



**RESIDENTIAL CONSTRUCTION IN  
THE VILLAGE OF SUGAR MOUNTAIN:**

**THINGS YOU NEED TO SUBMIT WITH APPLICATION**

PLEASE ALLOW THIRTY (30) DAYS FOR SUBMISSION PROCESS

**1) IDENTIFY YOUR ZONING DISTRICT**

|  | <b>R-1</b>          | <b>R-2</b>             | <b>R-3</b>          | <b>R-4</b>                | <b>C-B</b>             |
|--|---------------------|------------------------|---------------------|---------------------------|------------------------|
|  | <b>SINGLE (Low)</b> | <b>SINGLE (Medium)</b> | <b>MULTI-FAMILY</b> | <b>RESIDENTIAL ESTATE</b> | <b>COMMERCIAL BUS.</b> |
| A) Minimum Lot.....  | 1 acre              | .4 acre                | 1 acre              | 3 acres                   | 1 acre                 |
| B) Density .....   | 1 acre              | 2.5 acres              | 4 acres             | .33 acre                  | N/A                    |
| C) Setbacks: Front .....   | 30 ft.              | 30 ft.                 | 30 ft.              | 60 ft.                    | 35 ft                  |
| Rear .....   | 25 ft.              | 25 ft.                 | 25 ft.              | 60 ft.                    | 40 ft                  |
| Side .....   | 20 ft.              | 15 ft.                 | 20 ft.              | 50 ft.                    | 25 ft                  |
| D) Maximum Height .....  | 35 ft.              | 35 ft.                 | 35 ft.              | 35 ft.                    | 35 ft                  |
| E) All homes must be a total of 1400 square feet of living space with 1000 square feet being on the primary level.<br>(Note: Minimum square footage does not apply to homes build to single family code) |                     |                        |                     |                           |                        |
| F) Commercial Business – Lot Width at Building Line in feet (150), Structures shall not cover more than 30% of the total lot area.   |                     |                        |                     |                           |                        |

**2) REQUIRED MATERIALS:**

- A) Completed Zoning Compliance Permit for Building (Must have site map and building plans to accompany permit)
- B) Building Plans (Square footage must be listed separately as heated space and unfinished space)
- C) Accurate site plan “Survey” including:
  - 1) Property lines and corners
  - 2) Building set-back lines and required yard areas
  - 3) Existing buildings or structures
  - 4) Utility easements, rights-of-way, culverts, and drainage ways
  - 5) Location of all utility lines or other utility facilities
  - 6) Shape, size, use and location of proposed buildings and structures to be constructed, erected or altered
  - 7) Location of driveway
  - 8) Location of any land clearing, or tree removal (must maintain 20% tree canopy on lot)
  - 9) Listing of building materials and paint colors (Not required for homes built to Single Family Code)
  - 10) Any other information that may be required by Zoning Administrator
- D) The Zoning Administrator will conduct a site visit/Pre Construction Conference. The following will be needed prior to visit:
  - 1) All property corners clearly marked
  - 2) The location of the proposed structure and driveway clearly marked
  - 3) All trees being removed that are not in areas designated for structures, driveways, or those necessary for installing utilities.

**5) ARCHITECTURAL DESIGN STANDARDS** – Must be followed for all Multi-Family and Commercial Construction. (Not required for homes built to Single Family Code)

**6) CONSTRUCTION BOND (Attached)** - Once the zoning compliance permit for building is approved and before construction can begin, a cash construction bond made payable to the Village in the amount equal to \$1.00 times the square footage of the building or structure including porches, decks and decking is needed.

**NOTE: A CERTIFICATE OF ZONING COMPLIANCE MUST BE SIGNED BEFORE FINAL INSPECTIONS CAN OCCURE WITH AVERY COUNTY.**

**If you have any questions, please contact the Village Manager or  
Assistant Zoning Administrator at 828-898-9292**



THE VILLAGE OF SUGAR MOUNTAIN

251 DICK TRUNDY LANE  
SUGAR MOUNTAIN, NC 28604  
Phone (828) 898-9292  
Fax (828) 898-9293

DR-\_\_\_\_\_

**DRIVEWAY & CULVERT PERMIT**  
**\$25.00**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Driveway Location: \_\_\_\_\_

Zoning Ordinance Chapter 1, Article IX, Section 911:

With the exception of the R-3 Multi-Family Residential Zoning District, driveways shall be constructed at a minimum distance of 5 feet from the adjacent property line.

Design specifications and a drawing depicting the location and orientation of the proposed driveway and driveway culvert in relationship to the real estate involved and the adjacent road, street, or highway is required.

Culverts shall be constructed of corrugated metal or corrugated double wall plastic with a minimum diameter of 18 inches.

Signature of Applicant \_\_\_\_\_ DATE \_\_\_\_\_

**\*ZONING ADMINISTRATOR USE ONLY\***

Zoning District:  R-1  R-2  R-3  Other: \_\_\_\_\_

Zoning Administrator's Ruling:  APPROVED

REJECTED: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Check No: \_\_\_\_\_

\_\_\_\_\_  
*Zoning Administrator*

\_\_\_\_\_  
*Date*



PERMIT # LCP- \_\_\_\_\_

**ZONING COMPLIANCE PERMIT FOR LAND CLEARING - \$35.00**  
**(100% CLEARING IS PROHIBITED - MUST MAINTAIN A 20% TREE CANOPY)**

A PRELIMINARY SKETCH OF TREE REMOVAL PLAN IS REQUIRED

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

LOCATION OF SITE: Lot # \_\_\_\_\_ Physical Address: \_\_\_\_\_

USE OF LAND:  Residence  Business (Type: \_\_\_\_\_)

**Submittal of a tree removal plan is required.** All lots within the Village limits and extra territorial jurisdiction must maintain a 20% tree canopy. Clearing must begin within six (6) months after the date of issuance of this permit or the permit becomes null and void. The Village of Sugar Mountain must be notified of any oversized vehicles traveling upon Village roads. Permittee and/or property owner shall be responsible for the removal of mud and debris as well as all damages to Village roads. **A 15"-18" culvert must be provided for driveways.**

\_\_\_\_\_  
Signature of Applicants

\_\_\_\_\_  
Date

**\* Zoning Administrator Use Only \***

Zoning District: \_\_\_\_\_

Front Setback: \_\_\_\_\_ feet

Parcel No.: \_\_\_\_\_

Side Setback: \_\_\_\_\_ feet

Preliminary Sketch of Plans Provided?  Yes  No

Rear Setback: \_\_\_\_\_ feet

Zoning Administrators Ruling: \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

Check No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date



**THE VILLAGE OF SUGAR MOUNTAIN**

251 Dick Trundy Lane ♦ Sugar Mountain, NC 28604  
Tel: (828) 898-9292 ♦ Fax: (828) 898-9293

PERMIT # ZCP- \_\_\_\_\_

**ZONING COMPLIANCE PERMIT FOR BUILDING**

**A PRELIMINARY SKETCH OF PLANS IS REQUIRED  
YOU MUST PRESENT THIS TO AVERY COUNTY FOR A BUILDING PERMIT AND INSPECTION**

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

USE OF BUILDING:  **Residence**  **Business** (Type: \_\_\_\_\_)

**New** \$250  **Accessory** \$25 (Type: \_\_\_\_\_)  **Additions** \$75.00 (Type: \_\_\_\_\_)

**Deck/Walkway/Other** \$15 (Type: \_\_\_\_\_)

Estimated Cost of Building \$ \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_ Height of Structure  
(35' max)  
\_\_\_\_\_ Heated Sq. Ft \_\_\_\_\_ Unfinished Sq Ft.

**NOTE:** This structure is to be erected or altered in accordance with the Ordinances of the Village of Sugar Mountain, NC and the North Carolina Building Code. Construction must start within six (6) months after the date of issuance of this permit or the permit becomes null and void. The Village of Sugar Mountain must be notified of any oversized vehicles traveling upon Village roads. Screening is required and permittee and/or property owner shall be held responsible for the removal of mud and debris as well as damage to Village roads.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\* Zoning Administrator Use Only \***

Zoning District: \_\_\_\_\_

Front Setback: \_\_\_\_\_ feet

Parcel No.: \_\_\_\_\_

Side Setback: \_\_\_\_\_ feet

Preliminary Sketch of Plans Provided?  Yes  No

Rear Setback: \_\_\_\_\_ feet

Zoning Administrators Ruling: \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Check No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date



**CONSTRUCTION BOND**

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

LOCATION OF SITE: Lot # \_\_\_\_\_ Physical Address: \_\_\_\_\_

**ZONING ORDINANCE SECTION 1103.1 AND 1103.5**

**1103.1** A cash compliance bond made payable to the Village in the amount equal to \$1.00 times the square footage of the building or structure including porches, decks and decking.

**1103.5** If no substantial construction progress has been made within six (6) months of the date of issuance of the certificate of zoning compliance, or if the work authorized is suspended for a period of (12) months or if the exterior construction or work is not completed within twenty-four (24) months of issuance of the Certificate of Zoning Compliance for Building, the Certificate for Zoning Compliance for Building becomes invalid and terminated and the cash compliance bond is forfeited to the Village.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Construction Bond Received \$ \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

Bond Received By: \_\_\_\_\_

**Reserve for Office Use Only - Outside of home including landscaping and driveway must be completed within twenty-four months for Refund.**

Date Bond Refunded: \_\_\_\_\_

Village Authorized Signature: \_\_\_\_\_

**VILLAGE OF SUGAR MOUNTAIN**  
**Prerequisites for Commencement of Construction**  
**Call to Schedule a Pre-Construction Conference**

The Zoning Administrator shall determine whether the conference shall be held at Village Hall or the construction site. The developer, contractor, Zoning Administrator, Public Works Director, and project engineer, if applicable, shall be present at the conference. The purpose of this conference shall be to:

- Review the site plans to ensure clear understanding of the activities to take place,
- Establish a construction schedule,
- Review sedimentation and erosion control measures,
- Identify trees to be removed and the protective measures to be taken with the remaining trees, and
- Any other construction requirements.

**On-Site Prerequisites**

- Prior to commencement of new construction or renovation of an existing structure, the developer shall provide a portable toilet that can be used by construction personnel. For a renovation project, this requirement may be waived if proof can be shown that existing operational indoor facilities are available.
- Tree preservation shall be consistent with Title XV, Section 154.112 of the Sugar Mountain, Code of Ordinances.

**Requirements during Construction**

- **Hours of Construction**  
Contractors will be allowed to perform work Monday through Saturday, beginning at 7:00 AM and 8:00 PM. There will be no work performed or deliveries made on Sundays or Holidays.
- **Posting of Permits and Plans**  
All permits shall be posted on a board that is readily visible and accessible from the road. The permits shall be protected from the elements by a transparent cover.
- **Village Access**  
Employees of The Village of Sugar Mountain and other authorized inspecting entities with whom the Village may contract shall have access to the site at all times. Village inspections and/or inspections by other entities do not relieve the property owner, engineer, architect, or contractor of the obligations to ensure quality construction.
- **Land Disturbing Activities**  
Prior to commencing any land disturbing activities, all erosion control devices shall be installed and a graveled access for construction shall be constructed and used by all construction personnel.

Prior to making any open cut of Village roads, the contractor shall have all underground utilities located. The contractor shall also install advance-warning signs consistent with the NCDOT's Manual of Uniform Traffic Control Devices (as revised and/or rattled) and coordinate activities with the Village of Sugar Mountain Public Works Department. One (1) lane of through traffic shall be maintained at all times and the contractor shall have a flagger present until the roadway is open to two (2) way traffic once more. The opening shall be performed by neatly saw – cutting the existing pavement and then excavating to the required depth. The cut shall be performed consistent with the guidelines shown in the NCDOT Standard Drawing 654.01.

Any utilities installed under a Village street shall be placed within a carrier pipe with a trench no less than 18 inches deep. After placement of the carrier pipe, the area around the pipe shall be backfilled to a depth of six (6) inches above the crown of the pipe. This backfill shall be compacted to 95% of modified proctor. The

remainder of the trench shall be backfilled and compacted in eight (8) inch lifts to 95% modified Proctor. The top eight (8) inches shall be asphalt binder course Type H or HB and the surface shall be two (2) inches of asphalt, Type I-1 or I-2.

An engineer licensed in the State of North Carolina shall design any retaining walls as required by Avery County Planning and Inspections and/or the State of NC building code. All areas that are to be graded or have the vegetation removed and that are not covered with a building or gravel must be permanently seeded and mulched prior to owner has made other satisfactory arrangements for landscaping with the Zoning Administrator.

- **Site Appearance**

No construction material shall be stored within any public right-of-way unless approved by the Zoning Administrator.

No construction vehicles or vehicles belonging to construction workers shall be parked on the pavement of any public road unless arranged in advance with the Public Works Department.

Only materials and equipment that are to be used to build a portion of the project shall be stored on the construction site. If the construction site is inactive for a period of thirty (30) days or more, all materials shall be neatly stacked and secured from movement by wind, and all equipments shall be removed from the site. Ground areas that are disturbed more than ten (10) feet outside the footprint of the structure shall be temporarily seeded and mulched, graveled, or adequately mulched.

- **Debris Containment and Clean Up**

Unless the Zoning Administrator approves an alternate method, the developer must provide a debris container with a minimum capacity of eight (8) cubic yards. The debris container will be covered with an appropriate cover at the end of each workday to prevent the debris from being blown or scattered. The debris container must be emptied within two (2) working days after the container is full. A container is considered full when the debris is level with the topside rail.

- **Vehicles and Road Damage**

No vehicle equipped with tracks shall be permitted to travel on Village streets without the approval of the Village.

If, in the opinion of the Zoning Administrator or the Public Works Department, the material tracked on to the road creates a hazard, the developer shall immediately remove the material and take steps to continuously clean the road.

Vehicles are not allowed to damage roads. Any damage by a developer to a Village street, embankment, shoulder, or pavement during construction shall be repaired to the satisfaction of the Zoning Administrator or his or her designee within seventy-two (72) hours after the developer is notified in writing to make the repairs. If said damage creates a public safety hazard, the Village shall require immediate correction.

Any vehicle with a combination of dimensions over 8.5 feet in width, 13.5 feet in height, and 60 feet in length is consider and oversized vehicle and will require a permit to travel on Village streets.

- **E-911 Address Requirement**

Before a Certificate of Zoning Compliance can be issued, all new construction requiring an E911 address shall have the address posted on the property in a manner conforming to the Village's requirements and the requirements of Avery County.

I, \_\_\_\_\_ have read and fully understand the Village of Sugar Mountain's Prerequisites for Commencement of Construction presented to me on.\_\_\_\_\_. I agree to abide by these guidelines while within the Village of Sugar Mountain Village limits.

\_\_\_\_\_

Signature