



# Town of Zebulon

## Planning Department

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

## CONSTRUCTION DRAWING APPLICATION

### GENERAL INFORMATION:

A construction drawing in accordance with Section 2.2.7 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. Construction Drawings 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.

### 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 [planning@townofzebulon.org](mailto:planning@townofzebulon.org) no later than five (5) working days prior to the desired meeting day.

**ANNEXATION REQUIREMENTS:** 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.

**APPLICATION PROCEDURE** – The applicant requesting Construction Drawing Approval must submit an application through the Town of Zebulon Geocivix permit portal. As noted below some materials must be brought in person to the Zebulon Planning Department to complete the application process. Access to Geocivix can be found on the Town of Zebulon Website or through this link: <https://townofzebulon.geocivix.com/secure/>

- **Materials to Submit through the Town of Zebulon Geocivix Web Portal:**

- Completed Application Form
- PDF Plan Set (see site plan checklist)
- One (1) Legal Description (metes and bounds) of subject property
- Owner's Consent Form
- Transportation Impact Analysis (if required)
- Utility Allocation Checklist
- Petition Fee (Please see fee schedule, can be paid online but applicants must let the planning staff know prior to paying)

**TRC REVIEW** – 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.



# APPLICATION FOR CONSTRUCTION DRAWINGS

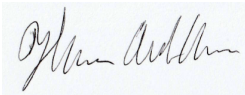
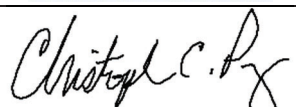
## PART 1. DESCRIPTION OF REQUEST/PROPERTY

|  |   |   |
|--|---|---|
| Street Address of the Property:<br><b>200 W Judd Street, Zebulon, NC 27597</b>   |   | Acreage:<br><b>11.13 Acres<br/>(to be reconfigured)</b> |
| Parcel Identification Number (NC PIN):<br><b>2705180148</b>  | Deed Book:<br><b>018674</b>                                   | Deed Page(s):<br><b>02490</b>                           |
| Existing Zoning of the Property:<br><b>OI - Office &amp; Institutional</b>   | Number of Dwellings Proposed:<br><b>1</b>                     |   |
| Existing Use of the Property:<br><b>2705180148</b>   | Proposed Use of the Property:<br><b>Public Safety Station</b> |   |
| Details of Site Plan:<br><br><b>Construction of the proposed Zebulon Public Safety station which includes concrete paving for the proposed parking lot and drives, an asphalt parking lot, sidewalk, mass grading, supporting utilities, landscaping, and all other associated improvements as shown on the site plans by CLH Design, p.a.</b> |   |   |

## PART 2. APPLICANT/AGENT INFORMATION

|   |   |   |
|---|---|---|
| Name of Applicant/Agent:<br><b>CLH Design, P.A. - Y'Hoshua Aal-Anubia, PLA, Senior Project Manager</b>    |   |   |
| Street Address of Applicant/Agent:<br><b>400 Regency Forest Drive, STE 120</b>                            |   |   |
| City:<br><b>Cary</b>  | State:<br><b>NC</b>   | Zip Code:<br><b>27518</b>   |
| Email of Applicant/Agent:<br><b>yaalanubia@clhdesignpa.com</b>  | Telephone Number of Applicant/Agent:<br><b>919-319-6716</b>                                       | Fax Number of Applicant/Agent:  |
| Are you the owner of the property?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Are you the owner's agent?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <b>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.</b> |

## PART 3. PROPERTY OWNER INFORMATION

|  |  |                                 |
|--|--|---------------------------------|
| Name of Property Owner:<br><b>Town of Zebulon - Chris Perry - Fire Chief</b>   |  |                                 |
| Street Address of Property Owner:<br><b>1003 N Arendell Ave</b>  |  |                                 |
| City:<br><b>Zebulon</b>  | State:<br><b>NC</b>                                      | Zip Code:<br><b>27597</b>       |
| Email of Property Owner:<br><b>cperry@townofzebulon.org</b>  | Telephone Number of Property Owner:<br><b>9198231840</b> | Fax Number of Property Owner:   |
| <b>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.</b> |  |                                 |
| <b>Signature of Applicant:</b><br>  | <b>Print Name:</b><br><b>Y'Hoshua Aal-Anubia</b>         | <b>Date:</b><br><b>2-5-25</b>   |
| <b>Signature of Owner:</b><br>  | <b>Print Name:</b><br><b>Chris Perry</b>                 | <b>Date:</b><br><b>2/5/2025</b> |



## OWNER'S CONSENT FORM

Name of Project: Zebulon Public Safety Station Submittal Date: 2-21-25

### OWNER'S AUTHORIZATION

I hereby give CONSENT to CLH Design, P.A. - Y'Hoshua Aal-Anubia, PLA (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 2.2.7. of the Town of Zebulon Unified Development Ordinance, that lands subject to the proposed site plan 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.

Chris Perry  
*Signature of Owner*

Chris Perry  
*Print Name*

2/5/2025  
*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.

Chris Perry  
*Signature of Owner*

Chris Perry  
*Print Name*

2/5/2025  
*Date*

\*Owner of record as shown by the Wake County Revenue Department ([www.wake.gov](http://www.wake.gov)). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.