



# COMMERCIAL SERVICES PERMIT

## Zoning Permit Review

### TYPES OF APPLICATIONS & PROCESSING FEES

Please check the box to indicate the type of application with the associated processing fees.

|  |       |   |      |
|--|-------|---|------|
| <input type="checkbox"/> Zoning Confirmation Letter<br>(Official Letter Confirming Zoning) | \$75  | <input type="checkbox"/> Upfit Review<br>(Interior / Exterior)        | \$75 |
| <input type="checkbox"/> Demolition  | \$250 | <input type="checkbox"/> Zoning Verification<br>(Verify New Business) | \$75 |

### ***SUBMITTAL REQUIREMENTS***

- Site Plan and/or Floor Plan, if applicable
- For Demolition and Upfit, a detailed Scope of Work
- A Letter of Intent
- Property Owner approval

### ***NOTES***

- Zoning Confirmation's purpose is to confirm parcel history (zoning, code violations, variances, etc.). Please submit a written request detailing the information needing confirmation.
- Zoning Verification's purpose is to confirm the use compatibility. Please submit a completed application and a document (i.e., lease agreement, Welcome letter, etc.) signed by the property owner acknowledging and approving the use and/or business.
- For Demolition permits, removal of trees requires staff acknowledgement.
- Upfit review can include interior, exterior, and tenant non-structural improvements.
- Contact Union County for all necessary approvals and permits 704-283-3500.
- **\*Permits will expire 6 months from the approval date if work has not begun\***

# COMMERCIAL SERVICES APPLICATION

| GENERAL INFORMATION   |  |
|---|--|
| Project Address ( <i>Street, City, State, Zip</i> ) <span style="float: right;">*Required*</span> | Parcel # <span style="float: right;">(if available)</span>           |
| Project Description <span style="float: right;">*Required*</span>                                 | Zoning District <span style="float: right;">(if available)</span>    |
| Total Acres <span style="float: right;">(if available)</span>                                     | Construction Value <span style="float: right;">(if available)</span> |
| PROJECT CONTACT<br>(Applicant)  |  |
| Name  | Company  |
| Occupation  | Address  |
| Phone   | Email  |
| Signature   | Date   |
| PROPERTY OWNER  |  |
| Name  | Address  |
| Phone   | Email  |
| Signature   | Date   |
| Letter of Intent / Work Scope   |  |
|   |  |
|   |  |
|   |  |