



# ZONING VESTED RIGHTS PACKET

Development Plan, Major Subdivision, Special Use Permit  
DPM Appendix #A.05 Supplement 20 January 2023

## General Information

A Sketch Plan Review (Pre-Application) Meeting must be held a minimum of five (5) business days prior to but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar.

To schedule a Sketch Plan (Pre-Application) Meeting, register for an account on the [Portal](#) and apply for a Planning & Zoning Review ~> Pre-Application Meeting.

The full review procedures for Zoning Vested Rights can be found in the Town of Holly Springs [Unified Development Ordinance \(UDO\) Section 11.17](#).

Visit [www.hollyspringsnc.us/2170/Development-Services](http://www.hollyspringsnc.us/2170/Development-Services) for a current fee schedule and review calendars.

## Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [Portal](#). All applications submitted by NOON on Friday will be routed the following week for review:

- Application
- Vicinity Map
- Survey/Legal Description (required only if request does not include the entire tax parcel)  
*Note: All legal descriptions are to contain references to inorganic monuments, and all references on surveys or legal descriptions describe a course and distance from either the closes NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.*
- Site Specific Development Plan 24"x36" (one complete PDF copy of the plan set) with the following notation on the Cover Sheet:  
*"Approval of this plan establishes a zoning vested right under GS §160D-108.1. Unless terminated at an earlier date the zoning vested right shall be valid until \_\_\_\_\_."*

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [Portal](#).

For questions about your submittal, please reach out to [dsintake@hollyspringsnc.gov](mailto:dsintake@hollyspringsnc.gov)



# ZONING VESTED RIGHTS APPLICATION

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<b>PETITION CONTACT INFORMATION</b> <i>(Attach additional sheets if needed)</i>	
Applicant and Financially Responsible Party will need to register for an account on the <a href="#">CityView Portal</a> .	
<b>Project Applicant</b> Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Design Professional <input type="checkbox"/> Developer <input type="checkbox"/> Other	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
<b>REQUIRED: Property Owner(s) if different from Applicant/Contact</b> <i>(Attach additional sheets if needed)</i>	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:

<b>PROJECT INFORMATION</b>	
Project Name	
Project Number	
Project Location <i>Use street address. If none, use closest intersection</i>	<input type="checkbox"/> Within Corporate Limits <input type="checkbox"/> Within Holly Springs ETJ <input type="checkbox"/> Pending Annexation
Official Action Date	
PUD/Development	
PIN(s)	
Real Estate ID	
Project Acreage	
Current Zoning	

<b>ZONING VESTED RIGHTS REQUEST (please be specific)</b>	
UDO Section No:	Section Title:
Specific Vested Rights Request <i>(Attach additional sheets if needed)</i> :	

<b>CERTIFICATE OF COMPLETION</b>	
I certify that all information presented in this petition is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Town Council and Town Staff to visit the site in question for informational, advertisement, and inspection needs.	
Signature of Applicant:	Date: