



Architectural Compliance Permit Application (Minor)

If project is less than 10,000 SF of Gross Floor Area and is in full compliance with the UDO

REQUIRED APPLICATION MATERIALS:

- _____ **Application fee** in the amount of **\$120.00**.
- _____ **Completed Application** signed by the applicant. Please do not leave anything blank and make sure all of the information provided is correct.
- _____ **Deed** copy to provide proof of ownership and property boundaries
- _____ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent
- _____ **Written Narrative**: It is the responsibility of the applicant to demonstrate compliance with UDO §§4.10.4, 4.10.6, 4.10.7, 4.10.8, 5.4 and 5.8 as part of the narrative. Please also address compliance with the property's approved Conceptual Development Plan (CDP), if applicable.
- _____ **Dimensioned Elevation Drawings**: in color. Dimensions should include all standards listed above.
- _____ **Renderings**: in color with sufficient detail (UDO §2.26.4)
- _____ **Dimensioned Site Plan**: if applicable
- _____ **Electronic copy (PDF) of all application materials** submitted to plan@southernpines.net

REVIEW AND APPROVAL:

1. **Staff review**: Planning staff will review the application and notify the applicant if additional materials are needed.
2. **Decision**: Planning staff may approve the application if it is fully compliant with the UDO. If the application cannot be approved by Planning staff due to non-compliance, the application will be eligible for review by the Town Council as a Major application at its regular business meeting. (Please refer to the Application Processing Timeline document online to determine application deadlines and meeting dates.)

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
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