

TOWN OF ST. JAMES

PROCESS FOR OBTAINING A ZONING PERMIT

EFFECTIVE MARCH 2022

The Town of St. James is now issuing zoning permits electronically.

Once the owner/contractor receives notification that the plans have been approved by the ACC, please email Jamie Burns (jburns@stjames.town) a copy of the ACC approval letter, ACC stamped plans, along with the completed Town General Application Form (attached) and deliver to the Zoning Department located in the Town Office, along with the fee check (made payable to the Town of St. James). **If the building site is located in the AE Flood Zone, an elevation certificate is also required before a zoning permit will be issued.**

The Zoning Department will review the plans for compliance with the requirements of the Town of St. James Unified Development Ordinance. If the plans meet those requirements, the Zoning Department will place the official Town stamps on every page of the plans and site plan, and issue a zoning permit.

Questions should be directed to the Town of St. James Zoning Department:

Phone: (910) 253-4730

Email: jburns@stjames.town or jrepp@stjames.town



Town of St. James General Application Form

***** ALL FEES ARE NON-REFUNDABLE *****

Date:		Staff:	Fire Chief:
Type of Request:			
Please give an explanation of the request:			
Current Zoning:	Does property need to be re-zoned: ☐ No ☐ Yes If yes. New zone:		
Applicant/Agent Name:			Phone / Fax #:
Mailing Address: City, State and Zip Code			
Owner's Name & Mailing Address: City, State and Zip Code			
Properties 911 or Physical Street Address:			
Name of the Project/Business: This name will be used throughout the process. Please do not make changes after the process has started.			
Tax Parcel(s):		Acreage/Square Footage of Property:	
Setbacks	Front:	Side:	Rear: Flood Zone:
Section:	Plat:	Lot:	
Is the project a permitted use in the zoning district? ☐ Yes ☐ No ☐ Unknown			
Is the project a use permitted with conditions or a Special Use? ☐ Yes ☐ No ☐ Unknown			
Height of (<u>New</u> or Existing) Building:		Square Footage/Dimensions of (<u>New</u> or Existing Building):	
Applicant/Agent Signature(s):			Date:
Application is: complete ☐ incomplete ☐			Date Received:
Received by: Zoning Administrator:			Date Received:
Re-submittal of application: complete ☐ incomplete ☐			Date Received:
Received by: Zoning Administrator			Date Received:
Payment Received by: Amount: Date:			

Payment Due Upon Date of Submittal
Fee Schedule Attached

E-Mail Address for stamped plans to be sent: _____

Town of St. James
Zoning Department Fee Schedule
2026-2027 (FY27)



Type of Permit	Current Fee
Zoning Permit:	
Single Family Residence (SFR), Remodel (upfits, additions, etc.) , Commercial work, Swimming Pools, etc.	\$ 100.00
Zoning Permit:	
Fences, Solar Panels, Patios, Decks, Walls, Docks, Sheds, Storage Buildings, Pergola Structures, etc.	\$ 50.00
Rezoning Application	\$ 600.00
Conditional Rezoning Application	\$ 1,000.00
Burning Permit	\$ 500.00
Temporary Use Permit	\$ 20.00
Sign Permit	\$ 100.00
Site Plan Amendment	\$ 150.00
Official Zoning Map Amendment	\$ 300.00
Official Zoning Text Amendment	\$ 300.00
Special Use Permit	\$ 500.00
Special Use Permit Modification	\$ 500.00
Conditional Zoning Application	\$ 500.00
Exempt Subdivision	\$ 100.00
Minor/Major Subdivision Preliminary Plat	\$ 300.00
	plus \$10/lot
Minor/Major Subdivision Final Plat	\$ 300.00
	plus \$10/lot
Major Site Plan	\$ 750.00
Major Site Plan Modification	\$ 750.00
Variance, UDO	\$ 500.00
Variance, Stormwater Ordinance	\$ 500.00
Variance Modification	\$ 500.00
Appeal of Administrative Decision	\$ 500.00
Establishment of Vested Rights	\$ 500.00
Zoning Map	\$ 50.00
Copying	\$ 0.25
	per page
Zoning Verification Letter	\$ 75.00
Zoning Ordinance	\$ 250.00