



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
Phone: (919) 823-1810 Fax: (919) 887-2824
www.townofzebulon.org

ZONING COMPLIANCE PERMIT APPLICATION

GENERAL INFORMATION:

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 2.2.24 of the UDO.

INSTRUCTIONS:

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 the Planning Department (planning@townofzebulon.org) no later than five (5) working days prior to the desired meeting day.

APPLICATION PROCEDURE – The applicant requesting a Zoning Compliance Permit must submit an application through the Town of Zebulon GeoCivix Web Portal. Access to GeoCivix can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- Completed Application Form
- 1 PDF Plan set (see sketch plan checklist)
- Petition Fee (Please See Fee Schedule)
- Owner's Consent Form

REVIEW – Planning Department Staff shall review the proposed request in coordination with 2.2.24 of the Unified Development Ordinance.



APPLICATION FOR ZONING COMPLIANCE PERMIT

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property:	Acreage:	
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Zoning of the Property:	Types of Signs Proposed:	
Existing Use of the Property:	Proposed Use of the Property:	
Details of Proposed Activity of the property and details		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
Signature of Applicant: 	Print Name: 	Date:
Signature of Owner: 	Print Name: 	Date:



APPLICATION FOR ZONING COMPLIANCE PERMIT

ZONING COMPLIANCE PERMIT REQUIREMENTS

Every applicant requesting shall include, at a minimum, the following features unless otherwise specified by the Planning Department:

SKETCH PLAN			
#	Item	Notes	
1.	Provide a detailed sketch plan or arial photo showing the following:	(Each of these items to be included on same sheet)	
a.	Location of property boundaries	Include dimensions of the subject parcels	
b.	Location of all buildings or structures		
c.	Location of landscaping including required buffers		
d.	Location of parking including striping, drive lanes, ingress and egress, drive-thru lanes, loading zones or similar vehicle accommodation area.		
e.	Location of any SCMs		
f.	Location of any overhead or in-ground utilities		
g.	Location of any easements		
h.	Location of any signs	Please label signs (S-1, S-2....)	

ADDITIONAL DETAILS			
#	Item	Notes	
1.	Check any additional work that applies to your project	Will need to apply for a building permit through the Wake County Permit Portal.	
a.	Electrical/mechanical work	Will need to apply for a trade permit through the Wake County Permit Portal.	
b.	Plumbing work	Will need to apply for a trade permit through the Wake County Permit Portal.	
c.	HVAC replacement	Will need to apply for a trade permit through the Wake County Permit Portal.	
d.	Commercial alteration	Will need to apply for a building permit through the Wake County Permit Portal.	
e.	Adding an accessory structure on-site	Will need to apply for a building permit through the Wake County Permit Portal.	
f.	Commercial demolition	Will need to apply for a demolition permit through the Wake County Permit Portal.	
2.	New Signage		
a.	Apply for Town of Zebulon Sign Permit	Submit sign permit in GeoCivix Portal as a separate project	
3.	Start fire inspection/change of use process	This can be done after submitting this application but it may cause a delay in project approval.	
a	Contact Town of Zebulon Fire Marshall for more information and/or to set up an inspection time	Phone number for Town of Zebulon Fire Marshall: (919) 823-1842	



APPLICATION FOR
ZONING COMPLIANCE PERMIT

OWNER'S CONSENT FORM

Name of Project: _____ Submittal Date: _____

OWNER'S AUTHORIZATION

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.24 of the Town of Zebulon Unified Development Ordinance, that lands subject to this Zoning Compliance Permit shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Signature of Owner

Print Name

Date

CERTIFICATION OF PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

Signature of Owner

Print Name

Date

*Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.