



NO FEE

EnerGov Case # _____

SP# _____

Zoning Clearance Permit Application

This application is provided by the Sanford/Lee County Zoning & Design Review Department located at 115 Chatham Street in Sanford, NC 27330. Office hours are Monday-Friday 8:00am to 5:00pm and you may contact Alexandria Voignier at 919-718-4656, ext 5399 or alexandria.voignier@sanfordnc.net if you have questions.

A floor plan, site plan, and other additional information for the proposed use may also be required to be submitted with this application - if deemed applicable by staff. If a restaurant use is proposed, the applicant must also provide a sample menu. (A copy of the sample menu submitted to the Lee Co. Health Dept. will work.)

This application pertains to planning & zoning only. It is the responsibility of the applicant to verify that the proposed use is in compliance with all other applicable governmental agencies, including, but not limited to, the Sanford/Lee County Building Inspections Department (919-718-4654), the Fire Department (Sanford Fire Marshal's Office 919-777-1300 or Lee County Fire Marshal's Office 919-718-4670, whichever jurisdiction is applicable), the City of Sanford Utilities Connections Coordinator (919-777-1243) and the Lee County Environmental Health Department (919-718-4641) prior to occupying the building and commencing the use.

It is the responsibility of the applicant to secure a sign permit for any/all signage regulated by the local zoning ordinance prior to the installation of the signage. For questions regarding signage, please contact Bill Morgan at 919-718-4656, ext. 5398 or bill.morgan@sanfordnc.net.

If this is new construction/development, please contact the local postmaster (Scott Dec, 919-774-4926) regarding the location of the mailbox(es) for this project.

1. Proposed Business Name: _____

2. Proposed Business Address: _____

3. Hours & Days of Operation: _____

4. Description of all proposed uses: _____

5. Description of all proposed improvements, both interior & exterior: _____

6. Applicant Name: _____

7. Applicant Mailing Address: _____

8. Applicant Phone Number: _____ Applicant Email Address: _____

I, the undersigned person hereby certify that all the information presented in this application is accurate to the best of my knowledge, information and belief. It is understood that any permits issued hereafter are subject to suspension or revocation if the intended use changes, or if the information in this application is falsified or changed.

Signature of Owner/Applicant (Print & Sign)

Date

Staff Use Only

Date Received : _____ Date Reviewed: _____

PIN#: _____ Zoning: _____ Jurisdiction (circle): Sanford Lee County Broadway

Request Approved or Denied (circle) Staff Signature: _____

Staff notes: _____

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Zoning Clearance Permit Application Attachment

Floor Plan for a Proposed Business or Other Non-Residential Use

Please illustrate the proposed overall layout of the business, including the entrances/exits, rooms, and restrooms. Note areas of proposed improvements. If the business has multiple stories, please provide a floor plan for each building level.

Square Footage of Building or Lease Space: _____

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Site Plan for a Proposed Business or Other Non-Residential Use

Please illustrate the proposed overall site, including the entrances/exist, dumpsters, outdoor storage, & parking. Planning staff needs to this information to determine how the site is currently developed and if there are any additional site improvements that will be required. Please ask staff for an aerial photo of the site if this will assist you.