

CERTIFICATE OF ZONING COMPLIANCE APPLICATION INFORMATION

Town of Apex, North Carolina

Last updated February 2014



REVIEW PROCESS TIME: CZCs take an average of five (5) working days for review by Town Staff once an application is received.

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 citizen of Apex.

NOTE: The applicant will receive pages 3 and 4 upon completion of the staff review.

Contacts: Phone

Planning Department: 919-249-3426
Building Inspections Division: 919-249-3418
Fire Department: 919-362-4001
Public Works Department: 919-249-3427

CZC Review Process: Step 1 (Planning Department Approval)

1. The application and all supporting documentation submitted to the Planning Department will be forwarded to the appropriate Town departments for review. Staff comments will be provided to the applicant at the end of the review process.
2. Contact the Public Works Department if it is stated in the review comments that a current backflow preventer report is not on file for the business address listed on the CZC. The backflow preventer report is due to Public Works prior to approval by Planning.

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

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

CZC Review Process: Step 2 (Building Occupancy Approvals)

After Planning Department approval of the business use, the applicant is required to do the following:

3. Schedule a fire inspection; Fire Department contact information will be provided with staff comments.
4. 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.

Submittal Requirements: Review 1-Planning Department

- ☐ Submittal Fee (if applicable)
- ☐ Completed Application
- ☐ Written business plan noting primary use as well as all accessory uses and activities.

Attach a written business plan to this page.

Application

Application # _____

Date Received: _____

\$100.00 SUBMITTAL FEE for the following:

Form of Payment: _____

1. Change of occupancy with or without a change of 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, parking, dumpster, HVAC, parking, etc)

Yes _____ No _____ If yes, list all items here: _____

NO FEE if the proposed business meets either of the following criteria:

_____ This is an up-fit for the first tenant within a new multi-tenant development space.

Business Name: _____

Business Address/Location: _____ Suite: _____

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

Days/hours of operation: _____ Square footage of space occupied: _____

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: _____