

**PROCEDURES FOR OBTAINING ZONING PERMITS, FOUNDATION PERMITS,  
AND CERTIFICATES OF COMPLIANCE IN THE TOWN OF WEDDINGTON**

**Zoning Permit**

1. A zoning permit is required for residential, institutional and commercial uses, including upfits. A Town of Weddington zoning permit shall also be required anytime a building permit is needed from the Union County Building Inspections Department. Zoning permits are valid for six months from the date of issuance.
2. Except for accessory structures and certain developments on large lots, a zoning permit application shall be accompanied by a scaled dimensional drawing, certified as being true and correct by a surveyor or engineer registered with the State of North Carolina, which shows:
  - The exact shape, dimensions and location of the lot to be built upon
  - The exact shape, dimensions and location of existing structures on the land
  - The exact shape, dimensions, and location of structures to be developed on the lot
  - All required lot line setbacks
  - Proposed parking facilities (if required)
  - Landscaping and buffering plans (if required)
  - Any other information that may be needed to insure that the proposed construction is in compliance with applicable provisions of the Weddington Zoning Ordinance
3. A zoning permit fee shall accompany each application. The fees are as follows:
  - Residential Uses - \$100.00
  - Non-Residential Uses - \$250.00
  - Accessory or Agricultural Uses - \$25.00
  - Minor Additions of no more than 25% or 500 square feet of unheated area - \$25.00
  - Minor Additions of no more than 25% or 500 square feet of total heated area - \$50.00
  - All other additions - \$100.00
4. Structures built in floodplain areas are subject to all applicable Weddington floodplain regulations.

**Foundation Permit**

1. Once the building foundation is completed, the applicant shall submit a copy of the foundation survey for review.
2. The survey shall be completed by a surveyor or engineer, registered with the State of North Carolina, and shall show the location of the foundation and all setbacks.

3. Failure to submit the Foundation Survey may result in denial of a Certificate of Compliance. The Board of Adjustment shall not issue a variance for a reduction in setbacks if a Foundation Permit was not first obtained.
4. There is not a fee for a foundation permit.

### **Certificate of Compliance**

1. No structure may be used or occupied until a certificate of compliance has been issued.
2. **A copy of a scaled, dimensional drawing of the completed structure(s) shall accompany an application for a certificate of compliance.** Said drawing shall be drawn and certified as accurate by a surveyor or engineer registered with the State of North Carolina.
3. Fees for a certificate of compliance shall be as follows:
  - Residential Uses - \$100.00
  - Non-Residential Uses - \$250.00
  - Accessory or Agricultural Uses - \$0.00
  - Minor Additions (no more than 25% or 500 square feet) - \$0.00

**IF YOU HAVE QUESTIONS, CALL THE TOWN'S ZONING ADMINISTRATOR AT (704) 846-2709 MONDAY, WEDNESDAY, AND FRIDAY 9:00 A.M. – 1:00 P.M., OR YOU MAY STOP BY AT THE WEDDINGTON TOWN HALL DURING THESE HOURS.**