



Town of Carthage

Zoning Compliance Letter

Date: _____

FEE: \$25

Subject Property: _____

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. The current zoning classification for the subject property is: _____

2. Adjacent property zoning designations:

North: _____

South: _____

East: _____

West: _____

According to the zoning ordinances and regulations for this district, the use of the subject property as a _____ is a:

- Permitted Use by Right
- Permitted Use by Special/Specific Use Permit, Conditional Use Approval, Special Exception:
 - Copy Attached
 - Copy Not Available
 - Not required at time use was established – Legal Nonconforming
- Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning. See comments.)
- Non-Permitted Use

Comment: _____

3. The subject structure(s) and property were developed:

- in accordance with Current Zoning Code Requirements and are legally conforming
 - use and/or
 - lot
- in accordance with previous zoning requirements and would be considered legal non-conforming.
- Prior to the adoption of the zoning code and are Grandfathered/Legal non-conforming to current zoning requirements.
- in accordance with approved site plan and are legal conforming to approved site plan. If any non-conforming issues exist with respect to current zoning requirement, the subject property would be considered legal non-conforming.
- Unable to determine if use is legally non-conforming based on available records

Comment: _____

4. Information regarding variances, special permits/exceptions, ordinances, or conditions:

- There do not appear to be any variances, special use permits, conditional zoning, or other supplemental requirements that apply to the subject property.
- The following apply to the subject property (see comments):
 - Variance – Documentation attached or is otherwise no longer available (see comment)
 - Special Use Permit attached or is otherwise no longer available (see comment)
 - Conditional Zoning Ordinance attached or is otherwise no longer available (see comment)
 - Supplemental zoning requirements (see comment)

Comment: _____

5. **Rebuild:** In the event of casualty, in whole or in part, the structure located on the subject property:

- May be rebuilt in its current form (i.e. no loss of square footage, same footprint, existing parking, with drive through(s) if applicable).
- May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section _____ of the current zoning code/ordinance for details.

Comment: _____

6. **Code Violations Information:**

- There do NOT appear to be any outstanding/open zoning, building or fire code violations that apply to the subject property.
- The following outstanding/open zoning / building / fire code violation(s) apply to the subject property:

Comment: _____

Certificate of Occupancy status is issued by the County of Moore Permitting and Inspections office and are retained by them for six years after the permit expires.

7. **Site Plan Information:**

- The subject property was not subject to a site plan approval process.
- The subject property was subject to site plan approval and a copy of the approved site plan is attached.
- The subject property was subject to site plan approval, but a copy of the approved site plan is no longer in existence (was lost, exceeds records retention, or destroyed). All other existing documents applicable to site plan approval for the site are attached if available.
- An approved site plan for the subject property is on file, but our office does not have the necessary resources to reproduce and distribute copies of the plan. All other existing documents applicable to site plan approval are attached if available.
- Other (as noted here): _____

This information was researched on/through _____, 2022, by the undersigned, per request and as a public service.

A site visit was / was not conducted. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon, or relates to, the information supplied by the requestor. The Town assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

By: _____

Signature: _____

Title: _____

Department: _____

Email: _____

Phone: _____