

Administrative Approval Application

1. Application Type (select all that apply)

- Minor Site Plan
 Major Site Plan
 Floodplain Development Permit
 Administrative Adjustment
 Zoning Clearance
 Temporary Use Permit
 Certificate of Nonconformity Adjustment
 Sign Permit
 Driveway Permit
 Construction Plans
 Certificate of Compliance and Occupancy
 Building Permit

2. Project Information

- a. Project Name: _____
- b. Project Location/Address: _____
- c. Tax Map and Parcel Number (PIN): _____
- d. Zoning: Existing: _____ Proposed: _____
- e. Land Use: Existing: _____ Proposed: _____
- f. Description of Request (attach separate sheet if needed):

3. Contact Information

- a. Project Manager/Contact Person: _____
- Company: _____
- Address: _____ City, State, Zip: _____
- Phone Number: _____ Email Address: _____
- b. Applicant Name (if different than above): _____
- Company: _____
- Address: _____ City, State, Zip: _____
- Phone Number: _____ Email Address: _____
- c. Owner Name: _____
- Company: _____
- Address: _____ City, State, Zip: _____
- Phone Number: _____ Email Address: _____

4. Owner's Consent

_____ (“Owner”) certifies that it is the owner of the property located at _____ (“Subject Property”) and expressly consents to the use of the Subject Property as described in this application and to all conditions that may be agreed to as a part of the approval of this application, which may be imposed by the decision making board.

Owner hereby authorizes, _____ as agent, to file this application and represent Owner at any and all meetings and hearings required for the approval of this application.

Owner's Signature: _____ Date: _____

5. Affidavit of Completeness and Accuracy (to be completed by the individual submitting the application)

Project Name: _____ Submittal Date: _____

STATEMENT OF COMPLETENESS AND ACCURACY:

I hereby certify all property owners have full knowledge the property they own is the subject of this application. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related application material and all attachments become official records of the Planning and Zoning Department of Harrisburg, North Carolina, and will not be returned.

I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I further acknowledge that additional information may be required to process this application. I further consent to the Town of Harrisburg to publish, copy or reproduce any copyrighted documents submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Applicant Name: _____

Applicant Signature: _____

6. Staff Use Only:

Record of Process

Date Received: _____

Application Number: _____

Is Application Complete? Yes No

Public Hearing Date(s): _____

Published Notice Date: _____

Mailed Notice Date: _____

Posted Notice Date: _____

Final Action Applicant Notification Mailed Date: _____

Town Staff Signature: _____

Record of Decision

Reviewed By: _____

Recommendation: Approve Deny

Final Action: Approve Deny

7. Required Attachments

All development application submittals must be accompanied by:

- Applicable fee(s) (see Master Fee Schedule in Appendix B of the Development Guidebook);
- Attachments listed in under the pertinent application;
- Case numbers of other related development applications; and
- Any additional information or attachments required by the Town Attorney, Director or other Town staff, Historic Preservation Commission, Planning and Zoning Board, Board of Adjustment, or Town Council.

Consult staff during pre-application meeting for any required paper copies consult staff during pre-application meeting for any required paper copies.

<p>Minor Site Plan/ Major Site Plan (Prelim/Final)</p> <ol style="list-style-type: none"> 1. Copies of the invitation letter, minutes, and sign-up sheet from required neighborhood meeting. 2. A digital (PDF) copy of a complete site-specific development plan that includes: <ol style="list-style-type: none"> a. Lot Area (sq. ft.) b. Existing structures shown with dimensions (including area and height) c. Proposed structures shown with dimensions (including area and height) d. Property lines with dimensions e. Streets and Right-of-ways f. Distances between buildings and property lines, as well as distances between buildings and other buildings g. If determined required at the pre-application meeting: <ol style="list-style-type: none"> i. Landscape plan (with number, location, and type of proposed plantings) ii. Parking Plan (with number, location, average stall size, and striping of proposed spaces shown) iii. Proposed building elevations iv. Building materials details v. Lighting Plan h. Copies of the Traffic Impact Analysis (TIA) (if determined required at the pre-application meeting) 	<p>Floodplain Development Permit</p> <ol style="list-style-type: none"> 1. A digital (PDF) copy of a complete site-specific development plan that includes: <ol style="list-style-type: none"> a. Lot Area (sq. ft.) b. Existing structures shown with dimensions (including area and height) c. Proposed structures shown with dimensions (including area and height) d. Property lines with dimensions e. Streets and Right-of-ways f. Distances between buildings and property lines, as well as distances between buildings and other buildings g. Locations of all water bodies h. Extent of water relocation or landform alterations i. Specifications including details for anchoring structures (if applicable) 2. Proposed elevations of lowest floor (including basement) 3. Details of water resistant materials used, floodproofing of utilities, and enclosures located below first floor 4. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.
<p>Administrative Adjustment</p> <ol style="list-style-type: none"> 1. Written letter describing the request in detail including the reasoning (must be submitted along with primary application) 	<p>Temporary Use Permit</p> <ol style="list-style-type: none"> 1. Temporary use type (see UDO Section 140.04.08 for types) 2. Names/Cell Numbers/Emails for two individuals present on-site during temporary use 3. Dates of operation 4. Start and end time 5. Estimated attendance/number of employees 6. Details on parking area and number of expected vehicles (if applicable) 7. Size and details of tents (if applicable) 8. Explanation of event (if applicable) which includes if alcohol will be served or if amplified sound (music, performances, speakers, etc.) will be used 9. Detailed layout map/site plan (including parking areas, tents, road closures, structures, bathrooms, stages, etc.) 10. Proof of liability insurance (if applicable)
<p>Minor Modification of an Approved Application</p> <ol style="list-style-type: none"> 1. Written letter describing the minor modifications 2. Updated copies of required attachments for original approval 	
<p>Zoning Clearance</p> <ol style="list-style-type: none"> 1. Plot Plan of proposed project that includes: <ol style="list-style-type: none"> a. Lot Area (sq. ft.) b. Existing structures shown with dimensions (including area and height) c. Proposed structures shown with dimensions (including area and height) d. Property lines with dimensions e. Streets and Right-of-ways f. Distances between buildings and property lines, as well as distances between buildings and other buildings 	

7. Required Attachments

<p>Sign Permit</p> <ol style="list-style-type: none"> 1. Number signs proposed 2. Sign Type(s) (see UDO Section 141.05.04 Permanent Signs for types) 3. Sign(s) dimensions (height, width, and area in square feet) 4. Scaled building elevation with proposed signage 5. Site plan showing where sign(s) will be located 6. Detailed drawing/rendering of sign showing dimensions 7. Number of existing signs to remain and their dimensions 	<p>Certificate of Nonconformity Adjustment</p> <ol style="list-style-type: none"> 1. Signed letter describing the existing nonconforming use or structure and it's proposed enlargement, expansion, or alteration 2. A detailed plan of the existing site, showing the degree of non-conformity with respect to the dimensional and design regulation of the UDO 3. A detailed explanation of the current use including documentation of traffic generated by the current use (if applicable)
<p>Driveway Permit</p> <ol style="list-style-type: none"> 1. A digital copy (PDF) of the plans that includes: <ol style="list-style-type: none"> a. Location of the property, including street name and address b. The character of the present and future property use and the current zoning c. Location of all existing and proposed buildings d. Pavement and right-of-way width e. Interior parking arrangements and traffic circulation patterns, and number of spacing required f. Location of existing utilities, retaining walls, storm drainage facilities, poles, and other physical features which affect the driveway location g. All existing driveways, property lines, and driveways to be closed h. All proposed driveways, including all parcels reserved for future development i. Location of existing and proposed sidewalks, curbs, and wheelchair ramps on or adjacent to the property j. Driveways on the opposite side of the street k. All existing and/or required turn lanes and transition tapers l. Proposed median openings with storage lanes and transition tapers m. Location of all easements n. Major developments may require a traffic study prepared by a transportation professional that includes trip generation, existing and proposed traffic assignments, complete demographics of the development, and other information helpful in evaluating the proposed development o. For commercial and/or industrial facilities, the proposed location of off-street loading and unloading facilities 2. Four additional plans will be required for driveway approaches to state highway system streets within the corporate limits, and six NCDOT Driveway Permit forms 3. Plans shall be submitted on 24" x 36" plan sheets with scale, north arrow, and project name clearly displayed on all plan sheets 4. Scale shall be 1"=10' or less than 1"=40', 1"=20' is preferred 	<p>Construction Plans</p> <ol style="list-style-type: none"> 1. A stormwater concept plan meeting is required per the Ordinance in advance of submitting construction plans 2. Plans shall be submitted on 24" x 36" plan sheets with scale, north arrow, and project name clearly displayed on all plan sheets 3. Scale shall be 1"=4' or 1"=5' vertical; 1"=40' or 1"=50' horizontal 4. Construction documents including site plan, grading plan, erosion and sediment control plan, road plan and profiles, storm drainage profiles, landscaping and signage plans shall be combined into one submittal 5. Road plan and profiles shall be shown with the profile above the road, displayed on the same sheet 6. Water and sewer plans shall be combined into one submittal 7. Requirements of engineering design manual <hr/> <p>Building Permit</p> <ol style="list-style-type: none"> 1. Contact Cabarrus County Commerce Department for a Building Permit 2. Prior to applying for a Building Permit, a Zoning Clearance permit is required <hr/> <p>Certificate of Compliance and Occupancy</p> <ol style="list-style-type: none"> 1. An approved site plan as submitted for Zoning Clearance (if new construction) 2. A plot plan showing all exterior improvements (if no new exterior construction is proposed)