



# ZONING VERIFICATION APPLICATION

*DPM Appendix #A.23 Supplement 20 January 2023*

## 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.

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 may include an inspection of the landscape requirements, signage, parking, building architectural requirements, and any other site specific requirements specified on the approved Major Subdivision 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, allowed uses in the applicable zoning district, verification of approved and valid development petitions, and the results of the site inspection.

Visit [www.hollyspringsnc.us/2170/Development-Services](http://www.hollyspringsnc.us/2170/Development-Services)  
for a current fee schedule and review calendars.

For questions about your submittal, please reach out to [dsintake@hollyspringsnc.gov](mailto:dsintake@hollyspringsnc.gov)

## Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [CityView Portal](#) . All applications submitted by 4:30 PM on Friday will be routed the following week for review:

- Complete Application
- Submittal fee must be paid before review will begin

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [CityView Portal](#).



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<b>PETITION CONTACT INFORMATION</b> <i>(Attach additional sheets if needed)</i>	
Applicant and Financially Responsible Party will need to register for an account on the <a href="#">CityView Portal</a> .	
<b>Project Applicant</b> Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Other:	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
<b>REQUIRED: Property Owner(s) if different from Applicant/Contact</b> <i>(Attach additional sheets if needed)</i>	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:

PROPERTY INFORMATION			
Property Location <i>Use street address. If none, use closest intersection</i>			
Real Estate ID		PIN	
Real Estate ID		PIN	
Real Estate ID		PIN	
Real Estate ID		PIN	
Real Estate ID		PIN	
Real Estate ID		PIN	

ADDITIONAL INFORMATION NEEDED <i>(please be specific)</i>

CERTIFICATE OF COMPLETION
I certify that all information presented in this petition is accurate to the best of my knowledge and belief. Further, I grant permission for Town Staff to perform a site inspection.
Signature of Applicant: _____ Date: _____