



TOWN OF  
**HILLSBOROUGH**

# ZONING COMPLIANCE APPLICATION

## Change of Use

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
Office: 919-296-9470 | Fax: 919-644-2390  
planning@hillsboroughnc.gov  
www.hillsboroughnc.gov

A zoning compliance permit is required for changes in the use of buildings and/or property regulated under the Unified Development Ordinance on property in the town limits and in the extraterritorial jurisdiction. You can check the zoning of any property through the [Interactive Zoning Map](#).

**For the application to be considered complete, all sections must be completed. The property owner must sign the Authority to File Application section on the last page (applicant and property owner signatures are required).**

GENERAL INFORMATION				
Project Address:				
Parcel ID #:	Zoning Classification:		<input type="checkbox"/> Historic District Overlay	
Applicant Name:				
Mailing Address:				
Phone 1:	Phone 2:	Email:		
Status of Applicant:	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Legal Representative	<input type="checkbox"/> Other
Property Owner(s) Name:				
Mailing Address:				
Phone 1:	Phone 2:	Email:		

CHANGE OF USE INFORMATION	
Name of New Business:	
Previous Business Type (if known):	New Business Type:
Description of New Business Activities:	
Will interior or exterior changes be made to the building? If yes please describe below:	

ACKNOWLEDGEMENTS
<input type="checkbox"/> I understand that the Town of Hillsborough Planning and Economic Development Division may ask additional questions about the change of use application to determine if the change of use is approvable.
<input type="checkbox"/> I understand that the Town of Hillsborough Planning and Economic Development Division only covers town zoning regulations. Other town and or county departments may have requirements for a change of use.

ADDITIONAL POINTS OF CONTACT
The selected town, county and state staff below may need to be aware of the proposed change in use. You are advised to contact each one to verify if your project requires reviews and permitting through their respective office.
<input type="checkbox"/> Hillsborough Utilities Director Marie Strandwitz: <a href="mailto:marie.strandwitz@hillsboroughnc.gov">marie.strandwitz@hillsboroughnc.gov</a> or 919-296-9631
<input type="checkbox"/> Hillsborough Public Works Manager Dustin Hill: <a href="mailto:dustin.hill@hillsboroughnc.gov">dustin.hill@hillsboroughnc.gov</a> or 919-296-9602
<input type="checkbox"/> Hillsborough Utilities Infrastructure Protection Supervisor Troy Miller: <a href="mailto:troy.miller@hillsboroughnc.gov">troy.miller@hillsboroughnc.gov</a> or 919-296-9470
<input type="checkbox"/> Orange County Fire Marshal: 919-732-7911
<input type="checkbox"/> Orange County Environmental Health: 919-245-2360
<input type="checkbox"/> Orange County Solid Waste: 919-968-2788
<input type="checkbox"/> Orange County Building Inspections: 919-245-2600
<input type="checkbox"/> North Carolina Department of Transportation: 336-570-6833

AUTHORITY TO FILE APPLICATION
I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange, and State of North Carolina (as may be applicable to my request) and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the Hillsborough Planning and Economic Development Division may enter the subject property for the purpose of investigation and analysis of this request.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PROPERTY OWNER’S SIGNATURE.**

Applicant Signature: \_\_\_\_\_ Date:

Property Owner Signature: \_\_\_\_\_ Date:

**DEPARTMENT USE ONLY**

Date Received:

Staff:

ETJ:  Yes,  NoLegal Nonconforming Lot:  Yes,  NoFloodplain on Site:  Yes,  No

Flood Zone:

Flood Map #:

Plus (+) Overlay District  Yes,  NoHistoric District Overlay  Yes,  NoSection 4B Only: Is the event in the jurisdiction of the town?  Yes,  NoZoning Officer's Decision  Approved,  Approved with Conditions,  Denied

Approved Conditions:

Comments or Reason for Denial:

Permit:

Zoning Office Signature:

Date:

Date Permit Picked Up:

Fee: \$

Receipt #: