

CERTIFICATE OF ZONING COMPLIANCE APPLICATION INFORMATION

Town of Apex, North Carolina



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TOWN OF APEX DEPARTMENTAL CONTACT INFORMATION

Planning Department	919-249-3426	Fire Department	919-362-4001
Building Inspections & Permits Dept.	919-249-3418	Water Resources Dept.	919-362-8166

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 citizens of Apex.

CZC REVIEW PROCESS: STEP 1 OBTAIN PLANNING DEPARTMENT APPROVAL

1. The application and all supporting documentation submitted to the Planning Department will be routed to the Town's Technical Review Committee (TRC) members. Each TRC review cycle is, on average, (5) business days and there may be multiple reviews. A TRC comment letter will be provided to the applicant at the end of the review process (typically an email). Please allow a minimum of (10) business days for the TRC review / Planning Dept. determination.

2. Contact the Water Resources Department with questions regarding the backflow prevention service application or any backflow prevention review comments.

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

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

CZC REVIEW PROCESS: STEP 2 BUILDING OCCUPANCY APPROVALS

After the Planning Department approves the CZC, the applicant is required to do the following:

1. Schedule a fire inspection; Fire Department contact information will be provided with staff comments.
2. Contact the Building Inspections & Permits Dept. with questions regarding their requirements for construction plan approval / permit issuance prior to scheduling the site inspection.

CZC CHECKLIST – SUBMIT TO THE PLANNING DEPARTMENT

- Submittal Fee. (Forms of payment: Pay in person with Visa / Master Card, Cash – Exact Amount and Check payable to 'Town of Apex'.

Or mail check to: **Town of Apex Planning Dept., PO Box 250 / 73 Hunter St., Apex, NC 27502.**

- Completed Application.
- Written business operations plan noting primary use as well as all accessory uses and activities.
- Backflow Prevention Service Application.

<http://www.apexnc.org/DocumentCenter/View/2995/Backflow-Service-Application>

Application #: _____ Date Received / Processed: _____
Submittal fee: \$100.00 Form of Payment: _____

BUSINESS INFORMATION:

**** SUBMIT A WRITTEN BUSINESS/OPERATIONS PLAN WITH THE CZC ****

Business Name: _____

Address/Location: _____ Suite: _____

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

Days/hours of operation: _____

Total square footage of space occupied: _____

1. Change of Occupancy with or without a change of business use. (E.g. restaurant to restaurant).

Previous use at this location: _____

Proposed use at this location: _____

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

Yes No If yes, list all items here:

3. Is this an up-fit for the first tenant within a new multi-tenant development space? If yes, then the application fee is waived.

Yes No

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: _____