



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

DETERMINATION LETTER

www.TownofClaytonNC.org/Fees
Applicable Fees: Determination Letter

SITE INFORMATION

Development Name: _____ Lot #: _____
 Tag Number: _____ Address/Location: _____
 Property Owner's Name: _____
 Zoning District: _____

APPLICANT INFORMATION

Applicant: _____
 Mailing Address: _____
 Phone Number: _____
 Contact Person: _____
 Email Address: _____

ITEMS TO BE INCLUDED IN THE LETTER

Please provide a description of items you wish to be included in the Determination Letter. Additional sheets may be provided, if necessary. If the letter is to be made out to/mailed to a party other than the applicant, please specify that information below as well.

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Permit Number: _____

SUBMITTAL INSTRUCTIONS

All applications, plans, and supporting documents should be emailed to:
Planning-EngineeringSubmittals@TownofClaytonNC.org

APPLICANT AFFIDAVIT

I, the undersigned, do hereby make application and petition to the Planning Department of the Town of Clayton to approve the subject Determination Letter. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date

