

SANFORD / LEE COUNTY / BROADWAY

ZONING CLEARANCE APPLICATION – RESIDENTIAL PROJECTS



115 Chatham Street, Sanford, NC 27330

919.718.4656

zoning@sanfordnc.net

This application is intended for all projects related to residential construction, including: new single- and two-family home construction, new additions to existing homes, the construction of accessory buildings, the construction of accessory dwellings (2nd homes), and interior renovations. Please include a site plan/plot plan showing the scope of work intended and existing conditions such as septic systems and wells, if present. Site plan examples are provided for your reference.

Jurisdiction: ☐ Sanford, including ETJ ☐ Lee County ☒ Broadway, including ETJ

Property Address/Location: 105 Semivale Fields Dr **Parcel/Tax ID #:** _____

Name of Subdivision or Mobile Home Park: _____ **Lot #:** _____

Proposed Project Type (select only one option, as each of these must be reviewed/permited separately):

- | | | |
|---|--|--|
| <input type="checkbox"/> New Home Construction | <input type="checkbox"/> Accessory Dwelling (2 nd Home) | <input type="checkbox"/> Addition to Existing Home |
| <input checked="" type="checkbox"/> Accessory Building (shop, garage, etc.) | <input type="checkbox"/> Renovations Only (no additions) | <input type="checkbox"/> Swimming Pool |

If Building a New Home, Select the Home Type: ☐ Site- or Stick-Built ☐ Modular ☐ Manufactured

If Building an Accessory Building: Total Square Footage: 504 Building Height: _____

Description of Project: Add single story shed on property

Proposed Minimum Building Setbacks

- Building setbacks are **the minimum required distance from the structure (home) to the property line.**
- If any structure proposed for construction/expansion is **within 5ft** of a minimum building setback, the property lines **must** be located by a licensed land surveyor.
 - This is also required if the location of your proposed structure is shifted to within 5ft of a minimum building setback line by the Lee County Environmental Health Department as part of the septic system approval process.

Proposed Setbacks: FRONT _____ ft. REAR 35 ft. LEFT SIDE _____ ft. RIGHT SIDE 20 ft.

Water Source: Is the source: ☒ EXISTING ☐ PROPOSED ☐ PUBLIC ☒ PRIVATE (well)

Sewer Source: Is the source: ☒ EXISTING ☐ PROPOSED ☐ PUBLIC ☒ PRIVATE (septic)

Access: Is the source: ☐ EXISTING ☐ PROPOSED ☐ PUBLIC (street) ☒ PRIVATE (easement)

I hereby certify that the information provided on and attached to this application is accurate to the best of my knowledge as of the date of my signature. Also, I have illustrated all existing conditions (easements, septic system, floodplain, etc.) on the site plan required to be submitted with this application.

Applicant's Name: Mark D. Roberts

Applicant Signature: Mark D. Roberts **Date:** 9/4/25

Mailing Address: 105 Semivale Fields Dr Broadway NC 27505

Email Address: mdrobert21@gmail.com **Phone:** 256-508-6703

APPLICATION FOR TEMPORARY UTILITY SERVICE
Please read the following information carefully!

TEMPORARY/CONDITIONAL UTILITY SERVICES NOT ALLOWED FOR MODULAR UNITS!

The Following Items Must Be Completed Prior to Request and Inspection for Temporary Utility Service Inspection:

- All sheetrock must be installed.
- Only one BREAKER installed on a designated circuit will be allowed and must be GFCI protected.
- Must have disconnects and overload protection installed for heating system.
- All loose wires must be made safe.
- The applicant shall assume the responsibility to alert personnel working in the residents of the energized electrical system.

The Following Regulations are Enforced:

- Prior approval must be obtained from the Electrical Inspector before storing furniture, boxes and/or other combustible materials.
- Structure is not to be occupied until a Certificate of Occupancy / Compliance is issued. *Any infraction of this rule will result in forfeiture of temporary power privileges; and further, any future request for temporary utility will be prohibited.*
- An extension of time may be granted by the Electrical Inspector for completion of construction if it deems necessary.
- The responsible agent consents to all provisions of the 202 N.E.C w/ NC amendments.

Application is hereby made as follows:

Electrical Service in Name of: _____

Address of Temporary Service Request: _____

Occupancy Type: _____

**APPLICATION TO CITY OF SANFORD FOR TEMPORARY UTILITY SERVICE AND TO
_____ POWER COMPANY.**

The undersigned are hereby requesting temporary utility service for _____ days beginning the date the temporary service is approved by the applicable City of Sanford/Lee County Inspector. Service will be disconnected the following day after the temporary service expires unless a permanent Certificate of Occupancy / Compliance has been issued.

General Contractor (signature & date)

Electrical Contractor (signature & date)

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RESIDENTIAL SITE PLAN EXAMPLE



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This example site plan below is provided as a guide for the information that must be included on your submitted site plan for a complete Planning Department review of your proposed project. Please illustrate where you propose to construct your new project, whether it be a new home, an addition to an existing home, an accessory building, or a pool.

Provide the distance between your new structure and all property lines so that minimum building setbacks can be verified. It is extremely important that your property lines are located prior to starting construction. Building a structure within a minimum building setback will result in the failing of your inspection and you will be required to demolish and/or relocate the portion of the structure found to be within the minimum building setback.

If you are unaware of your property line locations, you will need to contact a licensed professional land surveyor to either mark your property corners or draft a to-scale site plan to submit. Your minimum building setbacks are determined by your property's zoning designation. If you do not know your property's zoning and/or minimum building setbacks, please contact the Department of Community Development at 919-718-4656 or zoning@sanfordnc.net.

SITE PLAN EXAMPLE (NEW HOME, ACCESSORY STRUCTURE, AND HOME ADDITION)

