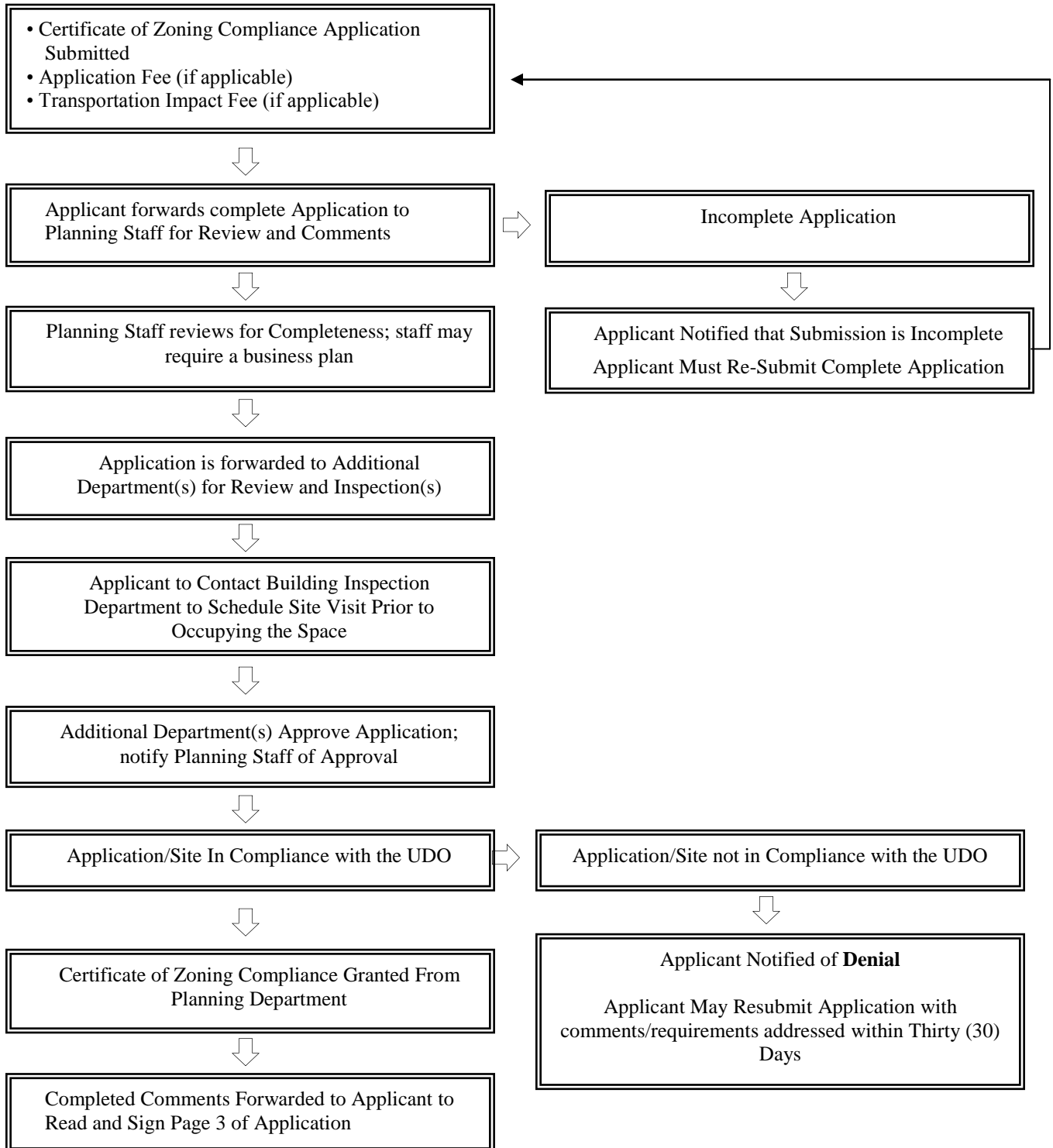


CERTIFICATE OF ZONING COMPLIANCE APPLICATION

GIVE THIS PAGE TO APPLICANT



CERTIFICATE OF ZONING COMPLIANCE APPLICATION

Date: _____

Application Number: _____ - _____

Staff to Assign

Purpose: A Certificate of Zoning Compliance is required to ensure that all proposed uses comply with Town of Apex zoning standards and ordinances, and to otherwise protect the public health, safety and welfare of the citizens of the Town.

PLEASE PRINT THE FOLLOWING INFORMATION

Business Name: _____

Business Address/Location (include Suite Number): _____

Is this address/location in a multi-tenant development? (i.e. shopping center or office building) [] Yes [] No

If **Yes**, Enter Name of Development: _____

Days of Operation: _____ Hours of Operation: _____

Applicant: _____

Applicant's Email Address: _____

Applicant's Mailing Address _____

City _____ State _____ Zip _____

Phone: _____

Is the property on a private sewage disposal (septic system)? [] Yes [] No

FEE REQUIREMENTS

[] **\$50.00** - Change of Occupancy with Change of Use: For occupancy of a previously used space or building. (i.e. restaurant to an office use)

[] **No Fee** - Replacement of existing minor site element (HVAC units, fences, screenings, landscaping, etc.)

Previous Use _____

Staff to verify previous use if applicable

Proposed Use _____

[] **No Fee** - New up-fit for a first tenant within a new multi-tenant development (i.e. shopping center, office complex) **or** Change of Occupancy w/o Change of Use (i.e. restaurant to restaurant)

[] **Transportation Impact Fee** (if applicable)

\$ _____ (Calculated by Staff)

New Tenant Proposed Use _____

Note: A business plan may be requested depending on the proposed use and/or location.

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Do you propose to have a sign or signs for your business? [] Yes [] No

If **yes**, signs require a separate permit application and fee. New and existing signs must comply with the most current version of the Unified Development Ordinance Signs Section 8.7. Multi-tenant sites such as shopping centers will be required to comply with a Master Sign Plan prepared by the property owner or authorized agent.

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. Additionally, I hereby authorize and request compliance inspections conducted by the Town of Apex Zoning Compliance Officer, Town of Apex Fire Inspector, and Town of Apex Building Inspector at the project address listed here on. I understand that compliance inspections may require the property to be improved to meet the minimum occupancy standards established by the NC State Building Codes & Fire Codes. I further understand that the address/location indicated above **cannot be occupied for business until approved by the Code Enforcement Officer.**

Additional applicant signature required on page three (3) AFTER review of application by other town department(s)

Owner/Authorized Agent Name _____

Please Print

Signature _____ *Date Signed* _____

STOP HERE!!!!

- Your application and all supporting documentation will be forwarded to the appropriate department(s)/division(s) for review.
- If applicable, you will be notified to contact the Inspections Division (919) 249-3418 to schedule an inspection of the building/unit/space to be occupied.
- You are required to have a Fire Inspection prior to occupying the space. Please contact the Fire Marshal at (919) 249-1040

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****FOR OFFICE USE ONLY****

Zoning District: _____ Supplemental Standards _____

Use Classification (see Use Table) _____

Are there zoning conditions or other restrictions that prohibit the proposed use? Yes No

If yes, indicate explanation: _____

Address/location: _____

PIN # _____ REID # _____ Acreage: _____

Owner (if not the applicant): _____

Owner Address: _____

Change of Use* Yes No **If a change of use is determined, a Site Plan, Administrative Approval, or more extensive CZC review may be required.*

Is proposed use one that was intended for this site as a part of the approved plan? Yes No

Parking: Proposed spaces: _____ Existing spaces: _____ Handicap: _____

Parking required for proposed use (Sec 8.3): _____

Increase of impervious surface: Yes No

Special Use: (Table 4.2) _____ Yes [# _____] No

Planning Department Determination (See Other Departments listed below)

This application has been reviewed for a proposed use request and 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/restrictions Denied (Do not sign)

Comments/Restrictions: _____

Planning Department Approval: _____

Date: _____

CERTIFICATE OF ZONING COMPLIANCE APPLICATION

Other Departmental Review and/or Inspections Required: *If a departmental box is checked, additional conditions and restrictions may be applicable other than those listed by the Planning Department. Applicant will need to 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 as noted below for Building Inspections. 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.*

The backflow preventer will be evaluated at the time of site inspection to confirm correct type, placement, and recertification. Please contact the department representative listed below with any questions.

Building Inspection Contact: Permit Center 919-249-3418 **Email:** rick.fradyc@apexnc.org

First Tenant to Occupy Space: A CO is required and the following documents will be required prior to the site inspection: Approved Certificate of Zoning Compliance, Building Key Plan, Exit Plan, Building Summary (Appendix B), Scaled use layout of space, and Modifications noted.

Occupancy Classification Change: The following documents will be required prior to the site inspection: Approved Certificate of Zoning Compliance, Building Key Plan, Exit Plan, Building Summary (Appendix B), Scaled use layout of space, and Modifications noted.

Occupancy Classification Unchanged: The following documents will be required prior to the site inspection: Approved Certificate of Zoning Compliance, Exit Plan, Scaled use layout of space, and Modifications noted.

Fire Department Contact: David Dillon 291-0648 or 249-1040 **Email:** david.dillon@apexnc.org

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 authorization or 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 Building Inspection Department after a site inspection has been conducted and all site conditions have been accepted and approved. I understand I must contact the Building Inspection Department to provide required documentation and apply for the Change of Tenant Permit.

****To be signed by applicant AFTER Town approval****

Signature of Applicant: _____ **Date:** _____