



**UNIFIED DEVELOPMENT ORDINANCE COMPLIANCE CERTIFICATE**

A Unified Development Ordinance (UDO) Compliance Certificate shall be required for the construction or development of any new use within the land development jurisdiction of the City of Wilson, and any other site improvement as indicated in the UDO. In addition to new uses, a Compliance Certificate shall be required for expansions of existing uses, changes of use and any uses permitted with special conditions (Chapter 3).

**SITE/PROPERTY INFORMATION**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

- |                   |                          |                 |                          |
|-------------------|--------------------------|-----------------|--------------------------|
| Residential:      | <input type="checkbox"/> | Commercial      | <input type="checkbox"/> |
| Single Family     | <input type="checkbox"/> | Industrial      | <input type="checkbox"/> |
| Town House        | <input type="checkbox"/> | Parking         | <input type="checkbox"/> |
| Duplex            | <input type="checkbox"/> | Acc. Building   | <input type="checkbox"/> |
| Triplex           | <input type="checkbox"/> | Temporary Use   | <input type="checkbox"/> |
| Apt (# Units: __) | <input type="checkbox"/> | Home Occupation | <input type="checkbox"/> |

Land Use Category:  
 SITE ACRES: \_\_\_\_\_ ZONING DISTRICT:  
 PREVIOUS USE: \_\_\_\_\_  
 PIN: \_\_\_\_\_

In the space provided, briefly describe the proposed use and activities at this location (include business name if applicable.):

***A Fire Inspection is required for all new businesses, tenants, change of ownership, and change of use. This inspection may result in further requirements. Please call (252)399-2880 to schedule.***

Applicant Acknowledgement: \_\_\_\_\_

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PROPERTY OWNER/DEVELOPER** (if different from applicant)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLANNER SIGNATURE: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- \*COMPLETED APPLICATION FORM. Application must be signed by both the applicant and the owner or owner's agent.
- \*SUPPLEMENTAL INFORMATION: The Administrator may require supplemental information in order to determine if the application will comply with the requirements of the UDO. This may include a Sketch Plan as outlined in section 15.6.1 of the UDO for proposed uses that differ from the existing use order that the Administrator can determine compliance with parking, landscaping architectural standards and other site design elements.

(Failure to submit all items will result in the delay or your application. Applications which are not complete will be returned to the applicant with a notation of deficiencies. No application shall be accepted by the Administrator unless it contains all of the information necessary to determine if the development, if completed as proposed, will comply with all of the requirements of the UDO.)