



## PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905  
1048 Carriage Oaks Drive  
Carthage, NC 28327  
Planning: 910.947.5010  
Central Permitting: 910.947.2221  
Fax: 910.947.1303  
[www.moorecountync.gov](http://www.moorecountync.gov)

### EXTERNAL CHECKLIST FOR AGRICULTURAL USE EXEMPTION PERMIT APPLICATION

- Completed Agricultural Exempt application. Applications can be obtained from our department, Planning and Community Development located at 1048 Carriage Oaks Drive, Carthage, NC 28327, or online at [www.moorecountync.gov](http://www.moorecountync.gov), Department Planning & Zoning, Applications. If you would like to speak with someone regarding the application our phone number 910-947-5010 or 910-947-2221.
- A notarized letter of intent indicating the use of the property and all existing buildings and proposed buildings.
- For a new septic system, an improvement permit issued by the Moore County Environmental Health Department for the proposed use. The Environmental Health Department is located at 1042 Carriage Oaks Drive, Carthage, NC 28327. Their phone number is 910-947-6283.
- Existing septic systems: A septic system recertification permit is required by the County of Moore Health Department, Environmental Health Division for the following:
  - Additions extending outside the existing foundation.
  - Interior renovations that result in an increased number of bedrooms.
  - Replacement or addition of storage buildings, swimming pools, decks, concrete pads, irrigation systems, geothermal systems, driveways, etc.. when in the area of septic system and/or repair area.

The Environmental Health Department is located at 1042 Carriage Oaks Drive, Carthage, NC 28327. Their phone number is 910-947-6283.

- A completed residential plot plan included within residential building permit application. The purpose of the residential plot plan is to clearly identify where the proposed and existing structure(s)/building(s) are/will be located on the property. The residential plot plan shall identify the structure(s)/buildings distances measured to all property lines. The residential plot plan also ensures the proposed structure(s)/building(s) are not being located on top of the existing septic system, septic lines or septic repair area.
- A diagram displaying the footprint and dimensions of the structure(s) clearly stating the use for each room.
- One set of building plans.
- A recorded deed may be required to verify ownership. A survey may also be required if lot configuration does not reflect the current records of the county.
- Documentation that shows the property is enrolled in or participates in one of the following programs as required by N.C.G.S 153A-340.
  - a. A farm sales tax exemption certificate issued by the Department of Revenue.
  - b. A copy of the property tax listing showing that the property is eligible for participation in the present use value program pursuant to G.S. 105-277.3.
  - c. A copy of the farm owner's or operator's Schedule F from the owner's or operator's most recent federal income tax return.
  - d. A forest management plan.
  - e. A Farm Identification Number issued by the United States Department of Agriculture Farm Service Agency.



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Agricultural Use Exemption Permit Application			
Application Date: _____			
Location/Address of Property: _____			
Description of Proposed Work: _____ _____ _____			
Describe all of the uses of the proposed structure: _____ _____ _____			
List all of the uses of the property where the proposed building is to be located: _____ _____ _____			
Applicant: _____			Phone: _____
Owner: _____			Phone: _____
Owner Address: _____		City: _____	St: _____
Zip: _____			
Width(ft): _____	Length(ft): _____	Total Area (sqft) _____	
Will the proposed building have plumbing?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will the proposed building have electricity?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will the proposed building have any mechanical systems (ex HVAC)?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the property used for making money by farming?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws, ordinances and regulations. The Inspection Department will be notified of any changes in the approval plans and specifications for the project permitted herein. I understand if this application is incomplete, no inspections will be performed on the project.			
Owner/Agent Signature: _____			Date: _____