



ZONING COMPLIANCE PERMIT APPLICATION – DMV USES

CITY OF HIGH POINT
211 S. Hamilton St., High Point, NC 27260, Suite 316
Phone 336-883-3151

Applicability: A Major Vehicle Establishment use that is **not associated with a construction permit** and must obtain approval from the NC Department of Motor Vehicles. A Major Vehicle Establishment use is primarily engaged in vehicle sales, rental, storage, towing, and major repair such as transmission, engine repair and bodywork and repainting and is subject to this application process.

Please complete and submit the application, and all necessary supporting documentation to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

Submittal Requirements

Staff Use	✓ or NA	All requests <u>shall</u> include:
		Enter ✓ or NA in column to the left ✓=Provided NA=Not Applicable
		<p>Plot Plan depicting the property boundaries and the location of existing and proposed improvements on the property. The plot plan shall provide distances from property lines and locations of the following:</p> <ul style="list-style-type: none"> _____ Building location(s) and intended uses (provide square footage of each building, including the area of the building for office/sales use) _____ Parking spaces (customer parking only) _____ Required fencing location _____ Storage area (including tires, car parts, and vehicle storage (standards identified below)) _____ Vehicle display area (for sale cars only) <p>*Reference to an approved Land Development Plan (i.e. Site Plan) is also acceptable.</p>
		Acknowledgements
		<p>Acknowledge the following City of High Point Development Ordinance requirements by initialing ALL of the following:</p> <ul style="list-style-type: none"> ___ (1) Tires shall be stored within an enclosed building OR stored within the outdoor vehicle storage area and under cover in such a manner as to prevent the collection of water which poses a public nuisance violation. ___ (2) Salvaging and storage of vehicle for parts is prohibited. Note: Wrecked/Inoperable Vehicles intended to be repaired are allowed. ___ (3) Repair of all vehicles and the storage of all parts shall be within an enclosed building. ___ (4) In all districts allowing vehicle establishments, outdoor vehicle storage is limited to an area less than 25 percent of the lot (Exception: Up to 50% of the lot in LI and HI Zoning Districts). The storage area shall be located behind the front building line of the principal building and be screened with an opaque wall, fence, or other approved method to a height of 6 feet above grade. ___ (5) Vehicles for sale cannot be located within the right-of-way. ___ (6) Vehicles for sale cannot be less than 10 feet from the edge of the pavement or the curb. ___ (7) Vehicles for sale cannot be in a required planting area. ___ (8) Vehicles for sale cannot be in a sight distance easement. <p style="text-align: center;">--continued next page--</p>

- (9) Vehicles for sale cannot be in an area required for off-street parking.
- (10) All vehicles shall be located on an all-weather surface (gravel, concrete, asphalt, etc).
- (11) All auto parts shall be stored inside a building.

Contact Information: If you need assistance or have question regarding this application please contact us at:
Planning and Development Department - Development Services Center
 211 S. Hamilton St., Suite 316, High Point, NC 27260
 Phone: 336-883-3151 Fax: 336-883-8518
 Email: permits@highpointnc.gov
 For more information on the DMV Application Process visit: <http://www.buildhighpoint.com/DMV>
 Or for Zoning Compliance Permit Process visit: <http://www.buildhighpoint.com/200/Zoning-Compliance>

GENERAL INFORMATION - PART 1

PROJECT INFORMATION (All fields in this section are required)

Project Address: _____
 Project (Business) Name: _____
 Zoning District: _____ Anticipated start date for the Business: _____
 Detailed Description (List all proposed activity (i.e. auto repair, auto sales, towing service, body repair, etc.): _____

Is any construction work proposed? If yes, please provide details in description above.

APPLICANT INFORMATION (All applicable fields in this section are required)

Applicant Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Email/Fax: _____
 Status of Applicant: Property Owner; Tenant; Legal Representative; Other: _____

AUTHORITY TO FILE APPLICATION

****Required**** I hereby agree to conform to all applicable laws and regulations of the City of High Point, applicable County 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 City of High Point Planning and Development Department may enter the subject property for the purpose of investigation and analysis of this request.

Applications will not be accepted without signature(s).

Print Applicant Name	Applicant Signature	Date
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