

**Grow**

**Zebulon**



The Town of Zebulon Procedure Manual (this manual) is intended to assist in the day-to-day administration of the Unified Development Ordinance (UDO). The manual's primary objective is to explain the review procedures for development applications in the UDO and the Town's Code of Ordinances. To ease the application process, this manual also provides information about Town staff contacts, application forms, and fee schedules. This manual is a supplement to the Town's development requirements, not a substitute. Please consult the appropriate UDO provisions prior to and during the development review process.



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# Part 1 Introduction

## Letter from the Town Manager



Welcome!

On behalf of the Town of Zebulon Board of Commissioners and Staff, thank you for your interest in Zebulon! This Procedures Manual is provided to assist you in navigating our development application review process. Our goal is to make the development review process as clear and quick as possible, so we have developed this Manual to provide details and information to help applicants avoid surprises or costly delays.

In November of 2019 the Board of Commissioners unanimously adopted the Town's first Unified Development Ordinance (or UDO). The UDO was developed to reflect the goals of the Town of Zebulon's Vision 2030 Strategic Plan. The following Focus Areas and Goals support our Vision: Zebulon is a vibrant, growing community that maintains its small-town charm and heritage:

- **Vibrant Downtown:** We will work to have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, business and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors.
- **Small-Town Life:** We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable Town.
- **Growing Smart:** Our community is growing, and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community.

While this manual includes information on the UDO and the development review process, it is not a substitute for the UDO. Applicants are encouraged to obtain a copy of the UDO and review it before submitting an application. This Manual includes a blend of application forms and information sheets that explain various processes like pre-application conferences, performance guarantees, and the inspections process. Please keep in mind that this Manual is a "living" document, and can change and adapt from time-to-time. The document cover contains the last

revision date. Please be sure to check [www.TownofZebulon.org](http://www.TownofZebulon.org) to ensure you have the latest version of this Procedures Manual.

Town staff is here to help you, so please take advantage of their skills and knowledge. Be sure to review the instructions for obtaining, completing, and submitting application forms in the “How to Use this Manual” section. The “Resources for Applicants” section includes staff contact information if you have questions.

This Manual is provided for your benefit, so please don’t hesitate to let us know how it could be improved or be made more helpful. We look forward to serving you and thanks again for being a part of Zebulon!

Best Wishes,

Joseph M. Moore II, PE  
Zebulon Town Manager

## **Manual Overview**

The Town of Zebulon Unified Development Ordinance (UDO) Procedure Manual (this manual) is provided as a “user’s guide” to the development application review procedures in the Town’s UDO and some procedures in the Town Code of Ordinances related to the development of land. It is intended to assist applicants and citizens in understanding the development review process.

It is important to recognize that while this manual includes detailed information about the Town’s development review procedures, it is not a substitute for the UDO. **Applicants should consult the UDO and the Zebulon Code of Ordinances, as appropriate, on development and approval standards.** Copies of the UDO and the Town’s Code of Ordinances are on file for public inspection or purchase during business hours at the offices of the Planning and Zoning Division on the first floor of Town Hall at 1003 N. Arendell, Zebulon North Carolina, 27597. These documents are also available for on-line viewing at <https://www.townofzebulon.org/services/planning>

Information within this Manual may change periodically, without advance notice. Users of this Manual are strongly encouraged to consult the Town’s website to ensure that they have the most recent version of the document.

## **Procedure Manual Contents:**

- Introduction and overview of manual
- Details pertaining to review making bodies
- Overview of different application processes
- Further resources available to applicants

## **Links to Other Resource Documents**

There are several other Town documents that include important information for applicants. Links to these documents are provided below. Paper versions of these documents may be inspected during business hours at the offices of the Planning Department (see How to Get Help for location and contact details).

The Town of Zebulon Unified Development Ordinance

[https://www.townofzebulon.org/sites/default/files/uploads/planning/adopted\\_udo.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/adopted_udo.pdf)

Town of Zebulon Comprehensive Plan

[https://www.townofzebulon.org/sites/default/files/uploads/planning/20080605\\_zebulon\\_planning\\_staff\\_final\\_revisions\\_6-5\\_2.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/20080605_zebulon_planning_staff_final_revisions_6-5_2.pdf)

The Town Code of Ordinances

[http://library.amlegal.com/nxt/gateway.dll/North%20Carolina/zebulon\\_nc/townofzebulonnorthcarolinacodeofordinanc?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:zebulon\\_nc](http://library.amlegal.com/nxt/gateway.dll/North%20Carolina/zebulon_nc/townofzebulonnorthcarolinacodeofordinanc?f=templates$fn=default.htm$3.0$vid=amlegal:zebulon_nc)

The Official Zoning Map

[https://www.townofzebulon.org/sites/default/files/uploads/planning/Maps/official\\_zoning\\_map.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/Maps/official_zoning_map.pdf)

## **Obtaining your Application(s)**

Application forms in this Manual are provided in the following ways:

### 1. Individual Digital Application Forms

- Individual digital application forms may be accessed by selecting the appropriate hyperlink found in the pages of this Manual.
- Individual digital application forms may also be downloaded directly from <https://www.townofzebulon.org/services/planning/planning-forms-and-applications>
- Individual digital application forms are provided in PDF format and may be opened with any PDF viewer application.
- The individual digital application forms may be completed on a computer and printed for submittal.
- Individual digital application forms may be printed out and completed by hand using blue or black ink.
- Note that all signed applications have to be scanned in order to comply with each application's submittal checklist.
- The file name designates the type of application form and the date of last update by the Town (users should always verify that they have the most recent application form).

### 2. Paper Form

- Applicants may obtain the necessary individual application forms in paper format from the offices of the Planning Department (see How to Get Help for location and contact details).
- There is no charge for individual paper application forms.

## **Completing Your Applications**

Applications in this Procedures Manual shall be prepared in accordance with the following:

- Application forms may be completed on a computer or by hand.
- Applications completed by hand should only be completed in blue or black ink and applicants should print application information as legibly as possible (applications that cannot be read by Town staff may delay the review process). It is acceptable to attach additional hand-written or type-written pages to an application.
- All application forms must be signed by the land owner and/or applicant, as identified on the application form.
- The signed version of each application form shall be scanned and provided with all other application materials in a .pdf or portable document format.
- Most will require seven paper copies and one digital version (formatted as a .pdf, or portable document format) of all application materials shall be provided for all applications, including revised applications.



- The digital version of an application submittal shall include digital copies of all pages of the application as well as all pages of any supporting materials.

## **Filing your Applications**

Once the application form(s) have been filled in, signed, scanned, and consolidated with all required materials, the application package may be filed with the Town. Unless otherwise noted in the individual application forms, application packets shall be filed in the offices of the Planning Department (see How to Get Help for location and contact details).

Within three business days of filing an application, Town staff will review it for completeness in accordance with the requirements in Chapter 2 of the UDO and the Submittal Checklist included on the relevant application form(s).

Within seven business days of filing, Town staff will inform applicants if their application materials are incomplete and advise as to how the application should be amended so that it may be considered as a complete application. Applicants will have a specific period of time to correct any deficiencies and file a revised application. Only those applications that are determined to be complete by Town staff shall be considered as “submitted applications”. Town staff will notify an applicant of the date their application is considered submitted. Only submitted applications shall be reviewed for compliance with the requirements in the UDO or other Town requirements.

The submittal date for the application shall be the date the application is determined as complete by the Town (not the date the application materials are filed).

Some applications require completion of a pre-application conference with Town staff prior to filing an application. These types of applications are identified in Chapter 2 of the UDO. Applications subject to a pre-application conference requirement will not be considered complete until after the required pre-application conference has been conducted.

In cases where an application includes any sort of changes to public infrastructure (streets, water system lines, sewer system lines, etc.) applicants are required to retain a professional engineer licensed by the State of North Carolina to sign the application form. Information about professional engineers in North Carolina is available at [www.penc.org](http://www.penc.org).

In cases where an application requires the subdivision of land into different lots, applicants may be required to retain a professional land surveyor licensed by the State of North Carolina to sign the application form. Information about professional surveyors in North Carolina is available at [www.ncsurveyors.com](http://www.ncsurveyors.com). Once determined to be complete, the application will be processed in accordance with the timelines in the Application Review Schedule as found at <https://www.townofzebulon.org/services/planning/submittal-deadlines>.

Regardless of whether or not an application is determined to be submitted, it will not be processed while outstanding zoning violations exist on the land subject to the application or if

there are outstanding fines, taxes, liens, or other fees associated with the land that are owed to the Town of Zebulon.

All information submitted and required as part of an application review process shall become public record.

## **How to Get Help**

If you need help preparing or filing your application, please contact the Planning Department between the hours of 8:00 am and 5:00 pm Monday through Friday. Making an appointment before arriving in person is advised.

Telephone: (919) 823-1810

Address: 1003 N. Arendell Avenue, Zebulon, NC 27597

<https://www.townofzebulon.org/>

# Part 2: Review and Decision-Making Bodies

## Town Organization Chart

The following table is an organizational chart that highlights the organization of Town departments involved in the review of development in Franklin. It depicts the relationships between the Planning Department, the Codes Administration Department, and the various departments under the Public Works Division. The Planning Department is responsible for the development of planning and zoning related documents as well as review of development proposals subject to the development review standards. The Building and Codes Administration Department handles enforcement issues related to existing development as well as application of the minimum building code. The departments within the Public Works Division handle issues related to public infrastructure (e.g., water and sewer) and environmental concerns. Other departments within the Town may not be depicted (e.g., Human Resources, Purchasing, etc.). A complete version of the Town's organization chart can be found on the Town of Zebulon's website at <https://www.townofzebulon.org/>

## Boards and Commissions

### **Town of Zebulon Board of Commissioners**

The Town of Zebulon Board of Commissioners is the Town's elected governing body that consists of the Mayor and six commissioners. The Board of Commissioners serves as the primary legislative body of the Town by enacting ordinances. The Board of Commissioners also renders the final determination of Rezoning Requests including regular rezoning, conditional rezoning, and Planned Unit Development requests, text amendments, and special use permit requests.

### **Planning Board**

The Planning Board is a governing body comprised of seven members who are appointed by the Board of Commissioners. They are made up of five citizens who reside within the Town's corporate limits and two representatives from the Extra Territorial Jurisdiction (ETJ). The Planning Board makes advisory recommendations to the Board of Commissioners on all applicable legislative land use request following a joint public hearing. The Planning Board typically meets on the second Monday of the month as part of the joint public hearing and may also meet on the 4 Monday of the month if needed.

### **Board of Adjustment**

The Zebulon Board of Adjustment is a quasi-judicial governing board made up of the members of the Planning Board that provides a forum for hearing disputes when an applicant encounters select difficulties in meeting the strict application of the zoning ordinance. An administrative review is performed when it is alleged by an individual that there has been an error made by an administrative official in enforcing the zoning ordinance. The BOA is also responsible for making decisions on Variances when an applicant requires relief from "hardship" as described in Section 2.2.3 of the UDO. The BOA consists of five members, including a chairperson. Members are appointed by the BOMA and serve staggered, five-year terms. The Board of Adjustment meets on the last Thursday of the Month.

**Parks and Recreation Advisory Board**

The Zebulon Parks and Recreation Board/Tree Board consists of seven members who must reside in the Town or ETJ. The Board makes recommendations on how to expand and/or improve the parks and programs offered by the Town. They also act as the Tree Board which reviews ordinances and regulations as they relate to the requirements for Tree City USA.

# **Department Review of Development Standards**

## **Technical Review Committee**

The Zebulon Technical Review Committee (TRC) - consists of seven members, seven Town staff with representation from Planning, Parks and Recreation, Public Works, Administration, Police, and Fire; one City of Raleigh Public Utilities representative, one Wake County Stormwater representative. The TRC provides an opportunity for staff and developers to formally discuss a proposed project to ensure that the plan meets all Town, City of Raleigh and Wake County requirements. The TRC meets twice a month on an as needed basis. The full schedule of meetings may be found at

<https://www.townofzebulon.org/services/planning/submittal-deadlines>

## **Wake County Inspections and Permits**

The Town of Zebulon Contracts with Wake County Inspections and Permits for all building and trades reviews and inspections. While they do not have office hours within Town Hall, they are responsible for reviewing plans and enforcing the North Carolina State Building Codes and conducting inspections and entering the inspection results into the permit portal system. For more information please go to

<http://www.wakegov.com/inspect/Pages/default.aspx>.

## **Raleigh Water**

Raleigh Water, formally known as the City of Raleigh Public Utilities department owns and operates the municipal water and sanitary sewer system within the Town of Zebulon. They are responsible for permitting, inspections, and acceptance of all water and sewer infrastructure within the public right of way or within easements for all new developments. For more information, please go to <https://raleighnc.gov/public-utilities>.

## **Wake County Environmental Services**

Wake County Environmental Services concentrates on environmental concerns and is made up of divisions that work to educate the public and regulate and enforce activities in the environmental and health arenas. Water quality, wastewater disposal, food protection, solid waste disposal, environmental education, soil erosion, drinking water, animal control, environmental hazards, rural and agricultural issues, and involvement in air quality issues are all part of the program activities of the Department of Environmental Services. For more information please go to

<http://www.wakegov.com/environment/Pages/default.aspx>

# Part 3: Applications

## Applications

This section of the Procedure Manual includes links to the application forms and a series of information sheets that addresses aspects of the review process that do not have a specific application forms such as a pre-application conference or neighborhood meeting.

The following is a list of development-related applications associated with the UDO:

- Administrative Adjustment
- Annexation
- Appeal
- Conditional Rezoning
- Development Agreement
- Exempt Subdivision
- Expedited Subdivision
- Final Plat
- Floodplain Development Permit
- Planned Development
- Preliminary Plat
- Reasonable Accommodation
- Sign Permit
- Site Plan
- Special Use Permit
- Temporary Use Permit
- UDO Text Amendment
- Variance
- Vested Rights Determination
- Zoning Compliance Permit
- Zoning Map Amendment

Each of these application forms are included as part of the appendix of this document and are available for download at: <https://www.townofzebulon.org/services/planning/planning-forms-and-applications>

## Submittal Schedule

Applications associated with any Board of Commissioners, Planning Board, Board of Adjustment, or TRC review must be submitted on the required date no later than 5:00 PM on the submittal day. The full list of submittal dates depending on type of review may be found at <https://www.townofzebulon.org/services/planning/submittal-deadlines>

## Information Sheets

The Information on the following pages provides details on parts of the development processes pertaining to each application type and process. For further information on each of these, please review Section 2.2 of the UDO. The format for each of these is as follows:

- Description
- Timing
- Resources; and
- Additional Information.

# **Administrative Adjustment**

## **Description:**

In accordance with Section 2.2.1 of the UDO, the purpose for this section is to establish a clear procedure and measurable review criteria for the administrative consideration of requests for minor deviations to certain numeric standards in this Ordinance (like zoning district dimensional standards). The intent of the procedure is to provide relief from practical difficulties in complying with the standards of this Ordinance. Administrative adjustments should only be granted when the proposed development advances the purposes of this Ordinance, and the proposed development can maintain compatibility with its surroundings.

## **Timing:**

A pre-application conference with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Planning Director Michael Clark (mclark@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.1 of the UDO. The applicant requesting a Conditional Rezoning Map Amendment must submit a written application to the Zebulon Planning Department using the forms included in this packet:

- Completed application form
- 1 Scalable site plan showing subject parcel(s) and associated features
- Petition Fee (See Fee Schedule for current fees)

The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been including. The applicant will be notified by e-mail of any missing information or details.

The Planning Director shall review the nature of the request to determine if it is within the parameters and restrictions as outlined in Section 2.2.1(B) of the UDO. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

## **Resources:**

Section 2.2.1 of the Unified Development Ordinance and application form found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/administrative\\_adjustment\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/administrative_adjustment_-_2020.pdf).

## **Additional Information:**

For additional information, contact Planning Director Michael Clark at mclark@TownofZebulon.org

# **Annexation**

## **Description:**

In accordance with Section 2.2.2 of the UDO, upon receipt of a valid petition signed by all of the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1. The petition need not be signed by the owners of real property that is wholly exempt from property taxation under the Constitution and laws of North Carolina, nor by railroad companies, public utilities as defined in G.S. 62-3(23), or electric or telephone membership corporations.

## **Timing:**

pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

Submit hard copy application to the Planning Department with the applicable requirements in accordance with Section 2.2.2 of the UDO. The applicant requesting an annexation must submit a written application to the Zebulon Planning Department using the forms included in this packet

- Completed Application Form
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 150 feet of subject property
- Agent Authorization Form
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

The Town Clerk shall investigate and certify whether the petition is legally sufficient. Only legally sufficient petitions shall be considered by the Town. The Planning and Public Works Departments review the annexation submission. Comments will be sent to the applicant via email. A legal advertisement will be published on the Town of Zebulon’s website and in a paper of general circulation once no more than 25 days and one within 10 days of the date of the public hearing.

The Board of Commissioners Meeting is typically held the first Monday of each month. The Board



of Commissioners will either adopt or deny an ordinance to extend the corporate limits of the Town of Zebulon. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO. If the annexation is approved by the Board of Commissioners, the Town Clerk will have the Annexation Plats recorded at the Wake County Register of Deeds. Wake County will keep one of the recorded plats, one copy will be returned to the Planning Department and the surveying company is given the remaining recorded Annexation Plat.

**Resources:**

Section 2.3.2 of the Unified Development Ordinance and application found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/annexation\\_petition - 2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/annexation_petition_-_2020.pdf)

**Additional Information:**

For additional Information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org).

# **Appeal**

## **Description:**

In accordance with Section 2.2.3 of the UDO, an applicant, property owner, or other individual may request an appeal of a Town Official's decision or interpretation of the UDO.

## **Timing:**

A pre-application conference with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must request a meeting by e-mail Planning Director Michael Clark ([mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.3 of the UDO. Please note that this must be within 30 days of the date of the written determination or decision that is being appealed, except where otherwise specified in the UDO. The applicant requesting an appeal must submit a written application to the Zebulon Planning Department using the forms included in this packet and submit the petition fee (See Fee Schedule) The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been included. The applicant will be notified by e-mail of any missing information or details.

A public hearing will be scheduled before the Board of Adjustment based on the published calendar which can be found on the Town's Website. A legal advertisement will be published on the Town of Zebulon's website and in a paper of general circulation once no more than 25 days and one within 10 days of the date of the public hearing. Planning Director shall congregate the application and any applicable material and provide the documentation to the Board of Adjustment no less than 5 calendar days before the scheduled hearing. The applicant will also receive a copy of the documents transmitted to the Board of Adjustment.

The Board of Adjustment will review the request in accordance with the standards and regulations of Section 2.2.3 of the UDO. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

## **Resources:**

Section 2.2.3 of the Unified Development ordinance and application found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/appeal\\_request\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/appeal_request_-_2020.pdf)

## **Additional Information:**

For additional information, please contact Planning Director Michael Clark at [mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org).

# **Building Permit**

## **Description**

Construction and alteration of buildings in North Carolina are subject to the requirements North Carolina State Building Code. The North Carolina State Building Code requires most forms of development or construction to obtain a building permit prior to commencement.

According to the North Carolina General Statutes (Section 160A-417), a building permit for work involving the construction, reconstruction, alteration, repair, installation, extension, alteration, and general repair, movement to another site, removal, or demolition of any building or structure is required. Section 160A-417 of the North Carolina General Statutes provide details on the types of construction activities that are not required to obtain a building permit.

Construction activities subject to a building permit must also be inspected by the Town to ensure the work is completed in accordance with the North Carolina State Building Code. Construction required to obtain a building permit also typically requires eight inspections by the Town's Building Inspector, including: footing, under slab, foundation, rough-ins, building framing, insulation, fire protection, and the final inspection, as applicable.

Building Permit Inspections are reviewed by Wake County Building Department but processed through the Town of Zebulon Planning Department. All building permits shall be submitted on the Wake County Permit Portal at <http://www.wakegov.com/permitportal/Pages/default.aspx>

## **Timing**

For development requiring a building permit, the permit must be issued by the Town prior to the commencement of any work or construction.

Residential building permits may not be submitted until after a development has been platted, recorded by Wake County, and mapped into the Wake County GIS system.

Non-residential developments may submit for building permit review before construction drawings have been signed on a case by case basis. This will be determined by the Planning Director subject to the extent of the development, outstanding comments pertaining to the construction drawings, and projected completion of the construction drawings.

For development that includes public infrastructure (like roads, sidewalks, water, or sewer line extensions), construction on the public infrastructure portion of the development must either be completed or be subject to a performance guarantee before a building permit for any buildings may be issued by the Town.

## **Resources:**

More details on building permit requirements are available at [LINK](#)

The North Carolina State Building Code is available at

[www.ncdoi.com/OSFM/Engineering\\_and\\_Codes/Default.aspx?field1=State\\_Building\\_Codes\\_USER&user=State\\_Building\\_Codes](http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=State_Building_Codes_USER&user=State_Building_Codes). Applicants with questions about building permits should contact

the Town's Inspections Department. See How to Get Help for contact information.

**Additional Information:**

Failure to obtain or comply with building code requirements is a violation of North Carolina law and can result in project delays and fines. Only North Carolina licensed general contractors may submit a building permit application for construction of non-residential or mixed-use structures valued at more than \$50,000. For more information about the how to use the permit portal, please go to:

<http://www.wakegov.com/inspect/Pages/Permit-Portal-Guide.aspx>

# **Certificate of Occupancy**

## **Description**

Development subject to a building permit shall also receive either a certificate of compliance or a certificate of occupancy, as appropriate.

A certificate of occupancy is the Town's final verification that development has been completed in accordance with all Town requirements, including the UDO and the North Carolina State Building Code.

A certificate of compliance is acknowledgement by the Town of satisfactory completion of building, plumbing, mechanical, electrical, fire protection, or gas system elements, in order for the building to be connected to utility system (like electric or water). The certificate of compliance does not authorize occupancy of a building.

A certificate of compliance may be granted for the installation of equipment (such as a mechanical or heating and ventilation system) to specify that the equipment is in compliance with the applicable building code requirements.

A certificate of compliance may be granted to a structure that has no use specified; for example, a "shell" building with individual leasable tenant spaces. Any additional work done to accommodate individual tenant spaces requires a building permit as well as a certificate of occupancy upon completion of the work for the individual tenant space.

## **Timing**

A certificate of occupancy is the final portion of the development review process.

A certificate of occupancy or certificate of compliance may not be issued until after a final inspection has been conducted and approved by the Town.

A certificate of occupancy may not be issued for development that is still subject to a performance guarantee.

## **Resources**

Details on the requirements for certificates of compliance and certificates of occupancy are available at upon request. Applicants with questions about building permits should contact the Town's Planning Department. See How to Get Help for contact information.

## **Additional Information**

In some cases, the Town may allow a temporary certificate of occupancy to allow an applicant to occupy a site while some limited portions of the site's development (such as required landscaping) are not yet complete.

# **Conditional Rezoning**

## **Description**

In cases where the standards of a general use zoning district are inadequate to ensure that development allowed by the district will conform to the Town's adopted plans or to appropriately address the impacts expected to be generated by development, a landowner may apply for a conditional rezoning in accordance with Section 2.2.6 of the Unified Development Ordinance. The conditional rezoning, if approved, establishes a parallel conditional zoning district that is equivalent to a corresponding general use zoning district, except as modified through additional conditions restrictions that the applicant and Town mutually agree are necessary to ensure conformance with adopted plans and to adequately address expected development impacts.

## **Timing:**

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

Neighborhood meetings are required in accordance with Section 2.3.4 of the UDO prior to application submission. The applicant is required to notify property owners and any neighborhood association that represents citizens within that area within 300 feet of the subject property via first class mail a minimum of 10 days in advance of the neighborhood meeting. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit the "Certified List of Property Owners" and "Neighborhood Meeting Packet" forms included on the Town's website with their initial submittal.

If a property or portion thereof subject to this rezoning is outside the corporate limits and ETJ, an annexation petition is required to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.

The applicant requesting a Conditional Rezoning Map Amendment must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

Upon submittal of a complete application, the Planning Department will schedule the application for a joint public hearing before the Planning Board and the Board of Commissioners. **APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT PLANNING STAFF AS SOON AS POSSIBLE TO ADDRESS ANY QUESTIONS ABOUT THE PUBLIC HEARING.** Notices of the public hearing will be mailed to all adjacent property owners of the property being considered for a Conditional Rezoning Map Amendment. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Planning Board will deliberate and forward its recommendation to the Board of Commissioners for final consideration. Deadline dates and Joint Public Hearing dates can be found on the Town of Zebulon's website.

**Resources:**

Section 2.2.6 of the Unified Development Ordinance and application placket at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/conditional\\_rezoning\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/conditional_rezoning_application_-_2020.pdf)

**Additional Information:**

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

# Development Agreement

## Description:

The purpose for the development agreement procedure is to establish a flexible process for the establishment and review of large-scale development projects likely to build out over several years. This process is in accordance with section 2.2.7 of the UDO.

## Timing:

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

If a property or portion thereof subject to this rezoning is outside the corporate limits and ETJ, an annexation petition is required to be submitted on the same day as this application in accordance with 2.2.2 of the UDO.

The applicant requesting a Zoning Map Amendment must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

Upon submittal of a complete application, the Planning Department will schedule the application for a public hearing before the Board of Commissioners. **APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT PLANNING STAFF AS SOON AS POSSIBLE TO ADDRESS ANY QUESTIONS ABOUT THE PUBLIC HEARING.** Notices of the public hearing will be mailed to all adjacent property owners of the property being considered for a Developers Agreement. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Board of Commissioners will deliberate and render a decision at the same meeting or the following



regularly scheduled meeting. Deadline dates and Public Hearing dates can be found on the Town of Zebulon's website.

Within 14 days after entering into a development agreement, the applicant shall record the agreement in the office of the Wake County Register of Deeds.

**Resources:**

Section 2.2.7 of the Unified Development Ordinance and application placket at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/developers\\_agreement - 2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/developers_agreement_-_2020.pdf)

**Additional Information:**

For additional Information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

## **Exempt Subdivision**

### **Description:**

In accordance with Section 2.2.8 of the UDO, the intent of an exempt subdivision procedure is to establish a clear and predictable procedure for a landowner to determine and document that a proposed division of land is exempted from the subdivision requirements of this Ordinance in accordance with Section 160A-376 of the North Carolina General Statutes. These shall only be accepted if the proposed request meets the following definition:

1. The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the municipality as shown in its subdivision regulations.
2. The division of land into parcels greater than 10 acres where no street right-of-way dedication is involved.
3. The public acquisition by purchase of strips of land for the widening or opening of streets or for public transportation system corridors.
4. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the municipality, as shown in its subdivision regulations.
5. The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the North Carolina General Statutes

### **Timing:**

Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.8 of the UDO. The applicant requesting a Conditional Rezoning Map Amendment must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed application form
- Petition Fee (Please see current fee schedule)
- 1 PDF of the proposed subdivision plat

The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been including. The applicant will be notified by e-mail of any missing information or details. The Planning director shall review the nature of the request to determine if it is within the parameters and restrictions as outlined in Section 2.2.8(E) of the UDO. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

If an exempt subdivision plat or other document is prepared by the applicant, it shall be certified by the Planning Director. An exempt subdivision plat may be recorded in the office of the Wake County Register of Deeds, by a landowner at the landowner's discretion.

**Resources:**

Section 2.2.8 of the Unified Development Ordinance and application placket at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/exempt\\_subdivision - 2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/exempt_subdivision_-_2020.pdf)

**Additional Information:**

For additional Information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

## **Expedited Subdivision**

### **Description:**

The purpose for this expedited subdivision review procedure is to allow certain land divisions to be reviewed via an expedited review procedure based on their small size and limited likelihood to create significant impacts on surrounding lands in accordance with the provisions of Section 2.2.9 of the Unified Development Ordinance. This shall be applicable to subdivisions of land that meet the following criteria:

1. The proposed division of land is not exempted from the subdivision standards of this Ordinance in accordance with Section 2.2.8, Exempt Subdivision;
2. The proposed division will not result in more than three lots (including any residual or “parent” parcel);
3. The area of land subject to the division shall be comprised of at least five acres under common ownership;
4. No land included in an expedited subdivision application shall have been the subject of an expedited subdivision application approval within the preceding ten years; and
5. No extension of public streets, public water distribution line, public sewer

### **Timing:**

Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.8 of the UDO. Application Requirements include the following:

- Completed application form
- Petition Fee (Please see current fee schedule)
- PDF Copy of proposed plat

The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been including. The applicant will be notified by e-mail of any missing information or details. The Planning Director shall review the nature of the request to determine if it is within the parameters and restrictions as outlined in Section 2.2.8(E) of the UDO. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO. If an exempt subdivision plat or other document is prepared by the applicant, it shall be certified by the Planning Director. An exempt subdivision plat may be recorded in the office of the Wake County Register of Deeds, by a landowner at the landowner’s discretion.

### **Resources:**

Section 2.2.9 of the Unified Development Ordinance and application form found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/expedited\\_subdivision\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/expedited_subdivision_-_2020.pdf)

### **Additional Information:**

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

## **Final Plat**

### **Description:**

The purpose for this final plat procedure is to ensure proposed subdivisions of land have been completed in substantial conformity with a preliminary plat (as applicable) as well as the applicable regulations of this Ordinance prior to the conveyance of lots in accordance with Section 2.2.10 of the Unified Development Ordinance.

### **Timing:**

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw ([mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.3.3 of the UDO. The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been including. The applicant will be notified by e-mail of any missing information or details. The Planning shall review the nature of the request to determine if it is within the parameters and restrictions as outlined in Section 2.3.5 of the UDO. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

If an expired subdivision plat or other document is prepared by the applicant, it shall be certified by the Planning Director. An expedited subdivision plat may be recorded in the office of the Wake County Register of Deeds, by a landowner at the landowner's discretion.

### **Resources:**

Section 2.3.3 of the Unified Development Ordinance and application form available at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/final\\_plat\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/final_plat_-_2020.pdf)

### **Additional Information:**

Please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org) with any additional questions.

# Floodplain Development Permit

## Description:

In accordance with Section 2.2.11 of the Unified Development Ordinance (UDO) floodplain development permit procedure is to establish a development review procedure for development within a special flood hazard area in order to reduce the potential for damage to land, development, and loss of life from flooding or floodwaters in areas subject to periodic inundation. This permit shall be required for the following:

1. Development proposed within the Flood Hazard Overlay (FHO) district or on land in a special flood hazard area as defined by the National Flood Insurance Program (NFIP) shall obtain a floodplain development permit in accordance with this section prior to or concurrent with an application for a site plan or building permit, as appropriate.
2. Development that is proximate to and may be impacted by unmapped streams or where regulatory flood elevations are not delineated in the NFIP, in accordance with Section 3.8.2.D.3, Standards for Floodplains without Established Base Flood Elevations, shall also obtain a floodplain development permit in accordance with these standard.

## Timing:

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw ([mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

The applicant requesting Floodplain Permit must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Owner's Consent Form
- Transportation Impact Analysis (if required)

The proposed request shall be reviewed by the Planning Director in accordance with the standards set forth in Section 2.2.11.E of the UDO, and a notice of decision will be provided in accordance with Section 2.3.9 of the UDO.

## Resources:

Please review section 2.2.11 of the UDO and the application form can be found at: [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/floodplain\\_permit\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/floodplain_permit_application_-_2020.pdf)

## Additional Information:

For additional information or questions, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

## **Interpretation**

### Description:

In accordance with Section 2.2.12, the interpretation procedure is to provide a process where an applicant may request documentation from the Planning Director regarding the meaning of language in this Ordinance, unlisted use types, boundaries on the Official Zoning Map, or conditions applied to an approval. The Planning Director is responsible for written interpretations of the following:

1. The meaning of the text in this Ordinance;
2. The location and extent of zoning district boundaries on the Official Zoning Map, including boundaries associated with the Flood Hazard Overlay (FHO) district;
3. Interpretations of whether an unlisted use is comparable to a use listed in Table 4.2.3, Principal Use Table;
4. Definitions of undefined terms;
5. Compliance with conditions of approval; and
6. Other aspects of this Ordinance.

### Timing:

A pre-application conference with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must request a meeting by e-mail Planning Director Michael Clark ([mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day. Following the conference an application shall submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.12 of the UDO. The Planning Director will review the proposed request and render an in.

The Planning Director will issue the formal notice of decision and interpretation to the applicant in accordance with Section 2.3.9 of the UDO.

### Resources:

Please see Section 2.2.12 of the Unified Development Ordinance and the application form found at:

[https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/interpretation\\_request\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/interpretation_request_-_2020.pdf)

### Additional Information:

For Additional information, please contact Planning Director Michael Clark at [mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)



# **Planned Development**

## **Description:**

A Planned Development in accordance with Section 2.2.13 and 3.5.5 of the UDO is intended to provide flexibility by establishing site specific regulations including permitted uses, dimensional standards, phasing schedules and additional details to allow for a development that is better than what would otherwise be permitted under the strict interpretation of the UDO. All site-specific standards and conditions must be consistent with the objectives of these regulations, the adopted Comprehensive Land Use Plan, Transportation Plan, and Vision 2030 Strategic Plan. The review process established in this part provides for the accommodation of such uses by a reclassification of property into a Planned Development, subject to site-specific standards and conditions.

## **Timing**

**PRE-APPLICATION MEETING:** A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

Neighborhood meetings are required in accordance with Section 2.3.4 of the UDO prior to application submission. The applicant is required to notify property owners and any neighborhood association that represents citizens within that area within 300 feet of the subject property via first class mail a minimum of 10 days in advance of the neighborhood meeting. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit the "Certified List of Property Owners" and "Neighborhood Meeting Packet" forms included in this application packet with their initial submittal.

If a property or portion thereof subject to this rezoning is outside the corporate limits and ETJ, an annexation petition is required to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.

The applicant requesting a Planned Development must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Comprehensive Planned Development Document
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

Upon submittal of a complete application, the Planning Department will schedule the application for a joint public hearing before the Planning Board and the Board of Commissioners. APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT PLANNING STAFF AS SOON AS POSSIBLE TO ADDRESS ANY QUESTIONS ABOUT THE PUBLIC HEARING. Notices of the public hearing will be mailed to all adjacent property owners of the property being considered for a Planned Development Amendment. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Planning Board will deliberate and forward its recommendation to the Board of Commissioners for final consideration. Deadline dates and Joint Public Hearing dates can be found on the Town of Zebulon's website.

Resources:

Please review Section 2.2.13 and Section 3.5.5 of the UDO and see the Planned Development Application form which may be found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/planned\\_development\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/planned_development_application_-_2020.pdf)

Additional Information:

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

## **Preliminary Plat**

### Description:

In accordance with Section 2.2.14 of the Unified Development Ordinance, the purpose for this preliminary plat procedure is to establish a fair, consistent, and predictable procedure for the review of requests to divide land into a series of lots for development or sale in ways that promote the health, safety, and welfare of the citizens of the Town of Zebulon. The intent of these standards is to ensure:

1. Orderly growth and development;
  2. Coordination of transportation and utility networks;
  3. Preservation of open space for purposes of recreation or natural resource protection;
  4. Protection from flooding, damaging sedimentation, and decreased surface water quality;
- and
5. Distribution of population in ways that supports infrastructure investment and diminishes the impact of traffic and overcrowding

### Timing:

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw ([mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

**FILE APPLICATION:** Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.3.3 of the UDO. The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been including. The applicant will be notified by e-mail of any missing information or details.

The Technical Review Committee shall review and decide the application in accordance with Section 2.2.14.F, Preliminary Plat Review Standards in accordance with the submittal schedule found at

<https://www.townofzebulon.org/services/planning/submittal-deadlines>. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

### Resources:

Please review Section 2.2.14 of the Unified Development Ordinance at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/preliminary\\_plat - 2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/preliminary_plat_-_2020.pdf)

### Additional Information:

For additional information, please contact Assistant Planning Director Meade Bradshaw at ([mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org))

## **Reasonable Accommodation**

### Description:

In accordance with Section 2.2.15 of the UDO a reasonable accommodation application provides a procedure for reasonable accommodation of eligible persons in cases where the strict application of the standards of this Ordinance would deprive them of their right to equal opportunity to use a dwelling under the federal Fair Housing Act. This shall be applicable for the following:

1. For the purposes of this section, an eligible person is a person who meets the definition of a disabled or handicapped person under federal law.
2. A person recovering from substance abuse is considered a person with a disability or handicap provided they are not currently engaging in the illegal use of controlled substances.

### Timing:

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Planning Director Michael Clark ([mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

The applicant requesting a reasonable accommodation must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- - Completed Application Form
  - 8 Full Size Plan Sets and 1 PDF set on USB drive showing the details of the site as it pertains to the proposed variance request.
  - Petition Fee (Please See Fee Schedule)
  - One (1) Legal Description (metes and bounds) of subject property
  - Owner's Consent Form
  - Stamped envelopes addressed to property owners and all the home owners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

The Board of Adjustment will review the request in accordance with the standards and regulations of Section 2.2.15(F) of the UDO. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

**Resources:** please see section 2.2.15 of the UDO and the application at

[https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/reasonable\\_accommodation\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/reasonable_accommodation_-_2020.pdf)

Additional Information:

For additional information, please contact Planning Director Michael Clark at [mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)

# **Sign Permit**

## **Description:**

The purpose of this application form is to provide a uniform mechanism for reviewing applications for sign permits in compliance with Section 2.2.16 of the UDO and to ensure all signs comply with the standards of Section 5.11, Signage.

## **Timing**

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Planner Jacob Parente (JParente@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

APPLICATION PROCEDURE – The applicant requesting a Planned Development must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 1 PDF Plan set on USB drive or e-mail (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- Agent Authorization Form

## **Resources:**

Please see section 2.2.16 and Section 5.11 of the UDO and the application form available at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/sign\\_permit\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/sign_permit_application_-_2020.pdf)

## **Additional Information**

For additional information, please contact Planner Jacob Parente [JParente@TownofZebulon.org](mailto:JParente@TownofZebulon.org)

## **Site Plan**

### **Description:**

A Site Plan in accordance with Section 2.2.17 of the Unified Development Ordinance is to establish a consistent and predictable process for the review of proposed development, through a graphical representation of the proposal. Site plan review is an analysis to ensure that allowable development is configured in accordance with the standards in this Ordinance, not a consideration of whether or not a proposed development is allowed.

### **Timing:**

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

If a property or portion thereof subject to this site plan request is outside the corporate limits and ETJ, an annexation petition is required to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.

The applicant requesting Site Plan Approval must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Owner's Consent Form
- Transportation Impact Analysis (if required)

The Technical Review Committee shall review the request in accordance with Section 2.2.17.G. of the Unified Development Ordinance and shall provide notice of decision in accordance with Section 2.3.9. Application deadlines for TRC review are available on the Town's Website at <https://www.townofzebulon.org/services/planning/submittal-deadlines>

**Resources:** Please see section 2.2.17 of the UDO and the application form found at

[https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/site\\_plan\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/site_plan_application_-_2020.pdf)

Additional Information:

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

# **Special Use Permit**

## **Description:**

A Special Use Permit in accordance with Section 2.2.18 of the UDO is a use that may be appropriate in a zoning district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate in the district and compatible with its surroundings.

## **Timing:**

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day. The applicant requesting a Planned Development must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet
- Stamped envelopes addressed to Certified List of Property Owners all the home owners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

Upon submittal of a complete application, the Planning Department will schedule the application for a public hearing before the Board of Commissioners. State law requires Special Use Permit hearings to be conducted utilizing quasi-judicial procedures. Notices of the public hearing will be mailed to all property owners having property located within 150 feet of the property being considered for a Special Use Permit, a sign will be posted on the subject property, and notifications will be placed in a paper of general circulation two times before the quasi-judicial public hearing in accordance with Section 2.3.6 of the UDO. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Board of Commissioners may deliberate for final consideration, or render a decision at the following meeting. Deadline dates and Public Hearing dates can be found on the Town of Zebulon's website at



<https://www.townofzebulon.org/services/planning/submittal-deadlines>

Resources:

Please see Section 2.2.18 of the UDO and the application form which can be found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/special\\_use\\_permit\\_application - 2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/special_use_permit_application_-_2020.pdf)

Additional Information:

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

# **Temporary Use Permit**

## **Description:**

The purpose of this application is to establish a uniform mechanism for reviewing temporary uses, structures, and special events to ensure they comply with the standards in Section 4.5, Temporary Uses in accordance with Section 2.2.19 of the UDO. Temporary uses include temporary structures and activities that are proposed on an individual lot or site for a limited duration and that have a clear commencement and cessation.

## **Timing:**

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

APPLICATION PROCEDURE – The applicant requesting a Planned Development must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 1 PDF Plan set on USB drive or e-mail (see sketch plan checklist)
- Petition Fee (Please See Fee Schedule)
- Owner’s Consent Form

Planning Department Staff shall review the proposed request in coordination with Section 2.2.19 and Section 4.5.4 of the Unified Development Ordinance.

## **Resources:**

Please see Section 2.2.19 of the UDO and the application form which can be found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/temporary\\_use\\_permit\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOForms/temporary_use_permit_application_-_2020.pdf)

## **Additional Information:**

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

# **UDO Text Amendment**

## **Description:**

In cases where the standards of specific to a particular zoning district is inconsistent with the future land use or necessitates changes to the UDO text are needed to accommodate new practices, technology, or conditions, the UDO Text Amendment request as outlined in Section 2.2.20 of the UDO provides details on how to amend the UDO to for Town to apply different regulations.

## **Timing:**

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a details of the proposed request to Planning Director Michael Clark ([mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

The applicant requesting a UDO Text Amendment must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- Petition Fee (Please See Fee Schedule)

Upon submittal of a complete application, the Planning Department will schedule the application for a joint public hearing before the Planning Board and the Board of Commissioners. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Planning Board will deliberate and forward its recommendation to the Board of Commissioners for final consideration. Deadline dates and Joint Public Hearing dates can be found on the Town of Zebulon's website.

## **Resources:**

Please review 2.2.20 of the UDO and the application form available on the Town's website at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/udo\\_text\\_amendment\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/udo_text_amendment_application_-_2020.pdf)

## **Additional Information:**

For Additional Information, please contact Planning Director Michael Clark at [mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)

# **Variance Request**

## **Description:**

In accordance with Section 2.2.21 of the UDO, an applicant, property owner, or other individual may request an appeal of a Town Official's decision or interpretation of the UDO.

## **Timing:**

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

APPLICATION PROCEDURE – The applicant requesting a Variance must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive showing the details of the site as it pertains to the proposed variance request.
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

The Board of Adjustment will review the request in accordance with the standards and regulations of Section 2.2.21(D) of the UDO. The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO

## **Resources:**

Please review Section 2.2.21 of the UDO and the application packet which is available at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/variance\\_request\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/variance_request_-_2020.pdf)

## **Additional Information:**

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

# **Vested Rights Determination**

## Description:

In accordance with section 2.2.22 of the UDO, a Vested Rights Determination application provides clear procedure for an applicant to request vesting or protection from changes in this Ordinance that take place after approval of the application but prior to completion of an approved site-specific development plan.

## Timing:

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw ([mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

The applicant requesting a Vested Rights must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:

Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

Upon submittal of a complete application, the Planning Department will schedule the application for a public hearing before the Board of Commissioners. Notices of the public hearing will be mailed to all adjacent property owners of the property being considered for a Vested Rights Determination. After completion of the public hearing, the Board of Commissioners may take it up for consideration. Deadline dates and Public Hearing dates can be found on the Town of Zebulon's website at

<https://www.townofzebulon.org/services/planning/submittal-deadlines>

## Resources:

Please review section 2.2.22 of the Unified Development Ordinance and the application form and packet at

[https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/vested\\_rights\\_determination\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/vested_rights_determination_application_-_2020.pdf)

**Additional Information:**

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org).

# **Zoning Compliance Permit**

## **Description:**

The purpose of a zoning compliance permit is to ensure no development occurs until there is assurance the development complies with the requirements of this Ordinance and all other applicable requirements in accordance with Section 2.2.23 of the UDO.

## **Timing:**

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

The applicant requesting a Planned Development must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 1 PDF Plan set on USB drive or e-mail (see sketch plan checklist)
- Petition Fee (Please See Fee Schedule)
- Owner's Consent Form

Planning Department Staff shall review the proposed request in coordination with 2.2.23 of the Unified Development Ordinance.

## **Resources:**

Please review section 2.2.23 of the UDO and the application form which may be found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/zoning\\_compliance\\_permit\\_application\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/zoning_compliance_permit_application_-_2020.pdf)

## **Additional Information:**

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

# **Zoning Map Amendment**

## **Description:**

In accordance with section 2.2.24 of the UDO, a Zoning Map Amendment provides a uniform means for reviewing and deciding proposed amendments to the Official Zoning Map whenever the public necessity, general welfare, the Town's adopted policy guidance, or appropriate land use practices justify or require doing so. This procedure sets out the requirements for amendments to the zoning district designation of land within the Town's planning jurisdiction as well as for land coming into the Town's planning jurisdiction via annexation in accordance with the standards in Sections 160A-382 through 160A-385 of the North Carolina General Statutes.

## **Timing:**

A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw ([mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

Neighborhood meetings are required in accordance with Section 2.3.4 of the UDO prior to application submission. The applicant is required to notify property owners and any neighborhood association that represents citizens within that area within 300 feet of the subject property via first class mail a minimum of 10 days in advance of the neighborhood meeting. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit the "Certified List of Property Owners" and "Neighborhood Meeting Packet" forms included on the Town's website with their initial submittal. If a property or portion thereof subject to this rezoning is outside the corporate limits and ETJ, an annexation petition is required to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.

The applicant requesting a Zoning Map Amendment must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet (If Required)
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:



Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597

Upon submittal of a complete application, the Planning Department will schedule the application for a joint public hearing before the Planning Board and the Board of Commissioners. Notices of the public hearing will be mailed to all adjacent property owners of the property being considered for a Zoning Map Amendment. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Planning Board will deliberate and forward its recommendation to the Board of Commissioners for final consideration. Deadline dates and Joint Public Hearing dates can be found on the Town of Zebulon's website at:

<https://www.townofzebulon.org/services/planning/submittal-deadlines>

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Resources:

Please review section 2.2.20 of the UDO and the application form available on the Town's website at

[https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/zoning\\_map\\_amendment\\_-\\_2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/zoning_map_amendment_-_2020.pdf)

Additional Information:

For additional information, please contact Assistant Planning Director Meade Bradshaw at [mbradshaw@TownofZebulon.org](mailto:mbradshaw@TownofZebulon.org)

# **Neighborhood Meeting**

## **Description:**

Neighborhood Meetings shall conform to the requirements of Section 2.3.4 of the UDO.

Neighborhood meetings may be voluntary or required efforts undertaken by an applicant in order to inform nearby landowners and residents about a potential application they are considering filing.

The Planning Board or the Board of Commissioners may require an applicant to conduct a neighborhood meeting on an application prior to making a decision on that application.

The main purpose for a neighborhood meeting is to provide an opportunity for a potential applicant and interested individuals to talk about a potential application either before it is filed or before the Town renders a decision on the proposed request.

## **Timing:**

Unless mandated by the Planning Board or the Board of Commissioners, there is no required timing for how far in advance of filing an application a neighborhood information meeting can or should take place.

A neighborhood information meeting should take place prior to the filing of an application and with sufficient time for the applicant to make adjustments to the proposed application before it is filed with the Town.

Neighborhood information meetings should take place on days of the week and times of day when the maximum possible number of interested parties may attend- typically this is a Tuesday or Thursday evening after 6:00 PM.

Notice about a neighborhood information meeting should be provided to all landowners and occupants of lots that adjoin, abut, or that are across the street from the land that may be the subject of a development application.

Notice about a neighborhood information meeting should be provided with sufficient time for participants to clear their schedules in order to attend- typically at least 14 calendar days in advance.

## **Resources:**

Applicants who conduct a neighborhood meeting are encouraged to prepare a written summary detailing the meeting. Written summaries should summarize the following information:

1. The time, date, and location of the meeting;
2. The names of persons who received notification about the meeting;
3. The names of all persons who attended the meeting;
4. The information provided by the applicant about the potential application;
5. The questions or comments made about the potential application;
6. Summaries of any feedback or information provided by meeting attendees after conclusion of the meeting; and
7. Any changes to the initial application proposal made as a result of conducting the meeting.
8. Written summaries may be included with the application materials at the applicant's discretion. Applicants may wish to allow neighborhood meeting participants to provide written

comments to them after the meeting has concluded.

**Additional Information:**

The Neighborhood Meeting Packet can be found on line at:

[https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/neighborhood\\_meeting\\_packet - 2020.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/UDOFForms/neighborhood_meeting_packet_-_2020.pdf)

## **Pre-application Meeting:**

### **Description**

Pre-application meetings shall meet the requirements of Section 2.3.2 of the UDO.

This meeting will allow Planning Department staff to conduct an unofficial preliminary review of a pending request and provide feedback and guidance to the potential applicant before formal submittal.

Determinations made as part of a preapplication meeting are nonbinding and will be based only on the material submitted.

Staff will provide general guidance and possible timeframes for the completion of a potential request

### **Timing**

Unless otherwise specified within the UDO, there shall be no schedule for preapplication conferences. However, the potential applicant may want to schedule with enough time to allow for additional information to be collected and possible changes to the application before the application deadline.

### **Resources**

While there is no specific requirements for submittals before the pre-application meeting, it is strongly encouraged to provide enough documentation including but not limited to site plans, surveys, elevation drawings, reports, or other supporting documents to allow the Planning Department staff to provide full and complete guidance pertaining to the pending request.

Applicants with questions about building permits should contact the Town's Inspections Department. See How to Get Help for contact information.

### **Additional Information**

The correct contact for preapplication meetings shall be as outlined on the application pages. Full details of the Preapplication meeting may be found in Section 2.3.2 of the Unified Development Ordinance.

# **Right-of-Way Abandonment**

## **Description**

The right-of-way abandonment process is used when the owner or owners of land abutting a platted Town street seek to have the street closed and the land are beneath the street deeded back to the adjacent land owner(s).

This process is used in cases where the street is paved or in cases where the street is platted but unbuilt.

- Only those landowners who own land next to the right-of-way to be abandoned may request that it be closed.
- The decision about whether or not a right-of-way will be abandoned is made in the sole discretion of the Board of Commissioners after a public hearing on the proposal.

## **Timing**

The applicant for a right-of-way abandonment should contact the Town's Planning Department with the initial request and the reasons for requesting the street be abandoned.

Applicants seeking to have a right-of-way abandoned are required to file a survey (prepared by a North Carolina professional engineer or licensed land surveyor) and legal description of the right-of-way to be abandoned. The survey must indicate all public and private utilities located within the right-of-way. The Planning and Public Works Departments will review the survey and may provide comments or request revisions based upon existing utilities.

- The Town may require utility easements to be granted to preserve existing or planned utilities.
- The Town shall draft a notice of intent to abandon a right-of-way, which will be considered by the Board of Commissioners during a public hearing.
- After the public hearing, Town staff shall prepare a Resolution of Abandonment for the right-of-way, which shall be adopted or rejected by the Board of Commissioners.
- If the Board of Commissioners the Resolution of Abandonment, it shall be recorded by Town staff in the offices of the Register of Deeds in the appropriate county where the right-of-way is located.
- After recording, the land that is subject to the right-of-way abandonment is returned to the adjacent landowners.

## **Resources**

The process for abandonment of a street is set out in Section 160A-299 of the North Carolina General Statutes.

## **Additional Information**

Applicants are responsible for the costs of the survey and legal description, the costs of public notification about the public hearing, and the costs of recording the Resolution of Abandonment if it is approved by Board of Commissioners • Additional questions about the process should be directed to the Town of Zebulon Planning Department. See How to Get Help for contact information.

# Part 4 Resources for Applicants

## Application Review Schedule.

The tables found at <https://www.townofzebulon.org/services/planning/submittal-deadlines> sets out the meeting dates of the various review authorities responsible for review of applications under the Unified Development Ordinance. These are updated on an annual basis and may be adjusted in accordance with the number of requests submitted within a given timeframe.

Applications that are filed but that are not found to be complete are not considered submitted, and will be reviewed at the next corresponding meeting date after the application is submitted (determined to be complete).

Applications reviewed and decided by individual Town staff members (e.g., the Zoning/Subdivision Administrator) may be submitted at any time, but review will not commence until after the application is determined to be complete. Town staff will strive to make a decision on an application as rapidly as possible based upon the level of detail in the application and the complexity of review. Town staff will notify the applicant in cases where application review will take more than 30 days. Otherwise applications will be reviewed in accordance with the applicable meeting schedule and applicable state statutes.

## Fee Schedule

The full town of Zebulon fee schedule is available at <https://www.townofzebulon.org/services/finance/fee-schedules-and-budgets>. These fees will be reviewed on an annual basis or sooner for consistency with comparable communities, costs associated with the services, changing development trends, and when code amendments necessity changes.

## Contact Information

The following individuals are available to assist applicants with additional information about the Unified Development Ordinance, Town requirements, development application forms, or details in this Procedures Manual.

## Recommended Plan List

A table of recommended plant for use in compliance with the Town's landscaping requirements may be found at [https://www.townofzebulon.org/sites/default/files/uploads/planning/Documents/tree\\_list.pdf](https://www.townofzebulon.org/sites/default/files/uploads/planning/Documents/tree_list.pdf)

Information is organized by large trees, medium trees, small trees, evergreen shrubs and screening plants, and landscaping shrub categories. Information within each category is further organized by evergreen or deciduous classification, and then by native or non-native designation.

All plantings intended for compliance with the Town's landscaping requirements in the Unified Development Ordinance should be of a variety listed here, though an alternative variety may be proposed as part of an alternative landscape plan. Plants included on the North Carolina Invasive

Plant List and the USDA Noxious Weed List shall not be included in landscape plans and will not be credited towards the Town's landscaping requirements.

## **Standards and Specifications:**

All developments shall use the Town of Zebulon Standard Specifications as the base standard. These include, but are not limited to, cross sections for sidewalks and streets, details regarding public street signage, and similar elements. The full list of standard specifications may be found at:

<https://www.townofzebulon.org/services/public-works/specifications>