



TOWN OF CLAYTON

Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

MINOR SITE PLAN APPLICATION

Pursuant to Article 7, Section 155.707 of the Unified Development Code, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Planning Director to approve a Minor Site Plan application.

Application Fee: \$250.00 + \$5.00 per acre. All fees are due when the application is submitted.

SITE INFORMATION

New Minor Site Plan

Minor Modification to an approved site plan

Name of Project: _____ Acreage of Property: _____

Parcel ID Number: _____ Tax ID: _____

Address/Location: _____

Existing Use: _____ Proposed Use: _____

Zoning District: _____

Is project within a Planned Development? No
 Yes (list): _____

Is project within an Overlay District? No
 Yes (list): _____

EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ File Number: _____

PROPERTY OWNER INFORMATION

Name: _____
 Mailing Address: _____
 Phone Number: _____ Fax: _____
 Email Address: _____

APPLICANT INFORMATION

Applicant: _____
 Mailing Address: _____
 Phone Number: _____ Fax: _____
 Contact Person: _____
 Email Address: _____

REQUIRED INFORMATION *(to be submitted with the application)*

The following items must accompany a Minor Site Plan application.

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
1. Site Plan Review Fee (\$250 + \$5/acre)	<input type="checkbox"/>				
2. Completed application (9 copies)	<input type="checkbox"/>				
3. Owner's Consent Form (9 copies) <i>Required if applicant is not property owner.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Plan sets meeting the requirements listed in the <i>Plan Requirements Checklist</i> , OR plan sets meeting requirements as directed by Planning staff (9 copies)	<input type="checkbox"/>	<input type="checkbox"/>			
5. Wastewater allocation request OR verification of wastewater allocation (9 copies) <i>For new uses or expansion of use.</i>	<input type="checkbox"/>	<input type="checkbox"/>			

Planning Department staff may require additional materials in addition to the above.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Planning Board of the Town of Clayton to approve the subject Minor Site Plan. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

 Print Name

 Signature of Applicant

 Date