



DEVELOPMENT WAIVER / ALTERNATE COMPLIANCE PACKET

Development Plan, Major Subdivision, Special Use Permit
DPM Appendix #A.06 Supplement 20 July 2025

General Information

The full review procedures for Development Waivers / Alternate Compliance can be found in the Town of Holly Springs [Unified Development Ordinance \(UDO\)](#).

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 [CityView Portal](#). All applications submitted by Noon on Friday will be routed the following week for review:

- Application
- Completed Findings of Fact only for the specific Waiver/Alternate Compliance requested
- 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.

Note: A separate CityView application with Petition, Fee, and Findings of Fact sheet is required for each Waiver/Alternate Compliance Requested.

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 [CityView Portal](#).

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



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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 _____

WAIVER / ALTERNATE COMPLIANCE REQUEST *(please be specific)*

Specific 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: _____

UDO Chapter 4 - DESIGN FLEXIBILITY FOR TREE PROTECTION AREA REQUIREMENTS

Design Flexibility for UDO Chapter 4 may only be submitted and considered in connection with a petition for a Development Plan or Major Subdivision Plan. The determination of the request for design flexibility shall only be granted only upon making the following findings:

FINDINGS OF FACT

1. The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or:

2. The strict application of the terms of the Required Tree Protection requirements represents an unusual or unnecessary hardship when applied to the proposed development:

3. The granting of a waiver will not cause negative impacts on the environment:

4. The proposed development is consistent with the intent of the Comprehensive Plan; and:

5. The proposed development is consistent with the intent and purpose of this UDO:

UDO Chapter 5: ALTERNATE LANDSCAPE PLAN APPROVAL

Alternate Compliance with UDO Chapter 5 may only be submitted and considered in connection with either a Development Plan or Major Subdivision Plan. If site conditions exist that make the landscape requirements of Chapter 5 impractical, the Administrator, upon request by an applicant, shall have the authority to modify the landscape requirements and approve an alternative landscape plan. Such alternative landscape plan approval shall not modify the landscape requirements of Chapter 5 pertaining to required perimeter buffer between Residential Use Districts and Commercial & Mixed-Use or Employment/Campus Use Districts.

FINDINGS OF FACT

1. Maintains the total quantity of plant material otherwise required and is similar in quality, size, durability, and hardiness:

2. Is appropriate to the site and its surroundings:

3. Is consistent with the intent and purpose of Chapter 5:

4. Provides landscaping that is equal or better than normal compliance; and:

5. Safety considerations make alternative compliance necessary:

UDO CHAPTER 8 – HISTORIC PRESERVATION INCENTIVES

Historic Preservation Incentives may only be considered with either a Development Plan or Major Subdivision Plan. A project seeking to use incentives shall demonstrate how preservation, rehabilitation, or adaptive reuse of historic structures will be achieved. The determination of the request for incentives shall only be granted only upon making the following findings:

FINDINGS OF FACT

1. The requested incentives will significantly preserve the historic materials, features, and/or spatial relationships that characterize the historic structure:

2. The requested incentives are the appropriate methods to ensure the long-term preservation of the historic structure:

3. The preservation, rehabilitation, or adaptive reuse of the historic structure is consistent with the intent of the Comprehensive Plan:

4. The preservation, rehabilitation, or adaptive reuse of the historic structure is consistent with the intent and purpose of this UDO:

UDO CHAPTER 9: WAIVER OF SIGN REGULATIONS

A petition for Waiver may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the decision making body to make a written determination that:

FINDINGS OF FACT

1. The Proposed Signs are Harmonious with the buildings and sites they occupy:

2. The Proposed Signs will not create a hazard to motorists or pedestrians resulting from the sign location, size or configuration:

3. The Proposed Signs will not increase the total combined sign surface area allowed for the front sign zone, interior sign zone and building signs on the lot, out lot, integrated center, business park, industrial park, subdivision or building served by the proposed signs:

4. The Proposed Signs will result in an overall pattern of signs for the lot, out lot, integrated center, business park, industrial park, subdivision or building which is equivalent or superior to that achievable under the applicable regulations:



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FINDINGS OF FACT CONTINUED | CHAPTER 9: WAIVER OF SIGN REGULATIONS

5. The proposed signs will be compatible with and will enhance the use or value of area properties:

6. The proposed signs are consistent with the intent of the Comprehensive Plan:

7. The proposed signs are consistent with the intent and purpose of this UDO:



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DPM SECTION 1: WAIVER OF VOLUNTARY ANNEXATION

A petition for Waiver may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the decision making body to make a written determination that:

CONSIDERATION FACTORS

1. Parcel is less than 50% contiguous to the Corporate Town Limits:

Parcel perimeter = _____ feet

Portion of parcel contiguous to Town Limits = _____ feet

Percent of parcel contiguous to Town Limits = _____%

2. Parcel is not within a reasonable distance to connect to municipal water and/or sewer:

Distance to closest Town water line = _____ feet

Distance to closest Town sewer line = _____ feet

3. Parcel does not gain access from a Town maintained roadway:

4. Provide a detailed description of the proposed project and why annexation into the Town of Holly Springs Corporate Limits would create an unreasonable hardship or burden in conjunction with the specific Development Petition: