



TOWN OF  
**HILLSBOROUGH**

# APPLICATION

## Zoning Compliance Permit

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

A Zoning Compliance Permit (ZCP) is required for site or use changes regulated under the Unified Development Ordinance on property in the town limits and in the extraterritorial jurisdiction (ETJ).

Every applicant must fill out the sections with black headings:

- General Information
- Authority to File Application

Sections with gray headings are project specific; most projects require completion of only one section. Please read the project descriptions below to determine the sections of this application that apply to your project.

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).

### PROJECT DESCRIPTION

### IF YES, COMPLETE:

- |  |  |
|--|--|
| • Are you relocating or expanding an existing structure or constructing a new building, accessory building, addition, deck or fence? | <i>Section 1: Site Change</i>  |
| • Is your business moving into an existing nonresidential retail/office space?   | <i>Section 2: Change of Use</i>  |
| • Are you installing a new sign or changing the location, sign face or message of an existing sign?                                  | <i>Section 3: Permanent Signs</i>                                      |
| • Are you requesting temporary signs, like a sandwich board sign or event signage?   | <i>Section 4A: Sandwich Board Signs or Section 4B: Temporary Signs</i> |
| • Are you planning to operate a business out of your personal residence?   | <i>Section 5: Home Occupation</i>                                      |

### GENERAL INFORMATION

Project Address:

Parcel ID No.:

Hillsborough Zoning Classification:

Historic District Overlay

Applicant Name:

Mailing Address:

Phone 1:

Phone 2:

Email:

Status of Applicant:  Property Owner  Contractor  Legal Representative  Other

Property Owner(s) Name:

Mailing Address:

Phone 1:

Phone 2:

Email:

**SECTION 1: SITE CHANGE**

**SELECT PROJECT TYPE:**

- New Construction
- Deck
- Other:
- Addition
- Fence
- Accessory Building
- Manufactured Home

**PROPERTY/PROJECT DETAILS:**

Lot Size (acres or square feet): #.  
 Structures Existing/to Remain: #.  
 New Structures Proposed: #.

**GROSS FLOOR AREA (square footage):**

Existing Structure(s): #  
 Proposed Structure(s): #

**PROPOSED SETBACKS (feet):**

Front: #      Rear: #  
 Right Side: #  
 Left Side: #

**UTILITIES**

Water Service:  Public Water     Well      Sewer Service:  Public Sewer     Septic Tank

**PARKING SPACES (for commercial projects)**

Existing Spaces:      Proposed Spaces:      Total Spaces:

**HISTORIC DISTRICT**

If the project is in the Historic District, has a Certificate of Appropriateness been issued?  Yes     No  
 (If no, your completed application for the Certificate of Appropriateness must accompany this form.)

**COST**

Estimated Total Construction Cost (labor, materials, utilities and site preparation): \$

REQUEST DETAILS: Please explain your request in detail (2 to 3 sentences):

ADDITIONAL INSTRUCTIONS: Along with this application, provide a plan drawn to scale that shows all existing structures and any proposed changes. View the sample site plan on the town website, [www.hillsboroughnc.gov](http://www.hillsboroughnc.gov), for clarification.

**SECTION 2: CHANGE OF USE**

Name of Business:

Business Type:      Previous Type of Business at That Address:

**SECTION 3: PERMANENT SIGNS**

Sign Type:  Wall-mounted (includes hanging and awning)     Free-standing (includes pole or post-mounted)

Sign Dimensions:      feet high by:      feet wide

- If wall mounted: Exterior length of wall on which the sign(s) will be mounted:      feet
- If free-standing: Distance of property street frontage:      feet      Height above grade:      feet

FOR SIGNS IN THE HISTORIC DISTRICT: A Certificate of Appropriateness is required before a Zoning Compliance Permit may be issued.

**Please remember to sign the Authority to File Application section.**

**SECTION 4: TEMPORARY SIGNS**

**Section 4A: Sandwich Board Signs**

Sign Dimensions:            feet high by:            feet wide    The sign is constructed of:  Wood     Metal

Display Location: Provide location.

- This location is in the Historic District, and I have received a Certificate of Appropriateness.
- I understand that the sign may only be displayed when my business is open, and I agree to bring the sandwich board sign inside when my business is closed.
- I understand that the sidewalk must have a 6-foot-wide, clear pedestrian path, compliant with the Americans with Disabilities Act, along the back of the curb. My business and employees will locate this sign to maintain that clear passage.
- I understand that the sidewalk must have a 4-foot-wide clear pedestrian path, compliant with the Americans with Disabilities Act, to the front door of any businesses. My business and employees will locate this sign such that clear passage is maintained.
- I understand that there must be a public sidewalk on which to place a sandwich board directly in front of my business in order for my business to be eligible to have this type of sign.
- I understand that only one sandwich board sign is permitted per parcel of land and that in cases where multiple tenants wish to have this type of sign, the first tenant who applies will have rights to the sign.
- I understand that the maximum height of a sandwich board sign is 48 inches, including the legs, and that the maximum square footage of the sign face is 6 square feet.

**Section 4B: Special Event Signs**

Event Sponsor:

Event Date(s):

Event Location:

Event Description:

Sign Dimensions:            feet high                            feet wide    Total square footage requested:

by Sign Message:

Sign Location

Location 1:

Location 2:

Location 3:

Location 4:

Location 5 (event site only):

Sign Installation Date (no more than 14 days in advance of the event):

Sign Removal Date (no more than 48 hours after the end of the event):

**BANNER DETAILS:**

Banner Dimensions:            feet high by            feet wide

Display Period (from installation date to removal date):

I have entered this banner request on the calendar on the town website, [www.hillsboroughnc.gov](http://www.hillsboroughnc.gov).

**Please remember to sign the Authority to File Application section.**

**SECTION 5: HOME OCCUPATION**

Name of Business: \_\_\_\_\_ Business Type (Use): \_\_\_\_\_

Please explain your proposed business in detail (2 to 3 sentences):

**SITE USAGE**

Will the home occupation be conducted entirely within the residence?  Yes  No

For the following calculations, indicate whether the floor area you are using is  Heated or  Habitable.

Total (heated/habitable) floor area of the residence: \_\_\_\_\_ square feet

Total amount of (heated/habitable) floor area used for the home occupation: \_\_\_\_\_ square feet

Will a detached accessory structure be used in conjunction with the home occupation?  Yes  No

If yes: Total square footage of detached accessory structure: \_\_\_\_\_ square feet

Total amount of floor area used for the home occupation: \_\_\_\_\_ square feet

Will any hazardous materials be stored on site?  Yes  No

If yes, provide a separate list.

Will there be any outside storage or display of goods or materials?  Yes  No

No If yes, what type of goods or materials?

**PARKING AND TRAFFIC**

Existing Parking Spaces: \_\_\_\_\_ Proposed Parking Spaces: \_\_\_\_\_ Total Parking Spaces: \_\_\_\_\_

Total Number of Employees (including the business owner): \_\_\_\_\_

How many clients are expected to visit the business per day: \_\_\_\_\_ At any one time? \_\_\_\_\_

Will you be making deliveries as part of your business?  Yes, \_\_\_\_\_ per day  No

Will you be receiving deliveries as part of your business?  Yes, \_\_\_\_\_ per day  No

**ALONG WITH THIS APPLICATION:**

- Provide a scaled floor plan of the residence and any accessory structures, and indicate the area to be used for the home occupation.
- If you plan to receive clients on site, provide a scaled site plan of the property that shows existing structures, their setbacks from property lines and street rights of way, and the driveway and parking area.

**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 Department 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

Plus (+) Overlay District?  Yes  No

Flood Zone:

Historic District Overlay?  Yes  No

Flood Map No.:

Section 4B Only: Is the event in the town's jurisdiction?  Yes  No

Zoning Officer's Action on Application:

Approved with Conditions

Denied

Approved Conditions:

Comments or Reason for Denial:

Permit No.:

Zoning Officer Printed Name:

Zoning Officer Signature: \_\_\_\_\_

Date:

Date Permit Picked Up:

Fee: \$

Receipt No.: