

CERTIFICATE OF ZONING COMPLIANCE APPLICATION INFORMATION

Town of Apex, North Carolina

Last updated October 2011



REVIEW PROCESS TIME: CZCs take an average of five (5) working days for review by Town Staff once an application is received.

PURPOSE: A Certificate of Zoning Compliance (CZC) is required to ensure that all proposed businesses comply with the Town of Apex zoning standards and applicable ordinances, protecting the public health, safety, and welfare of the citizen of Apex.

NOTE: The applicant will receive pages 3 and 4 upon completion of the staff review.

Contacts: Phone

Planning Department: 919-249-3426
Building Inspections Division: 919-249-3418
Fire Department: 919-362-4001
Public Works Department: 919-249-3427

CZC Review Process: Step 1 (Planning Department Approval)

1. The application and all supporting documentation submitted to the Planning Department will be forwarded to the appropriate Town departments for review. Staff comments will be provided to the applicant at the end of the review process.
2. Contact the Public Works Department if it is stated in the review comments that a current backflow preventer report is not on file for the business address listed on the CZC. The backflow preventer report is due to Public Works prior to approval by Planning.

Note: The actual backflow preventer device will be evaluated at the time of site inspection to confirm correct type, placement, and recertification.

3. Once all comments have been responded to satisfactorily by the applicant, a Planning Technician and the applicant will sign the CZC. Copies will be given to the applicant and forwarded to Building Inspections.

CZC Review Process: Step 2 (Building Occupancy Approvals)

After Planning Department approval of the business use, the applicant is required to do the following:

3. Schedule a fire inspection; Fire Department contact information will be provided with staff comments.
4. Contact the Building Inspection office for documentation requirements and Change of Tenant Permit to be issued to the business owner **prior** to scheduling the site inspection.

Submittal Requirements: Review 1 Planning Department

- Submittal Fee (if applicable)
- Completed Application
- Written business plan noting primary use as well as all accessory uses and activities.

Attach a written business plan to this page.

Application

Application # _____

Date Received: _____

\$50.00 SUBMITTAL FEE for the following:

Form of Payment: _____

1. Change of occupancy with a change of use (i.e. restaurant to retail sales)

Previous use at this location: _____

Proposed use at this location: _____

2. Are there any exterior changes/additions planned at this location? (e.g. landscaping, parking, dumpster, HVAC, parking, etc)

Yes _____ No _____ If yes, list all items here: _____

NO FEE if the proposed business meets either of the following criteria:

_____ This is an up-fit for the first tenant within a new multi-tenant development space.

_____ Change of occupancy without a change of use (e.g. restaurant to restaurant).

Business Name: _____

Business Address/Location: _____ Suite: _____

If the address is within a multi-tenant development, name the development (e.g. shopping center): _____

Days/hours of operation: _____ Square footage of space occupied: _____

Business Owner Information:

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Property Owner Information (if not the applicant):

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Owner/Authorized Agent Statement

I hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: _____ Date: _____

Applicant Print Name: _____

Address/location: _____
 PIN # _____ Zoning District: _____
 If this is a conditional zoning district, do any conditions apply to use? Yes: _____ No: _____
 If yes, list conditions: _____
 Use Classification, per the UDO Use Table: _____
 Do any supplemental standards apply to use? Yes: _____ No: _____
 If yes, list supplemental standards: _____
 Change of Use Yes: _____ No: _____
 Current Class of Use: _____ Previous Class of Use: _____
 Total Parking Spaces: _____ Parking required per the UDO: _____
 Transportation Impact Fees due? Yes: _____ No: _____
 If yes, how much? \$ _____

Other Departmental Review and/or Inspections (Step 2): If a department is indicated below, additional conditions and restrictions may apply other than those listed by the Planning Department.

_____ Building Inspections: Contact the Permit Office Main# 919-249-3418

1. Applicant to contacts Building Inspections for documentation requirements and Change of Tenant Permit to be issued to the business owner prior to scheduling the site inspection as noted below for Building Inspections.
2. There is no fee for the Change of Tenant permit but fees may be assessed for review of plans, if required, and trade permits that may be associated with the project. Water and Sewer capacity fees will be evaluated and assessed at the time of application for the Change of Tenant Permit, if needed.

Building Inspection Occupancy Classification:

- First Tenant to Occupy Space:** A permit and CO is required for this space. The following documents need to be submitted to Building Inspections for review:, Sealed plans to include Building Key Plan, Exit Plan, Building Summary (Appendix B), Scaled use layout of space, and Modifications noted.
- Occupancy Classification Change:** The following documents need to be submitted to Building Inspections for plan review and issuance of an occupancy permit: Building Key Plan, Exit Plan, Building Summary (Appendix B), Scaled use layout of space, and Modifications noted.
- Occupancy Classification Unchanged:** This is not a change of occupancy classification; therefore no permit or inspections will be required from Building Inspections. If any modifications are being done, then sealed plans will need to be submitted for review and issuance of a permit. This shall include any demolition of existing walls.

_____ Fire Marshal Inspection: Applicant calls to schedule a fire inspection after Planning Department approval. Contact:

Karl Huegerich Phone: 919-249-1032 Email: karl.huegerich@apexnc.org

_____ Public Works: Backflow preventer(s)- installation or test due. Contact:

Steve Miller Phone: 919-249-3357 Email: steve.miller@apexnc.org

Lindley Painter Phone: 919-249-3356 Email: lindley.painter@apexnc.org

Address: _____ Business Name: _____

Planning Department Determination

This application has been reviewed for a proposed use request. Based on the information contained herein, along with the standards found in the Town of Apex Unified Development Ordinance and any additional information obtained from an actual site inspection or other sources, the following determination has been made:

_____ Approved _____ Approved/w Conditions _____ Denied

Conditions/Comments/Restrictions:

Planning Departmental Approval: _____ Date: _____

Print Name: _____

I/we certify that I/we have read, understand and will adhere to the comments and restrictions contained in this application. I further understand that this document does not give approval for occupancy of the space or building for the business owner, employees, or the general public. Authorization for occupancy of the building or space will be granted by the Fire Department and Building Inspection office after a site inspection has been conducted and all site conditions have been accepted and approved. I understand I must contact the Fire Department and Building Inspection office to provide required documentation, apply for all applicable permits and pay assessed fees as required.

Applicant Signature: _____ Date: _____

Print Name: _____

Date staff received signature page: _____