

ACCESSORY/TEMPORARY USE, BUILDING, STRUCTURE, OR LIGHTING PACKET



General Information

A Sketch Plan Review (Pre-Submittal) Meeting must be held a minimum of 10 business days prior but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar. Please email DevelopmentServices@hollyspringsnc.gov to schedule a Sketch Plan Review (Pre-Submittal) Meeting. For more information, contact Development Services at (919) 557-3908, and selecting option 3 from the menu.

The full review procedures for all development processes can be found in the *Town of Holly Springs Unified Development Ordinance Chapter 11*.

FOR MORE INFORMATION:

Current Fee Schedule: www.hollyspringsnc.gov/2170

Review Process: See UDO Chapter 11

Accessory Uses: Unified Development Ordinance Section 3.4

Temporary Uses: Unified Development Ordinance Section 3.5

The UDO is available on-line at:
www.hollyspringsnc.gov/418

Submittal Requirements

All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval."

The following items must be submitted with the Petition to be deemed a complete submittal:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- (1) PDF version of Site Plans

Submittal Specifications

Accessory/Temporary Use Submittal Requirements

If applicable, the following items must be included on the specific plan sheets as specified. If the information is not provided, it may cause a delay in the review process and move the project into another review cycle.

EACH Sheet must contain the following:

	Name of the proposed project
	Name, address, telephone number, and fax number of the Engineer, Architect, Landscape Architect, and/or Surveyor responsible for the plans
	Date of drawing preparation and all revision dates
	Sheet Number and Title
	North Arrow
	Graphic and numeric scale of drawing- not to exceed 1" = 300'

Detailed Site Plan must include the following:

	Parcel Identification Number (PIN)/ Real Estate Identification Number for all parcels involved
	Note the dates of any previously approved Waivers, Variances, Special Exception Use.
	Zoning Classification of the property to be developed
	Show boundaries of tract(s) proposed for location. All adjoining property lines should also be shown.
	Show and label existing Right-of-Way, Easements, Pedestrian Circulation/Sidewalks if applicable
	Show any other existing structures on the subject property and label them as such. If a structure on the subject property is to be removed, label it "to be removed".
	Show, dimension, and label required buffer areas. Provide information on the maintenance of the buffer area.
	List minimum yards and building setbacks for the property.
	Show the location of the proposed use, building, or structure
	Show the location, dimensions, and materials of any parking area required for the proposed use, building, or structure
	Show and label all environmental features including but not limited to streams, wetlands, riparian buffers, and floodplain.
	If land disturbance is greater than or equal to 20,000 sf of disturbance or this accessory or temporary use is a part of an existing project a S&EC permit and stormwater requirements are necessary.

Additional Detail Sheets as for Accessory Buildings or Structures:

	Plan drawings including details regarding the width, depth, and height of any associated structures or areas for operating the use
	Elevation drawings including building materials and colors for any structure

Additional Detail Sheets as for Driveway, Driveway Expansion, Parking, Loading Areas, Drive-Thru:

	Plan drawings including details regarding the width, depth, and height of any associated structures or areas for operating the use
	Elevation drawings including building materials and colors for any structure

Additional Detail Sheets as for Mailbox Kiosks & Trash Container Enclosures:

	Plan drawings including details regarding the width, depth, and height of any associated structures or areas for operating the use
	Elevation drawings including building materials and colors for any structure
	Landscape plans

Additional Detail Sheets as for Temporary Lighting:

	Type of light
	Show light distribution indicating the areas that will be lighted
	Indicate the type of outdoor light fixtures that will be used, including but not limited to, the manufacturers or electric utility catalog specifications sheets, drawings, or photometric reports.

ACCESSORY/TEMPORARY USE, BUILDING STRUCTURE, OR LIGHTING



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule: www.hollyspringsnc.us/2170/Development-Services

Request for: (check all that apply)

- Temporary Use or Event: * _____
Dates of Use: From: _____ To: _____
- Accessory Structure (Shed, Detached Garage, Gazebo, Outdoor Fireplace, etc.)
- Driveway, Driveway Expansion, Parking, Loading Areas, Drive-Thru
- Mailbox Kiosk
- Porch, Deck, or Outdoor Seating Area
- Satellite Dish/Antennas (exceeding _____ inches)
- Trash Container Enclosure
- Temporary Lighting (Temporary Lights Search Light)
- Other: _____

For DS Use only

UDO #: _____
 CV #: _____
 Fees Paid: \$ _____
 Permit After the Fact
 Date Received: _____

Complete Incomplete

Dimensions: (if applicable)

Length: _____
 Width: _____
 Height: _____
 Square Footage: _____

Project Information:

Project Location: _____
(Street Address or closest intersection)
 Within Corporate Limits of Holly Springs Within Holly Springs ETJ Pending Annexation

Project Name: _____
 Current Zoning: _____
 Real Estate ID#: _____ PIN: _____
 Real Estate ID#: _____ PIN: _____

Contact Information:

Applicant/Contact

Name _____ Company _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone # () _____ Alternate Telephone # () _____
 Fax # () _____ E-Mail _____

Property Owner

Name _____ Company _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone # () _____ Alternate Telephone # () _____
 Fax # () _____ E-Mail _____

Development Services Use Only:

Approval: _____ Date: _____
 Comments: _____