



ZONING VESTED RIGHTS PACKET

Development Plan, Major Subdivision, Special Use Permit
DPM Appendix #A.05 Supplement 20 January 2023

General Information

A Sketch Plan Review (Pre-Application) Meeting must be held a minimum of five (5) business days prior to but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar.

To schedule a Sketch Plan (Pre-Application) Meeting, register for an account on the [Portal](#) and apply for a Planning & Zoning Review ~> Pre-Application Meeting.

The full review procedures for Zoning Vested Rights can be found in the Town of Holly Springs [Unified Development Ordinance \(UDO\) Section 11.17](#).

Visit www.hollyspringsnc.us/2170/Development-Services for a current fee schedule and review calendars.

Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [Portal](#). All applications submitted by NOON on Friday will be routed the following week for review:

- Application
- Vicinity Map
- Survey/Legal Description (required only if request does not include the entire tax parcel)
Note: All legal descriptions are to contain references to inorganic monuments, and all references on surveys or legal descriptions describe a course and distance from either the closes NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.
- Site Specific Development Plan 24"x36" (one complete PDF copy of the plan set) with the following notation on the Cover Sheet:
"Approval of this plan establishes a zoning vested right under GS §160D-108.1. Unless terminated at an earlier date the zoning vested right shall be valid until _____."

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [Portal](#).

For questions about your submittal, please reach out to dsintake@hollyspringsnc.gov



**HOLLY
SPRINGS**
North Carolina

**ZONING VESTED RIGHTS
APPLICATION**

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PETITION CONTACT INFORMATION (Attach additional sheets if needed)

Applicant and Financially Responsible Party will need to register for an account on the [CityView Portal](#).

Project Applicant Check One: Owner Owner's Agent Design Professional Developer Other

Name: _____ Company: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail: _____

REQUIRED: Property Owner(s) if different from Applicant/Contact (Attach additional sheets if needed)

Name: _____ Company: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail: _____

PROJECT INFORMATION

Project Name			
Project Number			
Project Location <i>Use street address. If none, use closest intersection</i>	<input type="checkbox"/> Within Corporate Limits <input type="checkbox"/> Within Holly Springs ETJ <input type="checkbox"/> Pending Annexation		
Official Action Date			
PUD/Development			
PIN(s)			
Real Estate ID			
Project Acreage			
Current Zoning			

ZONING VESTED RIGHTS REQUEST (please be specific)

UDO Section No:	Section Title:
Specific Vested Rights Request (Attach additional sheets if needed):	

CERTIFICATE OF COMPLETION

I certify that all information presented in this petition is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Town Council and Town Staff to visit the site in question for informational, advertisement, and inspection needs.

Signature of Applicant:

Date: