

1834 Lakeside Drive  
Franklin, NC 28734  
Phone: (828) 349-2072, (828) 349-2072  
Fax: (828) 524-2653

The Office is open from 8:00am - 4:30pm.  
The phone is answered from 8:00am - 5:00pm.

## Checklist for Development in Macon County

### THE PLANNING STAGE

*If your property lies within the city limits/ETJ of Franklin or Highlands, zoning restrictions may apply to the property. If your property lies outside the municipal areas of Franklin and Highlands, the following questions should be answered prior to development:*

1. **Are you Subdividing Land?** A “subdivision” as defined by the Macon County Subdivision Ordinance means all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development.
  - a. If you plan on subdividing your property, the subdivision administrator should be consulted in the beginning stages. This will ensure that the regulations set forth in the subdivision ordinance are followed, and any complications resulting from neglect of the ordinance are prevented.
  - b. **Contact the Subdivision Administrator at (828) 349-2571 or [droland@maconnc.org](mailto:droland@maconnc.org) for questions regarding subdivisions/subdivision ordinance.**
  
2. **Does your property lie in a regulated area?**
  - a. Special Flood Hazard Area
  - b. Watershed District
    - i. Development restrictions may apply in these areas.
    - ii. **Contact the Planning Department at (828) 349-2560 for questions regarding Special Flood Hazard Area/ Watershed Districts.**
  
3. **What about Well and Septic?** Macon County regulates private drinking water wells and on-site wastewater. Prior to developing your property the proper permits will be required from the Macon County Environmental Health Department (828) 349-2490/ (828) 349-2592.

### THE PERMITTING STAGE

*The following steps should be taken when acquiring permits for your land.*

#### **Step 1: Subdivision Ordinance**

- Contact the Macon County Planning Department at (828) 349-2571 to inquire about Subdivision Ordinance Requirements

*Information you should have before you call:*

- Property Location
- Sketch Plan or Survey of Proposed subdivision
- Subdivision ordinance can be viewed by following this link:  
<http://www.maconnc.org/planning/MaconCountySubdivisionRegulationsAdopted.pdf>

### **Step 2: Sedimentation and Erosion Control**

- Contact Macon County Environmental Services at 349-2560 to inquire about permit and plan requirements.

*Information you should have before you call:*

- The property's location.
  - Number of acres to be disturbed
- Request the following:*
- Land Disturbance Application

*If you are constructing new roads and/or disturbing land that amounts **\*to less than ½ acre**, please call the Erosion Control Office to request information regarding maximum road grades and groundcover specifications. **\*Still requires permit***

### **Step 3: Streams and Wetlands**

**If disturbing streams or wetlands:**

- Contact the U.S. Army Corps of Engineers at 271-4854 for information on relevant requirements.

### **Step 4: Well and Septic**

For any information regarding well and septic application/permitting processes, click on the following links for step by step instructions.

<http://www.maconnc.org/environmental/wastewater.html> (Septic)

<http://www.maconnc.org/environmental/Wells.html> (Wells)

### **Step 5: Zoning and other Development Permits**

*If property is located in the Town of Franklin or Town of Highlands areas,*

- Obtain zoning permits as well as any other permits as required by the respective jurisdiction. *If property is located in a floodplain or County Watershed*
- Obtain permit applications for Watershed and/or Floodplain Development from the Inspections Office. If you have questions regarding the Watershed or Floodplain, call the Environmental Services office at 349-2560.

**Step 6: Building Permit**

**Apply for a building permit from Macon County Inspections (349-2073) at 1834 Lakeside Drive in the Macon County Human Services Building (fee involved).**

*Information you should have regarding the property and the proposed structure before applying at Inspections:*

**MOBILE/MANUFACTURED HOME**

- The property's parcel identification number (PIN)
- Location Information
- Site Plan
- Address (if applicable)
- The property's lot number if in a Subdivision or Park
- The home's manufacturer
- The home's year built
- The home's model number
- The home's box size
- The home's base cost
- The name of the gas subcontractor and NC License # (if applicable)
- The name of the electrical subcontractor and NC License #
- The name of the plumbing subcontractor and NC License #
- The name of the mechanical subcontractor and NC License # (if applicable)
- The name of the setup contractor who will place the home
- Sewage approval from appropriate municipal supplier or Environmental Health
- Water approval from the appropriate municipal supplier (if applicable)

**RESIDENTIAL HOME (stick built or modular)**

- The property's parcel identification number (PIN)
- Location Information
- Third party approval (modular)
- Site Plan
- Address (if applicable)
- The home's type of heat
- A full set of building plans
- The name of the building contractor and NC License # , (if bonded contractor is setting a modular home, bring bond)
- The name of the gas subcontractor and NC License # (if applicable)
- The name of the electrical subcontractor and NC License #
- The name of the plumbing subcontractor and NC License #
- The name of the mechanical subcontractor and NC License #
- Sewage approval from appropriate municipal supplier or Environmental Health
- Water approval from appropriate municipal supplier (if applicable).

## **COMMERCIAL**

- The property's parcel identification number (PIN)
- Address (if applicable)
- A full set of building plans with Appendix B
- A site plan
- The name of the gas subcontractor and NC License # (if applicable)
- The name of the building contractor and NC License #
- The name of the electrical subcontractor and NC License #
- The name of the plumbing subcontractor and NC License #
- The name of the mechanical subcontractor and NC License #
- Sewage approval from appropriate municipal supplier or Environmental Health
- Water approval from appropriate municipal supplier (if applicable)

### **Contact Information**

#### **County Planning Office:**

(828) 349- 2571

Derek Roland- Macon County Planner

[droland@maconnc.org](mailto:droland@maconnc.org)

Subdivision Questions? Follow this link to the Macon County Subdivision Ordinance  
<http://www.maconnc.org/planning/MaconCountySubdivisionRegulationsAdopted.pdf>

\*\*View all County Ordinances at: <http://www.maconnc.org/planning/ord.html>  
**Subdivision, S&E, Sexually oriented, High Impact, Sign, Telecommunication**

#### **Macon County Land Records:**

(828) 349-2190

Josh Pope-Data Processing

[jpoppe@maconnc.org](mailto:jpoppe@maconnc.org)

Does your property lie in a Flood Hazard area or Watershed District? Find out by locating the property on GIS:

<http://216.119.24.47/website/macgis/>

#### **Environmental Health**

(828) 349-2491

Barry Patterson

[bpatterson@maconnc.org](mailto:bpatterson@maconnc.org)

For information regarding private drinking water wells and on-site wastewater systems visit the Environmental Health Department at:

<http://www.maconnc.org/environmental/index.html>

### **Sedimentation and Erosion Control**

(828) 349- 2560

Matt Mason- Environmental Services Supervisor

[mmason@maconnc.org](mailto:mmason@maconnc.org)

Sedimentation or Erosion Control questions? View the Ordinance by simply clicking here.

[http://www.maconnc.org/planning/Soil\\_and\\_Erosion\\_Control\\_Ordinance\\_JM\\_11-08.pdf](http://www.maconnc.org/planning/Soil_and_Erosion_Control_Ordinance_JM_11-08.pdf)

### **Register of Deeds**

(828) 349- 2096

Todd Raby- Register of Deeds

[traby@maconnc.org](mailto:traby@maconnc.org)

Ready to record your property? Find out the information you need by visiting the Macon County Register of Deeds.

<http://www.maconncdeeds.com/node/1>

### **911 Addressing**

(828) 349-2063

Angie Kinsland

[akinsland@maconnc.org](mailto:akinsland@maconnc.org)

<http://www.maconnc.org/ems/911addressing.html>

### **Building Inspections**

(828) 349-2073

Bobby Bishop- Chief Building Officer

[bbishop@maconnc.org](mailto:bbishop@maconnc.org)

For building permit information visit the inspections department online at:

<http://www.maconnc.org/inspections/inspections.html>

*Other relevant sites:*

North Carolina Licensing Board for General Contractors

<http://www.nclbgc.org/>

North Carolina State Board of Examiners of Electrical Contractors

<http://www.ncbeec.org/modules/content/index.php?id=1>

North Carolina State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors

<http://www.nclicensing.org/>

United States Department of Energy

<http://www.energy.gov/northcarolina.htm>

**Municipality Offices**

Is your property located inside the city limits of Franklin or Highlands? If so, please feel free to visit their website or give them a call.

*Town of Franklin* (828) 524-2516

<http://www.franklinnc.com/>

*Town of Highlands* (828) 526- 2118

<http://www.highlandsnc.org/>

**Army Corps of Engineers**

(202) 761-0011

<http://www.usace.army.mil/Pages/default.aspx>

Visit the Army Corps of Engineers website for relevant information on disturbing streams and wetlands.