

HOW TO SUBMIT Sketch Plan Meeting

NOTE: A General Inquiry meeting should be requested by emailing DSIntake@hollyspringsnc.gov.

A sketch plan meeting can be requested when your plans are 80-90% complete and you are ready for the preliminary review cycle. Review submittal guidelines on our [website](#).

To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

You will need to have a registered account to proceed and be linked to the project you want to access.

Navigate to **Preliminary Development Approval** and click Apply for a Planning & Zoning Review:

	Code Enforcement Submit a New Request Case Search		Construction & UDO Permits Apply for a Permit Estimate Fees Request an Inspection Application Search Upload Submittals
	Preliminary Development Approval Apply for a Planning & Zoning Review Estimate Fees Application Search Upload Submittals		Contractor Registration Register a Contractor Contractor Search Upload Submittals
	Property Information Property Search		

Choose the project type: **Pre-Application Meeting**

Complete all required * fields including the project address and all contacts.

Upload a copy of your substantially complete plans as one combined PDF under Site Plan.

Special Studies should be submitted under a separate application. Please review the Special Study submittal guidelines on our [website](#).

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Complete your application by agreeing to the terms and CAPCHA and click Submit Application.

—Pre-Application Meeting ☺—

No additional information was required for this planning type.

*** By submitting this form you hereby certify that you: 1) have read and examined this project; 2) are the legal owner of the property or a licensed professional authorized to submit this project on the owner's behalf; 3) understand all Town fees associated with this project and do not contest the published fee or the Town's collection of those fees; and 4) are familiar with the representations made in the project and know them to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this project is not approval by the Town to undertake any action by the permit holder other than strict compliance with the applicable North Carolina building code, Town specifications and standards, and state and national environmental regulations; therefore does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.**

Do you agree?:*



Refresh


Type the characters you see in the image above to continue:*

Save this Application for Later

Previous Step: Upload Files

Submit Application

Cancel Application

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Once your application has been reviewed and accepted by Staff, you can view the status under My Items.