



**TOWN OF BUTNER**

415 Central Avenue, Suite A, P.O. Box 270, Butner, NC 27509  
Phone: 919.575.3032, Fax: 919.575.3034 / [planning@butnenc.org](mailto:planning@butnenc.org)

**LAND USE PERMIT APPLICATION**

**Permit #:** \_\_\_\_\_

**Applicant Instructions:** Only complete applications will be accepted. For reference, find online the Town of Butner Land Use Ordinance Articles 6 – 11 and 13 – 16; Butner Zoning Map; FEMA Floodplain Map (Flood Insurance Rate Map, or FIRM); and, the Butner Watershed Map. (See: <http://www.butnenc.org/departments/planning-and-zoning/>).

**Staff recommends using Granville County’s GIS complete Sections 1 and 2 below:** [www.granvillegis.org](http://www.granvillegis.org). Select the Online Maps tab to get to the online GIS. You can search by your address. Click on your parcel to pull up Map #, acreage, etc. as needed below.

**A plot plan is required in addition to this application.** It may be hand drawn or utilize the GIS map noted above. Show **ALL** new improvements, with measurements from property lines and other structures. This includes fencing, swimming pools, additions, and/or new construction (height of new fencing should be included on plot plan)..

At any time, if you have questions, please contact us by phone or email ([planning@butnenc.org](mailto:planning@butnenc.org)).

**Land use permits NOT required for interior-only improvements with no change of use.**

**SECTION 1**

**Use Proposed:** Residential. Commercial (office, retail). Industrial. Distribution. Storage. Mixed Use. Parking Lot. Other \_\_\_\_\_

**Permit Type:** Accessory Structure or Addition. Change of Use. Demolition. New Business. Site Plan. Temporary Use. Other \_\_\_\_\_

**Floodplain Development Permit Required?** Yes / No *If yes, the Floodplain application shall be approved prior to issuance of the Land Development/Zoning Permit.*

**Is this a change of use?** Yes / No If yes, Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Map or Record# will be found by checking Granville County GIS. [www.granvillegis.org](http://www.granvillegis.org)

**Map or Record #:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**City/State:** Butner, NC **Zip Code:** \_\_\_\_\_

**Property Size:** \_\_\_\_\_ acres **Location:** Town Limits ETJ

**Industrial Park, Shopping Center or Subdivision Name:** \_\_\_\_\_ (if not known or applicable, enter NA)

If residential subdivision, lot #: \_\_\_\_\_ (if not known, enter NA)

**Existing (Fill out only if changes to disturbed/impervious surface area are proposed)**

Heated Area: \_\_\_\_\_ square feet Unheated Area: \_\_\_\_\_ square feet Height: \_\_\_\_\_ feet

# of Buildings on Property: 1 2 3 4 5 More than 5

Impervious Area: \_\_\_\_\_ square feet Cumulative Disturbance: \_\_\_\_\_ square feet

**Proposed Improvements (accessory structures, additions, new construction, etc.)**

Heated Area: \_\_\_\_\_ square feet Unheated Area: \_\_\_\_\_ square feet Height: \_\_\_\_\_ feet

Impervious Area: \_\_\_\_\_ square feet Disturbed Area: \_\_\_\_\_ square feet

Driveway Length / Width: \_\_\_\_\_ Pipe size: \_\_\_\_\_ # of Parking spaces provided: \_\_\_\_\_

Driveway Connection to: \_\_\_\_\_

**Subject to Stormwater Regulations?** Yes No



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*If you disturb at least 21,780 square feet or 1/2 acre (residential) or 12,000 square feet (non-residential), you are subject to stormwater regulations.*

**Estimated Cost of Project/Improvements:** \_\_\_\_\_

**PROPERTY OWNER INFORMATION AND APPROVAL\*\*\***

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT INFORMATION (If different from Property Owner)**

Are you the property owner? Yes No (if no, see below)  
Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*\* - For commercial projects, if you are not the property owner, a signed and executed copy of the lease must accompany this application.*

*- For residential projects, the property owner must sign this application.*

**SECTION 2: SKETCH PLAN**

**For Building(s):** Sketch or attach the proposed layout for addition, accessory structure or new construction. Show property lines, driveways, buildings, dimensions, setbacks, and street locations.

**For Driveway(s):** Sketch or attach the proposed layout for driveway(s). Show property lines, driveways, dimensions, and street locations.

**SECTION 3: STAFF**

Date Rec'd: \_\_\_\_\_  
Watershed Location: \_\_\_\_\_  
Watershed Application Required? \_\_\_\_\_  
Falls Lake Rules Stormwater Review Required? \_\_\_\_\_  
Total Fees Due with Application: \_\_\_\_\_  
Form of Payment / Check Number: \_\_\_\_\_  
Permit Number / Date Issued: \_\_\_\_\_

*Staff: Scan application and associated materials and save in PERMITS folder.*