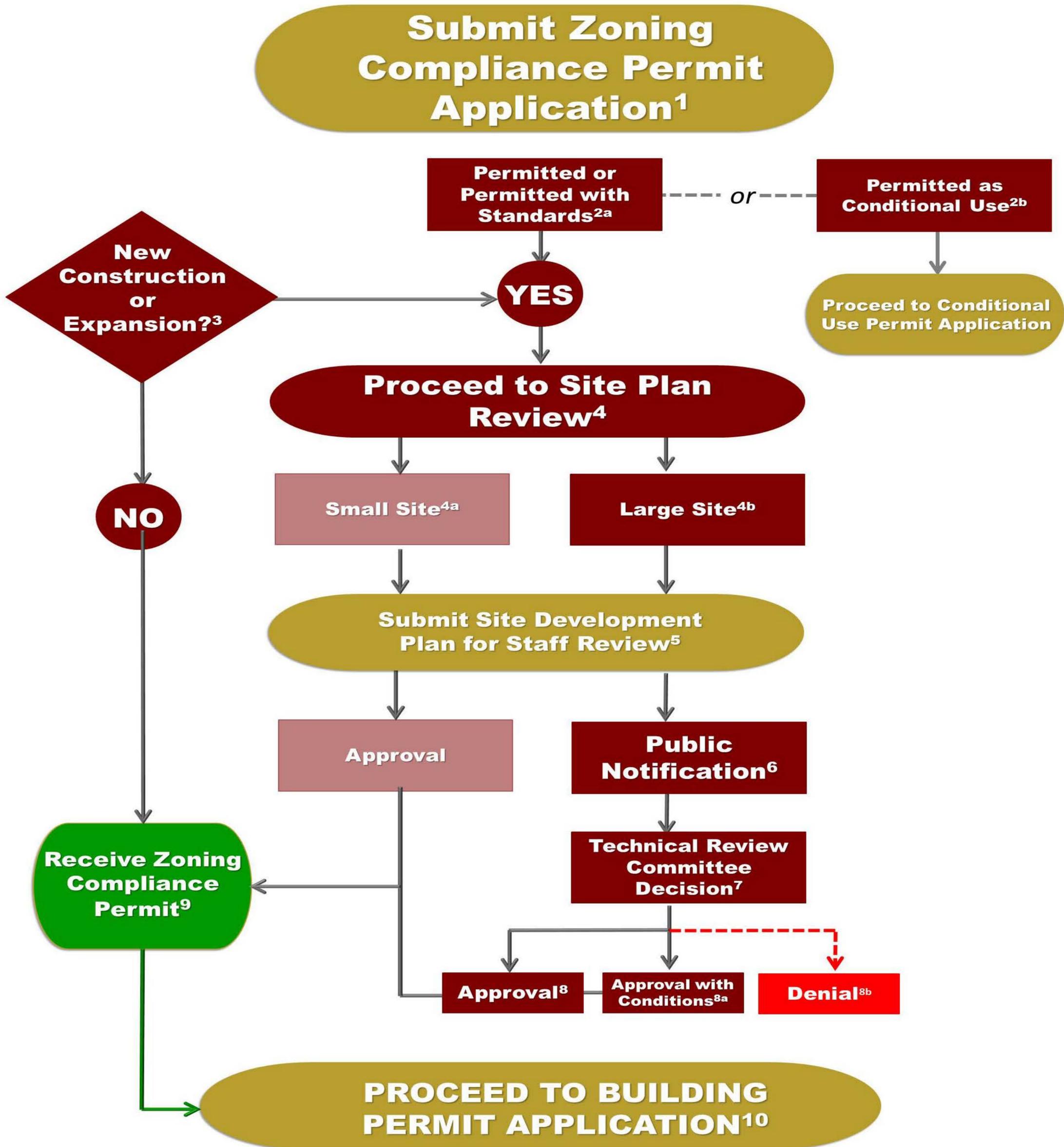


Zoning Compliance Permit Application Process



## The Zoning Compliance Permit Application Process

A zoning compliance permit (also referred to as a zoning permit) is required within the City of Creedmoor and its extraterritorial jurisdiction (ETJ) for all development projects that involve: (1) new construction; (2) a new use or change of use within an existing building; or (3) expansion of an existing use. The Zoning Compliance Permit ensures that all proposed businesses comply with the City of Creedmoor zoning standards and applicable ordinances, protecting the public health, safety, and welfare of the citizens of Creedmoor.

We strongly recommend that you obtain a Zoning Compliance Permit (ZCP) from the City prior to signing any lease agreements.

The numbered sections below correspond to the Process Flow Chart (Figure \_\_\_\_):

1. [Zoning Compliance Permit Application](#) – A City of Creedmoor form stating all of the relevant details of the proposed use and location, including a site plan showing the dimensions of the proposed use and its location on the property or site. The Planning Department can help you determine the specific *use category* for your proposal, whether it is Permitted, Permitted with Standards, or Permitted as a Conditional Use.
- 2a. [Permitted Use](#) or [Permitted with Standards](#) – The proposed use or activity is allowed “by right” within a particular zoning district ([See Article 8, Table of Uses, Table 8.1](#)) or the proposed use or activity is allowed within a particular zoning district, but only if certain additional requirements are met. ([See Article 8, Table of Uses, Table 8.1; also Article 10, Section 10.1](#))
- 2b. [Permitted as Conditional Use](#) – Approval for any proposed use or activity that, due to its size and/or operation, must meet certain conditions to ensure that it does not adversely impact neighboring uses or the community as a whole ([See Article 8, Table of Uses, Table 8.1](#)). Obtaining a Conditional Use Permit entails a separate process (see [Article 10, Section 10.2](#))
3. [New Construction or Expansion?](#) – If a permit application is for a new use or a change of use within an existing building, then a Site Development Plan may not be necessary. If the application involves new construction or the expansion of an existing site, then a plan will be required. Please consult with the City of Creedmoor Planning Director to determine whether or not a Site Development Plan will be required.
4. [Proceed to Site Plan Review](#) – The Site Plan Review process for both small and large sites is explained in [Article 7, Section 7](#).
- 4a. [Small Site](#) – Development projects that fall beneath certain size thresholds. ([See Article 7, Section 7.7-2](#)). It is *recommended* that Applicants meet with the Planning Director to ensure a thorough understanding of the processes and requirements to achieve project approval. Small site projects can be approved by the Planning Director. ([See Article 7, Section 7.7-2\(D\)\(3\)](#)).
- 4b. [Large Site](#) – Development projects which are expected to have a significant impact upon public facilities and services. ([See Article 7, Section 7.7-1](#)) It is *required* that Applicants meet with the Planning Director to ensure a thorough understanding of the processes and requirements to achieve project approval. Such a pre-application meeting should always occur before the applicant makes any substantial investment in site acquisition or development. Furthermore, the applicant is strongly encouraged to meet with representatives of the surrounding neighborhood and adjoining property owners to explain their proposed project and to hear of the concerns of property owners in the area.
5. [Site Development Plan](#) – Conceptual site plans are required for both small and large site development proposals. Detailed specifications for conceptual site plan submittals are provided in Article 7, Section 7.7-1(C) for large sites; for small sites, details can be found in Section 7.7-2(C).
6. [Public Notification Process](#) – The Planning Director will post a notice on the City’s webpage and mail a notice to all adjoining property owners at least 5 days prior to the review of a large site development project by the Technical Review Committee ([See Article 7, Section 7.7-1\(F\)](#)). The applicant is advised to meet with adjoining landowners ahead of this notification.
7. [Technical Review Committee](#) – The TRC shall make a decision within 10 working days of reviewing large site development plan proposals ([See Article 7, Section 7.7-1\(E\)](#)).
8. [Approval](#) – Upon TRC decision to approve the large site development plan, the Applicant will receive a Site Plan Approval Letter from the Planning Director, who will then issue the Zoning Compliance Permit.
- 8a. [Approval with Conditions](#) – Applicant shall revise the plan based upon the conditions of approval, then resubmit. If conditions are met, the Planning Director can approve the revised plan and issue the Zoning Compliance Permit.
- 8b. [Denial](#) – The reasons for denial by the TRC will be provided to the applicant in writing. Applicant may resubmit a plan (see #5b) that addresses the reasons for denial
9. [Zoning Compliance Permit](#) certifies that the Site Plan has met all the applicable standards specified in the Creedmoor Development Ordinance and properly reviewed by the appropriate agencies.
10. The Building Permit Application process is described in Figure \_\_\_\_.