



Zoning Verification Letter

 P.O. Box 8 | 128 S. Main St | Holly Springs, NC 27540
 (919) 557-3908 |  DevelopmentServices@hollyspringsnc.us
 www.hollyspringsnc.gov

A Zoning Verification Letter may be requested for any property within the Town of Holly Springs or Town of Holly Springs Extra Territorial Jurisdiction. A Zoning Verification Letter is a verification that a property is in compliance with all UDO regulations and that there are no outstanding zoning violations on the property.

Zoning verification will be based on review of the current zoning of the property as well as a site inspection performed by Development Services which will include as applicable an inspection of the bufferyards, landscape requirements, signage, parking, building architectural requirements, and any other site specific requirements specified on the approved Preliminary Plan, Development Plan, or UDO Permit. Compliance with any conditions of site plan approval will also be included in the content of the letter.

The Zoning Verification Letter will include the current zoning of the property, a list of allowed uses in the applicable zoning district, verification of approved and valid development petitions, and the results of the site inspection.

A preliminary consultation through Development Services may be scheduled by contacting the Department at (919) 557-3908.

The full review procedures for Zoning Verification Letters can be found in the Town of Holly Springs Development Procedures Manual. The DPM is available for purchase in Development Services or on-line at: www.hollyspringsnc.gov/ds

Submittal Requirements

Only complete submittals will be processed. The following items must be submitted in order for your application to be deemed complete.

- Zoning Verification Letter Application (signed)
- Processing Fees (make check payable to: Town of Holly Springs or pay conveniently through the Portal)

Submit through the **Holly Springs CityView Portal** www.hollyspringsnc.gov/ds

- From the **Preliminary Development Approval** menu select Apply for a **Planning & Zoning Review**
- Choose **Zoning Verification** for the project type



ZONING VERIFICATION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:

www.hollyspringsnc.gov/ds

Apply online in the Holly Springs CityView Portal: www.hollyspringsnc.gov/ds

General Information

Property Location _____

Use street address. If none, use the closest intersection

PIN _____	Real Estate ID _____
PIN _____	Real Estate ID _____
PIN _____	Real Estate ID _____
PIN _____	Real Estate ID _____

Application Contact Information (complete this information in the portal)

Applicant Contact (check one) Owner Other _____

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ Alt. Telephone# () _____

Fax# () _____ E-Mail _____

Additional Information Needed

Receipt of Letter

When letter is complete:

- Will pick up the letter in person (please call)
- Mail the letter to the above address
- Please email an advance copy
- Mail the letter to the following address (if different from above):

Applicant's Signature

Applicant's Signature _____

Date _____

