

Sanford / Lee County Zoning & Design Review Department

Zoning Certification Application – Commercial (Existing Site - Change of Occupancy)

This application is intended for new or expanding commercial/industrial businesses within existing structures, wherein no expansion of the building is proposed to take place. Please complete the top section of this form. A site plan and/or floor plan is typically required.

Jurisdiction: City of Sanford (including ETJ) Lee County Town of Broadway (including ETJ)

Site Location/Address: _____ Parcel ID: _____

Name of Business: _____ Proposed # of Employees (at max. shift): _____

Total Site Acreage: _____ Existing Floor Area (in sq. ft.): _____ Number of On-Site Parking Spaces: _____

If proposing a restaurant: # of Seating Accommodations: _____ Lee Co. Health Dept. Contacted? Yes No

Previous Use / Business at Location: _____

Proposed Land Use / Description of Project: _____

Proposed Improvements or Modifications: _____

Water Source: Public Private (well) Sewer Source: Public Private (septic)

Access: Public Street Private Road Easement

I hereby certify that the information above is accurate to the best of my knowledge as of the date of my signature.

Applicant: _____ Date: _____

Email: _____ Phone: _____

THIS SECTION TO BE COMPLETED BY STAFF – DEVELOPMENT REQUIREMENTS

Zoning: _____ Change of Use: Yes No Site Plan Required? Yes No

Parking: Spaces Required: _____ Spaces Existing: _____ Spaces to Be Added: _____

Floodplain: Yes No FEMA Map #: _____ FEMA Map Date: _____

Floodplain Certificate Required: Yes No Comments: _____

Watershed: Yes No Comments: _____

NCDOT Driveway Permit Required? Yes No NCDEQ S&EC Permit Required? Yes No

Landscape Buffering Required? Yes No Comments: _____

Is the Site within an Overlay District? Yes No Comments: _____

Planning Authorization: _____ Date: _____

Comments: _____
