



SECTION 10.03

Certificate of UDO Compliance Procedures

Any type of development that has received a UDO Permit must also acquire a Certificate of UDO Compliance. A Certificate of UDO Compliance is a certification that all UDO regulations have been met prior to a structure or use being utilized by the applicant. This certification will be based on a Site Inspection performed by the Department of Planning & Zoning and will include as applicable, an inspection of the bufferyards, landscaping, signage, parking, building architectural requirements, and any other site specific requirements specified on the approved Preliminary Plan, Development Plan, or UDO Permit.

Certificate of UDO Compliance Procedures:

Expected Review Time: Approximately 3-5 business days

Primary Processing Department: Planning & Zoning

Departments involved in Certificate of UDO Compliance review process: Planning & Zoning

Prior to Requesting Certificate of UDO Compliance:

1. Verify that all work authorized by the UDO Permit has been performed. Changes to the information approved by the UDO Permit may result in the need for an amended UDO Permit. (See UDO Section 9.05, C., 9., - Amended UDO Permit for more information.)
2. Any Landscape Bond or other acceptable surety requests must be made prior to the Request for the Certificate of UDO Compliance. (See Section 10.04 and UDO Section 7.01, L., for more information.)
[Amended Resolution #03-25]

Requesting Certificate of UDO Compliance:

1. Contact the Department of Planning & Zoning to request a Certificate of UDO Compliance. Requests must be made a minimum of three (3) business days in advance. Requests received after 12:00 p.m. may be placed in the next available inspection cycle. (Ex. If a Certificate of UDO Compliance is requested at 4:30 p.m. the earliest inspection of the property may be two (2) business days following the request.)

UDO Compliance Process:

1. A Site Inspection will be performed to verify that all UDO requirements and development commitments have been satisfied.
2. The Department of Planning & Zoning will notify Applicant of any incomplete or missing site work within three to five (3-5) business days of the inspection request. This work must be completed and a new request made before the certification will be issued. For each re-inspection that the Staff conducts, a re-inspection fee will be charged in accordance with the Town Fee Schedule. The re-inspection fee must be paid prior to additional inspections being conducted.

Certification Process:

1. The Department of Planning & Zoning will either leave a Certificate of UDO Compliance in the inspection box on site, or notify the contact person on the Petition or Application of the site inspection results.
2. A copy of the Certificate of UDO Compliance will be forwarded to Building Codes Enforcement, which will provide notification to either proceed or withhold the Certificate of Occupancy.