



Architectural Compliance Permit Application (Major)

Required if more than 10,000 SF of Gross Floor Area or the project is not in compliance with the UDO

REQUIRED APPLICATION MATERIALS:

_____ **Application fee** in the amount of **\$370.00**.

SCAM ALERT! Please disregard any email correspondence requesting payment of application fees not received from noreply@smartgovcommunity.com generated by the SmartGov online portal!

_____ **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. **Town Council decision**: The Town Council may approve, approve with conditions, or deny the application based on the criteria set forth in UDO §2.26.7 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
801 SW SERVICE ROAD, SOUTHERN PINES, NC 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net

Architectural Compliance Permit (Major)

OFFICE USE ONLY

Date Received: _____ Fee Paid: _____ Case No.: AR-____-____

TO THE TOWN COUNCIL OF THE TOWN OF SOUTHERN PINES:

I, the undersigned, do hereby make application for an Architectural Compliance Permit regarding for the following project:

Project Information:

Project Name:			
Street Address:			
PIN:		Parcel ID:	
		Zoning:	
Type of building (retail, office, etc.):		Total square footage:	



Application for: ARCHITECTURAL COMPLIANCE PERMIT (MAJOR)

Applicant:

Name:	
Email:	Phone:
Mailing Address:	

Legal Property Owner(s), if different from Applicant:

Name(s):		
Email:	Phone:	
Mailing Address:		

Date:		
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Applicant

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387

Application for: ARCHITECTURAL COMPLIANCE PERMIT (MAJOR)

APPOINTMENT OF AGENT

The undersigned owner(s), , hereby appoint(s) as the exclusive agent for the purpose of making an application to the Town of Southern Pines for an amendment to the zoning of the property described in the attached application. The owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with, or arising out of, an Architectural Compliance Permit of the subject property under the Town of Southern Pines Unified Development Ordinance.
3. to accept conditions or recommendations made by the Town of Southern Pines Town Council for the issuance of an Architectural Compliance Permit for improvements to the subject property; and
4. to act on behalf of the owner(s) without limitation with regard to any and all things directly or indirectly connected with or arising out of any application for an **Architectural Compliance Permit** under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this day of , .

Property Owner

Property Owner

Agent

ATTACHMENT A

Criteria for Compliance with UDO §4.10.4. Building Design Requirements.

- (A) **Building Orientation and Entries:** The front of Buildings *shall face and have the primary customer entry facing that street*. Corner Lot Buildings shall face and have the primary customer entry facing the higher order street, facing the corner or facing each street. **This criteria may impact the site plan approval process.** (See UDO §4.10.4.A)
- (B) **Building Dimensions** (See UDO §4.10.4.B)
- (C) **Building Materials** (See UDO §4.10.4.C)
- (D) **Windows** (See UDO §4.10.4.D)
- (E) **Awnings** (See UDO §4.10.4.E)
- (F) **Galleries and Arcades** (See UDO §4.10.4.F)
- (G) **Roofs** (See UDO §4.10.4.G)
- (H) **Mechanical Equipment** (See UDO §4.10.4.H)
- (I) **Loading Zones and Garage Bays** (See UDO §4.10.4.I)
- (J) **Signage:** Will require a separate sign permit. No signage materials should be submitted with this Architectural Compliance application. (See UDO §4.10.4.D)
Any deviation from these standards will require Town Council approval.