



## North Wilkesboro Development Checklist

### NEW CONSTRUCTION ON EXISTING VACANT LOT REQUIRING REZONING OR CONDITIONAL USE PERMIT

*All of the following requirements must be completed prior to beginning any construction.*

Completed	Requirement	Time Frame	Fees*	Department Responsibility
	Site Evaluation	Call (336) 667-7129	No Fee	NW Planning and Inspections
	<b>Application for Rezoning and/or Conditional Use Permit</b> <ul style="list-style-type: none"> <li>• Owner's signature required</li> <li>• May require site plan and conditions</li> </ul>	<b>Minimum</b> 10 business days prior to Planning and Zoning Board of Adjustment meeting	<ul style="list-style-type: none"> <li>•Rezoning: \$200, \$150 refundable if denied.</li> <li>•Conditional Use: Permit \$75 non-refundable</li> </ul>	NW Planning and Inspections/Technical Advisory Committee
	<b>Planning and Zoning Board of Adjustment Hearing</b>	2 <sup>nd</sup> Thursday of each month		NW Planning and Inspections
	<b>Board of Commissioners Public Hearing</b>	1 <sup>st</sup> Tuesday after the 1 <sup>st</sup> Monday of each month following Planning Board hearing		NW Planning and Inspections
	<b>Septic Permit (if public sewer not provided)</b>	Call (336) 651-7530	<ul style="list-style-type: none"> <li>•\$120/bedroom Residential</li> <li>•Varies on Commercial</li> </ul>	Wilkes County Department of Environmental Health
	<b>Well Permit (if public water not provided)</b>	Call (336) 651-7530	To Be Determined	Wilkes County Department of Environmental Health
	<b>Building Plan Approval</b>	Varies: Usually within 48 business hours	<ul style="list-style-type: none"> <li>•No Fee for Building Insp.</li> <li>•Fees vary according to sq. ft. for Fire Dept.</li> </ul>	NW Planning and Inspections/ NW Fire Department
	<b>Zoning Permit</b>	30 minutes	No Fee	NW Planning and Inspections
	<b>Building Permit</b>	30 minutes	Varies according to construction	NW Planning and Inspections

\* Some fees are doubled if construction begins before obtaining required permits!