

TOWN OF HOLLY SPRINGS

ZONING VERIFICATION LETTER

DPM Appendix
Supplement #18
April 2022



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.

FOR MORE INFORMATION:

Current Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

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 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, a link to allowed uses in the applicable zoning district, verification of approved and valid development petitions, and the results of the site inspection.

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

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)

All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval."

ZONING VERIFICATION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

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 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

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
