepared and sealed by a licensed surveyor, shall contain the following:

- Indicate existing and proposed topographic elevations and finished floor elevations
- Vicinity Map – must be legible and lot easily located
- Title block with site name and location
- Indicate zoning classification of property
- Show total acreage including area and dimensions of the entire tract
- Indicate adjoining lot lines, lot number on plans (include subdivision name if located within subdivision)
- Provide Developer/Builders name, address, phone(s), and email address
- Indicate by note, minimum dwelling size proposed for each floor
- Show front, rear, and sides of building setbacks
- Show road frontage at the right of way and lot width at the building line
- **Indicate drainage easement footage**
- Clearly show the location of addition/alteration
- Proposed location of accessory structure to include dog runs, fences, etc.
- Driveway and Sidewalk locations
- **Lots that are susceptible to storm water retention shall:**
 - a. **Show existing and proposed drainage patterns**
 - b. **Onsite/offsite drainage basin map complete with direction of roof drainage.**
- **Floodplain and wetland delineation with builder providing the proper documentation from a civil engineer**
- Elevation of ground floor
- Elevation (front, rear, and sides) shown with finished grade, to scale
- Erosion control plan showing location of silt fence
- Existing and proposed impervious areas including the calculations on new construction and additions/alterations
- Location of septic, and/or existing drainage structures (with Approved County permit attached)
- Landscaping information shall include location and types of plants and quantity, including height of plants around HVAC unit, including details for any soil stabilization and finish contour grades
- Floor Plan
- **Foundation Survey (certified if within 5 ft, of setbacks)**
- Roof Framing Plan
- Framing Plans for all floors
- Wall elevation including typical wall section
- Lot Clearing and Grading Plan

8-4. Landscaping.

- A. The conservation of existing mature specimen trees (such as pines, magnolias, dogwoods, and holly) that do not conflict with the placement of buildings, drives, walks, patios, or other site amenities is strongly encouraged. A minimum of eight (8) qualifying trees for a single family residential site in zoning districts RS-20, RS-30, RS-40, EU and RE, shall be saved and protected during construction. Qualifying trees shall be healthy trees, three (3) inches in diameter at four and a half (4½) feet above the ground or larger. If the site does not have enough qualifying trees, then sufficient three-inch caliper trees or larger shall be planted to meet the minimum number of eight (8) qualifying trees.
- B. The approximate location, size, and type of existing qualifying trees and trees to be used to meet this requirement **shall be shown on the site plan.**
- C. All trees used to meet the requirements of this section shall be healthy and well protected during construction.
- D. Foundation Plantings Requirement. Foundation plantings shall be provided for all principal and accessory buildings and structures, including storage sheds. The number of plants or plant groupings shall be based on the linear footage of foundation along the front, back, and sides of each structure minus doorways, and steps at a rate of one shrub or plant grouping per six linear feet of foundation. **All foundation plantings shall be five (5) gallons or larger at the time of planting.** Plantings are not required to be placed in a uniform, linear arrangement when installed and plant groupings or ground cover beds may be used to meet the requirement of this section.
- E. HVAC units, pool equipment, well houses, above-ground propane tanks, and other such structures on the property shall be **completely screened** with evergreen landscaping material and/or lattice or fencing/wall (limited in height and size to the equipment being screened) **before a certificate of occupancy is issued.** Evergreen plantings must be of a size and growth potential as to form a complete screen within two years.
- F. The Village Zoning Administrator may delay the landscaping requirement for a maximum of six (6) months after occupation in order to facilitate the health and survival of plantings with the submission of a written and signed landscape plan.
- G. The requirements of subsections (D) and (E) are a continuing requirement. Dead plantings and trees must be replaced so as to maintain the minimum requirements set forth above.
- H. Hardscape. Decorative fencing and walls are allowed with a maximum height of three feet (3') and may be in setbacks. Decorative fencing or walls shall have a maximum of one corner (angled turn) per run of fence and may not cross any driveway or enclose any area. Allowable fencing materials are found in section 8-3, Fence and Wall Standards. Gazebos, pergolas, and other similar open structures must be of wood, brick, stone, wrought iron or powder coated aluminum and may not be plastic or PVC. Walkways and paths are allowed in setbacks.