



# Architectural Compliance Permit

## **REQUIRED APPLICATION MATERIALS:**

- \_\_\_\_\_ **Application fee** in the amount of **\$100.00** (gross floor area of 3,499 sq. ft. or less); or **\$300.00** (gross floor area of 3,500 sq. ft. or greater).
- \_\_\_\_\_ **Completed Application** signed by the applicant. Please do not leave anything blank and make sure that all of the information provided is correct.
- \_\_\_\_\_ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent.
- \_\_\_\_\_ **Deed** copy to provide proof of ownership and property boundaries.
- \_\_\_\_\_ **Written narrative:** It is the responsibility of the applicant to demonstrate compliance with **UDO §2.26.7**. Please also address **UDO §4.10.4** as part of the narrative.
- \_\_\_\_\_ **Site plan** if applicable.
- \_\_\_\_\_ **Electronic copy (PDF) of all application materials** submitted to [plan@southernpines.net](mailto:plan@southernpines.net).

**PLEASE SUBMIT ONLY ONE (1) COMPLETE SET OF ALL MATERIALS.**

## **REVIEW AND APPROVAL:**

1. **Staff review:** Planning staff will review the application and notify the applicant if additional information or materials are needed.
2. **Public hearing:** A public hearing will be held before the Town Council at its regular monthly meeting. (Please refer to the **Application Processing Timeline** to determine the hearing date.) In addition to the regular meeting, the applicant or a representative is expected to attend the Town Council agenda meeting the Wednesday prior to the regular meeting.
3. **Approval:** The Town Council may approve, conditionally approve or deny the application based on the criteria listed in **UDO §2.26.7**.
4. **Issuance of an Architectural Compliance Permit:** If the request is approved by the Town Council, an Architectural Compliance Permit setting forth any conditions of approval will be issued to the applicant.

COMMUNITY DEVELOPMENT DEPARTMENT  
TOWN OF SOUTHERN PINES  
180 SW BROAD STREET  
SOUTHERN PINES, NORTH CAROLINA 28387  
[plan@southernpines.net](mailto:plan@southernpines.net) (910) 692-4003 [www.southernpines.net](http://www.southernpines.net)



# Architectural Compliance Permit Application

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: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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

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

Date: \_\_\_\_\_  
\_\_\_\_\_  
Applicant

**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 **Architectural Compliance Permit** for improvements to 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 appear at public meetings and give representation and comments on behalf of the owner(s);
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 limitations 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

### **UDO §2.26.7. Criteria**

No Architectural Compliance Permit shall be approved unless the Town Council finds that:

- (A) The application is consistent with applicable Comprehensive Plan goals and policies;
- (B) The application substantially conforms with the applicable multi-family or commercial design standards and other applicable provisions of the UDO, including the purposes of the zoning district in which the property is located;
- (C) The application is consistent with applicable conditions of prior Development approvals; and
- (D) The development as proposed will be compatible with neighboring development and has mitigated potential conflicts.

### **UDO §2.26.9. Effect of Approval**

- (A) The Architectural Compliance Permit shall expire unless a Building Permit is issued within one (1) year of approval.
- (B) Development activities subject to this section shall conform to the approved application and any conditions or restrictions. Any deviation from the approved Architectural Compliance Permit, unless approved in advance and in writing by the Planning Director, is deemed a violation of the UDO.

**Please review UDO §2.26 in its entirety as well as UDO §4.10.4 for Building and Design Requirements ([www.southernpinesudo.org](http://www.southernpinesudo.org)).**