



Orange County Planning & Inspections Department

131 W. Margaret Lane, Suite 200, Hillsborough, NC 27278

919-245-2575 or planningapps@orangecountync.gov

Zoning Compliance Permit – Non-Residential Application

Please check all applicable boxes and complete the required documentation.

If completing by hand, please use black or blue ink.

*** Please fill out all required fields**

Date: _____

Contact Information*

Property Owner(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Applicant (if different than property owner): _____

Mailing Address: _____

Phone: _____ Email: _____

Property Information*

Address: _____

Parcel ID Number (PIN): _____

Permit Information*

Type of Permit (please select one): Construction Expansion Demolition

Type of Structure (please select one): Retail Office Institutional Manufacturing

Industrial Restaurant Service Related Other _____

Description of Proposed Project/Work:

Utility Information*

Water Supply: Well Community

Public – Durham Hillsborough Mebane OWASA OAWS

Wastewater: Septic Community

Public – Durham Hillsborough Mebane OWASA OAWS

Existing Structures*

If there are more than five (5) existing structures/buildings, please attach additional information.

Type/Use	Ground Coverage (in square feet)	Total Living Area (in square feet)

If proposal represents an expansion of an existing non-residential building, or proposes the location of a new non-residential building in an existing non-residential development site (i.e. shopping center, industrial park, etc.), please provide information concerning the original site plan approval (i.e. date approved, requirements of approval, imposed conditions, etc.).

Project Information*

Proposed Setbacks: Front: _____ Side (right): _____

Rear: _____ Side (left): _____

Proposed Height of Structure (in feet): _____

Total Disturbed Land Area (in square feet): _____

Proposed Floor Area Ratio: _____

Proposed Open Space Ratio: _____

Proposed Pedestrian/Landscape Ratio: _____

Total Impervious Surface Area (in square feet): _____

Driveway/Access Road: _____

Parking: _____

Principal Structure: _____

Accessory Structures: _____

HVAC Pads/Structures: _____

Dumpster Pad: _____

Are there streams/water bodies on the property? Yes No

Required stream buffer: _____

Distance of structures and driveway from water (in feet): _____

Outdoor Lighting*

Site Plan Sheet Number: _____

Please provide the following breakdown of all proposed lighting fixtures (including building mounted fixtures, parking lot lights, and security lights). If more than five (5) different fixtures are proposed, please attach additional information. A formal lighting plan is required for all site plan submittals denoting proposed/required lighting. Completion of this section does not eliminate this requirement.

Type of Light	Number of Lights	Type of Fixture for Light	Type of Bulb	Wattage of Bulb

Signs*

Site Plan Sheet Number: _____

Total linear frontage of building along roadway (in feet): _____

Please provide the following breakdown of each of the proposed signs for this project. If more than three (3) different signs are proposed, please attach additional information.

Type of Sign	Proposed Size of Sign (in square feet)	Proposed Location	Illumination of Sign (if applicable)

Landscaping*

Site Plan Sheet Number: _____

Please provide the following breakdown of all proposed and required landscaping, both internal to the site and along property lines. Please attach additional information as necessary. A formal landscape plan is required for all site plan submittals denoting proposed/required landscape buffers and the location of plantings. Completion of this section does not eliminate this requirement.

Required Buffer/Width	Proposed Plantings

Parking and Internal Traffic Circulation*

Site Plan Sheet Number: _____

Daily traffic trips generated by use: _____

NOTE: if use generates more than 800 daily traffic trips, a transportation impact analysis (TIA) shall be required per the UDO and shall be submitted as part of the application package.

Name of street where primary access is proposed: _____

Type of street: Public Private

Number of driveways or access points proposed: _____

Travel lane type of access and parking area: One-way Two-way

Width of travel way: _____

Required number of parking spaces: _____ Proposed: _____

Required number of handicapped spaces: _____ Proposed: _____

EV spaces proposed? Yes No

Number: _____

Length: _____

Width: _____

Loading zones required? Yes No

Number: _____

Length: _____

Width: _____

Fire lane around building? Yes No

Width: _____

Pedestrian walkways defined? Yes No

Width: _____

Additional Information*

Stormwater plan required? Yes No **Site Plan Sheet Number:** _____

Erosion Control plan required? Yes No **Site Plan Sheet Number:** _____

NOTE: All trees, stumps, limbs, dirt, other similar green waste, and construction debris are required by law to be disposed of at a certified landfill or ground into mulch on-site. The County forbids the open burning of such debris or the dumping of such debris anywhere other than at an appropriate landfill site. Failure to properly dispose of such waste shall constitute a violation of the Unified Development Ordinance (UDO), potentially cause the revocation of the Zoning Compliance Permit, and subject the contractor/property owner to enforcement action as outlined in Article 9 of the UDO.

Certification and Signatures*

I certify that, to the best of my knowledge, the information contained within this application package, and in the supporting documents, is a factual representation of the proposed development and includes all submittal information as documented within Section 2.5 *Site Plan Review* of the UDO.

I understand that a Zoning Compliance Permit shall be issued authorizing the activities contained herein and that each new development project requires a new Zoning Compliance Application.

I acknowledge that by signing this application, the Orange County Planning and Inspections Department is authorized, pursuant to NCGS 160D-403, to make as many inspections of the subject property as may be necessary to verify that the proposed work outlined herein is consistent with the provisions of all applicable State and local laws, ordinances, and regulations.

By signing this application, I acknowledge and agree that inspectors, zoning officers, erosion control officers, and other staff of the Orange County Planning & Inspections Department have a right, upon presentation of proper credentials, to enter the subject property at any reasonable hour for the purposes of inspection or other enforcement action.

Owner Signature(s)

Applicant Signature (if different from owner)

Date

Date

Section Completed by Staff

Zoning: _____ **Watershed:** _____

Other overlay districts impacting property: _____

Proposed Setbacks: Front: _____ **Side (right):** _____

Rear: _____ **Side (left):** _____

Maximum Impervious Surface Allowed: _____ % _____ Square Feet

Is the maximum impervious surface limits acceptable? Yes No

Fire District: _____

Approved Denied - **Staff Name:** _____ **Date:** _____

Additional Comments/Information: _____

Erosion Control - Cane Creek, University Lake, and Upper: Eno Watersheds Only: Project disturbs less than 10,000 square feet and contains no stream buffers, stormwater easements or other problematic conditions.

Waiver Issued by: _____ **Date:** _____

Project disturbs more than 10,000 square feet and/or contains problematic conditions; an Erosion Control Permit is required-hold building permit until such permit is issued.

Building Permit Released by: _____ **Date:** _____