

# TOWN OF HOLLY SPRINGS

# ZONING VERIFICATION LETTER

DPM Appendix  
Supplement #12  
March 2015



## General Information

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.

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Zoning verification will be based on review of the current zoning of the property as well as a site inspection performed by the Department of Planning & Zoning 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 the Department of Planning & Zoning 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*.

## 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)

### FOR MORE INFORMATION:

Current Fee Schedule: [www.hollyspringsnc.us/planning](http://www.hollyspringsnc.us/planning)

Review Process: Town of Holly Springs Development Procedures Manual (DPM)-  
Zoning Verification Letter – Section 6.07

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:  
[www.hollyspringsnc.us/planning](http://www.hollyspringsnc.us/planning)

# ZONING VERIFICATION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:  
[www.hollyspringsnc.us/planning](http://www.hollyspringsnc.us/planning)

## 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 \_\_\_\_\_

For DPZ Use Only
Type _____
20____-_____
Project # _____ - _____ - _____
Fees Paid \$ _____
Date Received _____

## Application Contact Information (complete each contact in its entirety- please print or type)

**Applicant Contact** (check one)  Owner  Other \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Alt. Telephone# (\_\_\_\_) \_\_\_\_\_

Fax# (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Additional Information Needed

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## 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 \_\_\_\_\_

\_\_\_\_\_