

Sanford/Lee County Zoning & Design Review Department
115 Chatham Street, Suite 1, Sanford, NC 919-718-4656 or zoning@sanfordnc.net

Zoning Clearance Permit Application – Non-Residential / Commercial

Complete the form to the best of your ability and submit it for review via email to alexandria.rye@sanfordnc.net or mail/ deliver it to the address provided above. 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.

- 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 United States Postal Service (Sharon Russell at 336-668-1253) regarding the location of the mailboxes / mail kiosks for this project.

1. Proposed Business Name: _____

2. Proposed Business Address: _____

3. Hours & Days of Operation: _____

4. Description of all proposed uses and all proposed improvements, both interior & exterior: _____

5. Applicant Name: _____

6. Applicant Mailing Address: _____

7. 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 Applicant: _____ Date: _____

THIS SECTION TO BE COMPLETED BY STAFF - DEVELOPMENT REQUIREMENTS

Date Received : _____ Date Reviewed: _____

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

Request Approved or Denied (circle) Staff Signature: _____

Staff notes: _____

Sanford/Lee County Zoning & Design Review Department
115 Chatham Street, Suite 1, Sanford, NC 919-718-4656 or zoning@sanfordnc.net

Zoning Clearance Permit Application – Non-Residential / Commercial

Floorplan for a Proposed Business or Other Non-Residential Use

*Please illustrate the proposed overall layout of the business, including the entrances/exits.
If the business has multiple stories, please provide a floor plan for each building level.*



Sanford/Lee County Zoning & Design Review Department
115 Chatham Street, Suite 1, Sanford, NC 919-718-4656 or zoning@sanfordnc.net

Zoning Clearance Permit Application – Non-Residential / Commercial

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

Please illustrate the proposed overall site, including the entrances/exit & 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.

