



**Accessory Structure
Commercial, Residential, No Dimension > 12 ft**

Fee: \$50 – No Dimension > 12 ft

Fee: \$200 – Commercial

Fee: \$175 – Residential

(Revised 09/2019)

<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> No Dimension >12 ft
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Permit Information

Accessory structures are permitted in all zoning districts provided the requirements identified in Special Requirement SR-108 and SR-110 in Section 8.7 of the Pinehurst Development Ordinance (PDO) are met and the structure complies with the dimensional requirements identified in Section 9.2 of the PDO.

This application must be completed in full and submitted with the associated fee listed in the Village’s Fees and Charges Schedule, which can be accessed at www.vopnc.org/Home/ShowDocument?id=10100. Additional inspection fees may apply.

Intake Information

Property Address	
Street Address	
City, State, Zip Code	
Parcel ID #	

Owner Information			
Name		Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code		Business Phone #	
Email			

Licensed Professionals		
License #s must include all letters and numbers as filed with the NC Licensing Board. If work is under \$30,000 and a general contractor will not perform the work, enter applicant information in General Contractor fields and applicant phone # as the License #.		
	General Contractor (Required)	Mechanical
License #		
Name		
Street Address		
City, State, Zip		
Phone #		
Email		



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Licensed Professionals		
License #s must include all letters and numbers as filed with the NC Licensing Board		
	Plumbing	Electrical
License #		
Name		
Street Address		
City, State, Zip		
Phone#		
Email		

Applicant			
Name		Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	

General Information

Description of Work			
Job Cost (N/A if no dimension >12 ft)			
Total Square Footage of Structure		Height of Accessory Structure	
Gross Floor Area of Primary Structure (N/A if no dimension >12 ft)		Gross Floor Area of Accessory Structure (N/A if no dimension >12 ft)	
Is there currently a shed or accessory structure on your property?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Site Information

Site Description	
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Total Square Footage of Lot		Total Square Footage of Disturbed Area	
Impervious Surface % - Existing		Impervious Surface % - Proposed	
Located in a Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, a Floodplain Development Permit is required)	
Red Cockaded Woodpecker On Site	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, requires US Fish and Wildlife Approval)	
Water Provider		Sewer Provider	

Zoning Information

Zoning District	
Overlay District	<input type="checkbox"/> Historic Preservation Overlay District <input type="checkbox"/> N/A <input type="checkbox"/> Pinehurst South Overlay District

Required Documents

<input type="checkbox"/> Site Plan/Survey <input type="checkbox"/> Floor Plans *	<input type="checkbox"/> Building Elevations * <input type="checkbox"/> Landscaping Plans *
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Note: The following surveys are also required as construction work progresses for Additions and New Construction in order to receive a Certificate of Occupancy:

1. Foundation Survey *
2. Final Survey *

* NOT required for structures with dimensions <12 ft

Additional Village Permits (As Applicable) – Must accompany this permit with the applicable fee

<input type="checkbox"/> Floodplain Development Permit - If located in a Flood Zone <input type="checkbox"/> Driveway Permit - If adding a driveway to the Accessory Structure <input type="checkbox"/> Certificate of Appropriateness (COA) – If located in the Historic Preservation Overlay District

Other Agency Permits/Approvals (As Applicable) - Per Section 4.2.6 of PDO

<input type="checkbox"/> Erosion Control Plan (State of North Carolina) <input type="checkbox"/> Driveway Permit – State Roads (NCDOT) <input type="checkbox"/> US Fish and Wildlife Approval	<input type="checkbox"/> Septic Tank/Well Permit (Moore County) <input type="checkbox"/> Right of Way Encroachment <input type="checkbox"/> Other
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Notice to Applicant

By completing and submitting this application, you certify that this application and submittal is complete and accurate.

Applicant Signature: _____ Date: _____

Planning and Inspections Department
 395 Magnolia Rd - Pinehurst, North Carolina 28374
 (910) 295-8660 - Fax (910) 295-1396 – www.vopnc.org



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