



TOWN OF CLAYTON  
PLANNING DEPARTMENT  
111 E Second Street  
Clayton, NC 27520  
919-553-5002

## MINOR MODIFICATION COVERSHEET

Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

*The following checklist to be completed by applicant. All materials must be submitted in PDF format via email to [Planning-EngineeringSubmittals@TownofClaytonNc.org](mailto:Planning-EngineeringSubmittals@TownofClaytonNc.org).*

- Review Fee
- Completed
- Application  
Owner's Consent Form
- Plan(s) to be amended, with changes bubbled in red.

Reviewed by: \_\_\_\_\_



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**Minor Modification  
 Application**

[www.ClaytonNC.org/Fees](http://www.ClaytonNC.org/Fees)

Applicable Fees: Minor Modification Fee

**PROJECT TO BE MODIFIED**

Project Name: \_\_\_\_\_ TOC Project Number: \_\_\_\_\_

**PROJECT & SITE INFORMATION**

Name of Project: \_\_\_\_\_

Acreage of Property: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

County Tag #: \_\_\_\_\_ NC Pin #: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Are you submitting the application under the ordinances and policies in effect at the time of the application for review by the Town of Clayton?  Yes  No

If you answered "No" to the question above, please specify the ordinance(s) and/or policy(ies), including version(s), under which the application is being submitted: \_\_\_\_\_

*Note: Supporting documentation must be submitted with the application.*

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

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

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

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

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

<i>OFFICE USE ONLY</i>		
Date Received: _____	Amount Paid: _____	File Number: _____

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

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

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

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

## EXPLANATION OF PROJECT

*Please provide detailed information concerning all requests. Attach additional sheets if necessary.*

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## APPLICANT AFFIDAVIT

*I understand that by signing this application I am legally bound to the representation, terms, and conditions herein. By signing below, I certify that I was technically able to read and had a reasonable opportunity to read this disclosure. I further acknowledge that I am authorized to submit this application, and any subsequent revisions thereto, and confirm having obtained permission from the property owner/occupant for the application and the Town's entry onto the property, if applicable. I further authorize Town of Clayton representatives to enter the site for purpose of conducting inspections or evaluations to determine compliance with applicable laws, policies, and manuals. I hereby certify that all of the information provided in this application and any attached documents is true, accurate, and complete to the best of my knowledge. I understand that any false information may result in rejection of the application or revocation of the permit or plan. I understand this submittal with its related materials and all attachments become official records of the Town of Clayton, North Carolina, and will not be returned. I understand this application and any communication, approval, or resulting permits issued as a result of this application are subject to disclosure pursuant to the North Carolina Public Records Act. I also acknowledge that, pursuant to NCGS § 143-755(b1), failure to respond to Town comments or holding the permit application on hold for six consecutive months or more will result in the cessation of review and forfeiture of all application fees, requiring a new application under current regulations. I shall not hold the Town of Clayton, its officers, employees and agents liable for any claims, losses, liabilities, expenses, charges or damages arising from or relating to incomplete, inaccurate, or false applications, or any additional supplemental applications, with respect of any cause arising out of, resulting from, or in connection with the application or permit.*

\_\_\_\_\_  
*Print Name*

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

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