



# ZONING COMPLIANCE PERMIT APPLICATION

CITY OF HIGH POINT

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

**Applicability:** The purpose of a Zoning Compliance Permit is to authorize a specific principal use of property, including change of use, where a construction permit is **not required**. Examples include minor vehicle establishments, automobile storage lots, automobile parking lots, inert debris landfills, cemeteries, athletic fields, or other land development that does not require a construction permit.

Please note there are separate Zoning Compliance Applications for these activities:

Application	Information Link
Fence	<a href="http://www.buildhighpoint.com/197/Fence">http://www.buildhighpoint.com/197/Fence</a>
Home Occupation	<a href="http://www.buildhighpoint.com/198/Home-Occupation">http://www.buildhighpoint.com/198/Home-Occupation</a>
Temporary Use	<a href="http://www.buildhighpoint.com/199/Temporary-Use">http://www.buildhighpoint.com/199/Temporary-Use</a>
Alcohol Beverage Control (ABC)	<a href="#">ABC Compliance Application</a>
Department of Motor Vehicles (DMV)	<a href="#">DMV Compliance Application</a>

Please complete and submit the checklist, 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
		<b>Plot Plan</b> depicting the location of work on the property, including distances from property lines and locations of any other building on the property. Reference to an approved Land Development Plan (i.e. Site Plan) is also acceptable.
		<b>Completing Fields (General)</b>
		<p><b>Detailed Description:</b> Provide clear and accurate information regarding the scope of work. Your description should include details for the following (if applicable):</p> <ul style="list-style-type: none"> <li>• What's the current use of the property? (i.e. vacant, motor vehicle sales, convenience store, auto repair shop, etc.).</li> <li>• What's the proposed use of the property? Will any site changes be necessary? (new driveway, additional parking, etc.)</li> <li>• Are there any active or proposed construction permits for this property?</li> </ul>
		<p><b>Contact Information:</b> If you need assistance or have question regarding this application please contact us at:</p> <p><b>Planning and Development Department - Development Services Center</b>            211 S. Hamilton St., Suite 316, High Point, NC 27260            Phone: 336-883-3151 Fax: 336-883-8518            Email: <a href="mailto:permits@highpointnc.gov">permits@highpointnc.gov</a>            For more information on the Zoning Compliance Process visit: <a href="http://www.buildhighpoint.com/200/Zoning-Compliance">http://www.buildhighpoint.com/200/Zoning-Compliance</a></p>

**GENERAL INFORMATION - PART 1**

**PROJECT INFORMATION (All fields in this section are required)**

Project Address: \_\_\_\_\_  
Project (Business) Name: \_\_\_\_\_  
Detailed Description (see completing fields section 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**

<b>**Required**</b>	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. <b>Applications will not be accepted without signature(s).</b>		
	Print Applicant Name	Applicant Signature	Date