

**Town of Mills River Commercial/Non-Residential Zoning Permit Checklist**

- \_\_\_\_\_ Is the proposed use compatible with the Zoning District where the property is located (See Use Districts in Town of Mills River Code of Ordinances)?
  
- \_\_\_\_\_ SITE PLAN - Are the dimensional requirements shown (according to the Zoning District)?
  
- \_\_\_\_\_ Is there a note on the site plan indicating that a key box approved by Mills River Fire and Rescue will be installed prior to issuing a Certificate of Occupancy (see Section 150.16)?
  
- \_\_\_\_\_ Per Section 154.270, does the property require that Design Guidelines (check location of property, zoning district and size of building)? If so, are they included with the site plan?
  
- \_\_\_\_\_ Does site plan show how the Commercial Waste Container (dumpster) will be screened from view of the public right of way (see Section 154.115)?
  
- \_\_\_\_\_ Is a buffer required between the proposed use and adjacent residential property? If so, is it shown on the site plan?
  
- \_\_\_\_\_ Is the proposed parking shown? Does parking meet the minimum requirements as shown on chart in Section 154.106 OFF-STREET PARKING?
  
- \_\_\_\_\_ Is proposed parking area gravel or paved or a combination of both?
  
- \_\_\_\_\_ Is the parking area, as defined in Section 154.230(B), calculated in square feet and shown on the site plan?
  
- \_\_\_\_\_ Does the parking calculation and location trigger a landscaping requirement (see Section 154.230)? If so, is proposed landscaping shown on the site plan?
  
- Section 153.081 Planning Board may require a buffer strip where lots back up to or are adjacent to a major street or between dissimilar land uses
  
- NCDOT Driveway Permit, if applicable
  
- Building Plans provided for Fire Prevention/Inspection review
  
- Commercial Zoning Permit Fee - \$100 for first 5000 square feet, plus \$5 per each additional 5000 square feet