

CERTIFICATE OF ZONING COMPLIANCE (CZC) APPLICATION

Town of Apex, North Carolina



TOWN OF APEX DEPARTMENT CONTACT INFORMATION

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|---|--------------|-----------------------------------|--------------|
| Planning Department | 919-249-3426 | Fire Department | 919-362-4001 |
| Building Inspections & Permitting Department | 919-249-3418 | Water Resources Department | 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.

APPLICATION SUBMISSION

- **Fee: \$125.00**
If this is an upfit for the first tenant within a new multi-tenant development space, the application fee is waived.
- For multi-tenant buildings, submit a suite diagram showing the unit for the proposed business so that staff may confirm or correct the address.
- The following forms of payment are accepted: Cash (exact amount only), Visa or MasterCard (online only), or check payable to 'Town of Apex'.
- Applications may be submitted at any time. Allow 5 to 7 business days for Town staff to complete the 1st review cycle. A comment letter will be emailed to the applicant. Please note that there might be more than 1 review cycle and each subsequent review cycle is 5 business days.

Plans must be submitted electronically.

- Electronic Submittals:**
- Please upload documents as PDFs.
 - Use this link to obtain more information on electronic submittals, register (if needed), or upload your submittal. <http://www.apexnc.org/195/Electronic-Plan-Review>
 - If you are unable to submit electronically, but have a PDF of the application please email it to planninginfo@apexnc.org.

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).
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 Department staff member will sign the CZC. Copies will be given to the applicant and the Building Inspections & Permitting Department.

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 & Permitting Department with questions regarding their requirements for construction plan approval / permit issuance prior to scheduling the site inspection.

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Application #: _____ Date Received / Processed: _____

Fee Paid: _____ Payment Method: _____

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

APPLICATION INFORMATION:

Primary Contact: _____

Address: _____

Email: _____ Phone: _____

Business Owner: _____

Address: _____

Email: _____ Phone: _____

Property Owner: _____

Address: _____

Email: _____ Phone: _____

APPLICANT/AGENT STATEMENT:

I/we hereby certify that the following 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: _____

Print Name: _____

BUSINESS INFORMATION:

Business Name: _____

Address/Location: _____ Suite: _____

Name of multi-tenant development, if applicable (e.g. shopping/business center): _____

Is this an upfit for the first tenant within a new multi-tenant development space? Yes No

Change of Occupancy with or without a change of business use. (e.g. office to retail; restaurant to restaurant).

Previous use at this location: _____

Proposed use at this location: _____

Are there any exterior changes/additions planned at this location? (e.g. landscaping, dumpster, HVAC, lighting, parking, painting, façade changes, etc.) If yes, then an [Exempt Site Plan application](#) is necessary for these items.

Yes No

Days/hours of operation: _____ Number of employees: _____

Total square footage of space occupied: _____

Square footage open to public: _____

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BUSINESS INFORMATION:

Will this business have alcohol sales? Yes No

Number and type of business vehicles and/or equipment stored outside: _____

Will any activities take place outdoors? If yes, please explain. Yes No

BUSINESS DESCRIPTION/PLAN:

Please describe how your business will operate, the goods or services for sale and any activities related to the business that will take place at this location. You can have a principal use and accessory uses. This information will be used to help us determine what the business is classified as per the Unified Development Ordinance.

Floor Plan/Layout

Please provide a layout of the space to be occupied that indicates where the main door for public entry and exit will be located. This will be used for our GIS team to ensure all addresses correct.