

# ACCESSORY/TEMPORARY USE, BUILDING, STRUCTURE, OR LIGHTING PACKET



## General Information

A Sketch Plan Review (Pre-Submittal) Meeting must be held a minimum of 10 business days prior but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar. Please email [DevelopmentServices@hollyspringsnc.gov](mailto:DevelopmentServices@hollyspringsnc.gov) to schedule a Sketch Plan Review (Pre-Submittal) Meeting. For more information, contact Development Services at (919) 557-3908, and selecting option 3 from the menu.

The full review procedures for all development processes can be found in the *Town of Holly Springs Unified Development Ordinance Chapter 11*.

### FOR MORE INFORMATION:

Current Fee Schedule: [www.hollyspringsnc.gov/2170](http://www.hollyspringsnc.gov/2170)

Review Process: See UDO Chapter 11

Accessory Uses: Unified Development Ordinance Section 3.4

Temporary Uses: Unified Development Ordinance Section 3.5

The UDO is available on-line at:  
[www.hollyspringsnc.gov/418](http://www.hollyspringsnc.gov/418)

## Submittal Requirements

**All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval."**

The following items must be submitted with the Petition to be deemed a complete submittal:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- (1) PDF version of Site Plans

# Submittal Specifications

## Accessory/Temporary Use Submittal Requirements

If applicable, the following items must be included on the specific plan sheets as specified. If the information is not provided, it may cause a delay in the review process and move the project into another review cycle.

### **EACH Sheet must contain the following:**

Name of the proposed project

Name, address, telephone number, and fax number of the Engineer, Architect, Landscape Architect, and/or Surveyor responsible for the plans

Date of drawing preparation and all revision dates

Sheet Number and Title

North Arrow

Graphic and numeric scale of drawing- not to exceed 1" = 300'

### **Detailed Site Plan must include the following:**

Parcel Identification Number (PIN)/ Real Estate Identification Number for all parcels involved

Note the dates of any previously approved Waivers, Variances, Special Exception Use.

Zoning Classification of the property to be developed

Show boundaries of tract(s) proposed for location. All adjoining property lines should also be shown.

Show and label existing Right-of-Way, Easements, Pedestrian Circulation/Sidewalks if applicable

Show any other existing structures on the subject property and label them as such. If a structure on the subject property is to be removed, label it "to be removed".

Show, dimension, and label required buffer areas. Provide information on the maintenance of the buffer area.

List minimum yards and building setbacks for the property.

Show the location of the proposed use, building, or structure

Show the location, dimensions, and materials of any parking area required for the proposed use, building, or structure

Show and label all environmental features including but not limited to streams, wetlands, riparian buffers, and floodplain.

If land disturbance is greater than or equal to 20,000 sf of disturbance or this accessory or temporary use is a part of an existing project a S&EC permit and stormwater requirements are necessary.

### **Additional Detail Sheets as for Accessory Buildings or Structures:**

Plan drawings including details regarding the width, depth, and height of any associated structures or areas for operating the use

Elevation drawings including building materials and colors for any structure

### **Additional Detail Sheets as for Driveway, Driveway Expansion, Parking, Loading Areas, Drive-Thru:**

Plan drawings including details regarding the width, depth, and height of any associated structures or areas for operating the use

Elevation drawings including building materials and colors for any structure

### **Additional Detail Sheets as for Mailbox Kiosks & Trash Container Enclosures:**

Plan drawings including details regarding the width, depth, and height of any associated structures or areas for operating the use

Elevation drawings including building materials and colors for any structure

Landscape plans

### **Additional Detail Sheets as for Temporary Lighting:**

Type of light

Show light distribution indicating the areas that will be lighted

Indicate the type of outdoor light fixtures that will be used, including but not limited to, the manufacturers or electric utility catalog specifications sheets, drawings, or photometric reports.

# ACCESSORY/TEMPORARY USE, BUILDING STRUCTURE, OR LIGHTING



The current Filing Fees can be found on-line in the Town of Holly Springs  
Fee Schedule: [www.hollyspringsnc.us/2170/Development-Services](http://www.hollyspringsnc.us/2170/Development-Services)

## Request for: (check all that apply)

Temporary Use or Event: \*  
 Dates of Use: From: \_\_\_\_\_ To: \_\_\_\_\_

Accessory Structure (Shed, Detached Garage, Gazebo, Outdoor Fireplace, etc.)

Driveway, Driveway Expansion, Parking, Loading Areas, Drive-Thru

Mailbox Kiosk

Porch, Deck, or Outdoor Seating Area

Satellite Dish/Antennas (exceeding \_\_\_\_\_ inches)

Trash Container Enclosure

Temporary Lighting (  Temporary Lights  Search Light )

Other: \_\_\_\_\_

## Dimensions: (if applicable)

Length: \_\_\_\_\_

Width: \_\_\_\_\_

Height: \_\_\_\_\_

Square Footage: \_\_\_\_\_

## For DS Use only

UDO #: \_\_\_\_\_

CV #: \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_

 Permit After the Fact

Date Received: \_\_\_\_\_

 Complete  Incomplete

## Project Information:

### Project Location:

(Street Address or closest intersection)

Within Corporate Limits of Holly Springs  Within Holly Springs ETJ  Pending Annexation

Project Name: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Real Estate ID#: \_\_\_\_\_

PIN: \_\_\_\_\_

Real Estate ID#: \_\_\_\_\_

PIN: \_\_\_\_\_

## Contact Information:

### Applicant/Contact

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone # (\_\_\_\_) \_\_\_\_\_ Alternate Telephone # (\_\_\_\_) \_\_\_\_\_  
 Fax # (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

### Property Owner

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone # (\_\_\_\_) \_\_\_\_\_ Alternate Telephone # (\_\_\_\_) \_\_\_\_\_  
 Fax # (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

### Development Services Use Only:

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_