



Town of Mint Hill
4430 Mint Hill Village Lane
Mint Hill, NC 28227
704-545-9726

Zoning Permit Application: Accessory Structure Not Requiring a Building Permit
(i.e. 12' x 12' x 12' or smaller shed)

**(Any structure over 12 feet in any dimension, STOP, do not fill out this form.
Zoning will be handled as part of your building permit submittal through
Mecklenburg County LUESA.)**

Property Owner: _____

Property Owner Mailing Address: _____

Email: _____ Phone: _____

Property Address: _____

Tax Parcel Number: _____

Subdivision: _____

Total Floor Area of House: _____

Total Floor Area of Existing Accessory Structures: _____

Structure requirements: All accessory structures shall be located no closer than eight (8) feet to any side or rear property line if the structure is in the rear yard. All detached accessory structures shall not be located closer than ten (10) feet to the principal structure. The maximum height of any accessory structure is 18 feet (except detached garages). Please see Section 6.9.7 Accessory Uses and Structures by visiting the Town's website at www.minthill.com to ensure that Accessory Uses and Structures are in compliance.

Building Dimensions of Proposed Accessory Structure: _____

Comments: _____

Required Attachment: A copy of a survey which shows: (a) the shape, dimensions and location of the lot to be built upon; (b) the shape, dimensions and location of all existing and principal accessory structures on the lot; (c) the shape, dimensions and location of the accessory structure to be placed on the lot; (d) all applicable setback lines pertaining to the new accessory structure once complete; and (e) any additional information that may be necessary to ensure that the proposed accessory structure will be in compliance with all provisions of the Town of Mint Hill Unified Development Ordinance. The proposed accessory structure may be sketched onto a copy of an existing survey of the subject property and submitted in lieu of a new plot plan. However, if the proposed structure will be located very near to the required setback lines, then it might be in the best interest of the applicant to have a plot plan of the proposed structure completed by a registered surveyor to ensure there are no encroachments.

Certification: I hereby certify that all the information contained herein and attached is true and correct to the best of my knowledge. I understand and acknowledge that any violation of any provision of the Town of Mint Hill's Unified Development Ordinance will be grounds for revoking my Zoning Permit.

Property Owner Signature

Date

Plot Plan for Mint Hill Permit Applications

Draw plot plan as neatly and accurately as possible, from survey if available. Upload plot plan below.

- Draw street(s) and right-of-way(s).
- Draw property lines with dimensions.
- Draw proposed and existing buildings showing any attached porch(es), deck(s), chimney(s), carport(s), or garage(s), etc.
- Show distances of buildings from property lines or other structures.
- Separate application and plot plan required for each building.

| | | |
|--|--|---|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">E X A M P L E S / P L O T P L A N</p> | | <p style="text-align: center;">- INSTRUCTIONS -</p> <p>In the space provided below, draw plot plan as neatly and accurately as possible, from survey if available.</p> <ol style="list-style-type: none"> 1. Draw street(s) and right-of-way(s). 2. Draw property lines with dimensions. 3. Draw proposed and existing buildings showing any attached porch(es), deck(s), chimney(s), carport(s), or garage(s), etc. 4. Show distances of buildings from property lines or other structures. 5. Separate application and plot plan required for each building. |
| | | <p style="text-align: center;">- PLOT PLAN -</p> |
| <p>ALL EXISTING AND PROPOSED BUILDING(S) ON LOT ARE SHOWN WITH MEASUREMENTS INDICATED.</p> | | |

Property Address _____

Tax Parcel Number _____