



TOWN OF  
**HILLSBOROUGH**

## ZONING COMPLIANCE APPLICATION

### New Construction and Additions

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 all new residential and nonresidential construction 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, the property owner must sign the Authority to File Application section on the last page (applicant and property owner signatures are required). Additionally:**

- *Residential projects* — Provide a scaled floor plan/plot plan of the residence and any accessory structures that will be constructed. See the [sample plot plan](#) on the town website.
- *Commercial projects* — A site plan will be required, and the project is subject to sections 5 and 6 of the [Unified Development Ordinance](#).

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:		

PROJECT INFORMATION (Check all that apply):				
<b>SELECT PROJECT TYPE:</b>				
<input type="checkbox"/> Single Family Home	<input type="checkbox"/> Town Home	<input type="checkbox"/> Attached Dwelling	<input type="checkbox"/> Accessory Dwelling Unit	<input type="checkbox"/> Manufactured Home
<input type="checkbox"/> Commercial/Industrial Use:				
<b>SELECT ADDITION TYPE:</b>				
<input type="checkbox"/> Deck	<input type="checkbox"/> Patio	<input type="checkbox"/> Shed		
<input type="checkbox"/> Building Addition	<input type="checkbox"/> Garage	<input type="checkbox"/> Pool / Hot Tub		
<input type="checkbox"/> Other:				

<b>LAND DISTURBANCE</b>			
Amount of Land Disturbance Proposed:		Existing Impervious Surface Area:	
		and Proposed:	
<b>PROPERTY/PROJECT DETAILS</b>		<b>GROSS FLOOR AREA (square footage)</b>	
<b>PROPOSED SETBACKS (feet)</b>			
Lot Size (acres or square feet):	Gross Square Footage:	Front:	Rear:
Structures Existing/to Remain:	Heated Square Footage:	Right Side:	
New Structures Proposed:	New Square Footage:	Left Side:	
<b>UTILITIES</b>			
Water Service: <input type="checkbox"/> Public Water <input type="checkbox"/> Well		Sewer Service: <input type="checkbox"/> Public Sewer <input type="checkbox"/> Private Septic Tank	
<b>COMPLETE COST OF PROJECT (Required)</b>			
Estimated Total Construction Cost (labor, materials, utilities, and site preparation): \$			
<b>PARKING (For nonresidential projects)</b>			
Existing Spaces:	Proposed Spaces:	Total Spaces:	
<b>REQUEST DETAILS</b>			
Please explain your request in detail (2 to 3 sentences):			

<b>HISTORIC DISTRICT REQUIREMENTS</b>
If the project is in the Historic District, has a Certificate of Appropriateness been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, your completed application for the Certificate of Appropriateness must accompany this form. See the <a href="#">Certificate of Appropriateness application</a> .)

**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,  No

Legal Nonconforming Lot:  Yes,  No

Floodplain on Site:  Yes,  No

Flood Zone:

Flood Map #:

Plus (+) Overlay District  Yes,  No

Historic District Overlay  Yes,  No

Section 4B Only: Is the event in the jurisdiction of the town?  Yes,  No

Zoning 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 #: