



Residential Zoning Permit Checklist

So that we may efficiently review your project in a timely manner, it is important that all applicable documents and fees listed on the "Submittal Checklist" below are submitted with your application. Please return to the email listed above.

SUBMITTAL CHECKLIST

Address for property: _____

- For property requiring an address, contact Alana Sweatt, GIS Specialist, at 704.920.4361 or asweatt@kannapolisnc.gov.
- For property requiring 1-5 addresses, the addresses will be viewable through Cabarrus County GIS within 5 working days.
- For property requiring more than 5 addresses, the addresses will be viewable through Cabarrus County within 10 working days.

Digital format of all documents submitted through Accela Citizen Access: <https://accela1.cabarruscounty.us/CitizenAccess/> Create a Plan Review, Building (PRB). All City of Kannapolis required documents must be uploaded and legible. For property in the extra-territorial jurisdiction (ETJ) in Rowan County, all required documents must be presented in person at the planning department.

City of Kannapolis required documents include:

- Plot Plan of property showing all existing and proposed structures and measurements of easements and setbacks
- Residential Zoning Permit Application
- Residential Driveway Access Permit Application
- Erosion Control Permit Application
- Utility Connection Application (for developer, fill out form completely) (for citizen, a copy of your driver's license must be obtained)

Utility Services: Verification of water and sewer services must be completed before application and payment are submitted. Contact City of Kannapolis Planning Department at 704.920.4350 for a service request. The City of Kannapolis Engineering Department will complete a site inspection and return a phone call or email within 3 working business days. A zoning permit must be issued before water and/or sewer tap application and/or fees can be submitted. If well or septic systems are required, contact the corresponding county for access.

All applicable fees per the current City of Kannapolis fee schedule must be paid before issuance of permits.

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____

Date: _____

THE APPLICANT IS ALSO RESPONSIBLE FOR SUBMITTING PLANS TO THE DEPARTMENTS LISTED BELOW. PLEASE CALL THESE DEPARTMENTS DIRECTLY TO DETERMINE THEIR SPECIFIC SUBMITTAL REQUIREMENTS.

CABARRUS OR ROWAN COUNTY BUILDING INSPECTIONS

Plans must be submitted to the County in order to receiving a Building Permit. Typically, **plans can be reviewed concurrently** by the City and the County.

Cabarrus - 65 Union Street South, Concord, NC 28025; (p) 704.920.2128

All development within the city limits of Kannapolis

(regardless of being located in Rowan County, except ETJ) is reviewed by Cabarrus County.

Rowan - 402 North Main Street, Salisbury, NC 28144-4373; (p) 704.216.8619

All development within the Kannapolis Extra Territorial Jurisdiction (ETJ)

is reviewed by Rowan County.



RESIDENTIAL ZONING PERMIT APPLICATION

Applicant Contact Information

Name: _____

Phone: _____ Email: _____

Property Owner Information same as applicant

Name: _____

Phone: _____ Email: _____

Project Information

Project Address: _____

Parcel: _____ Zoning Designation: _____

Subdivision and Lot # : _____

Permit Request

Proposed Square Feet to be added

New Single Family Residence _____

Modular Home _____

Manufactured Home (single or double) _____

Duplex or Triplex _____

Addition (attached to principal structure) _____

Accessory Building (at least 36" from principal structure) _____

Solar Panels (attached to roof or to be located within side yard)

Other _____

A plot plan depicting proposed and existing buildings and the dimensions and measurements of all setbacks and easements must accompany this application. Builder is responsible for meeting all setbacks, easements and any applicable ordinances. The signing of the application certifies that you have been made aware of the following requirements and the information submitted on this form is true and correct.

Note: This is not a permit to occupy a structure. Owner and/or applicant are responsible for the location of utility lines and easements. The Zoning Clearance Permit does not guarantee the availability of water and/or sewer.

Applicant Signature

Date



RESIDENTIAL DRIVEWAY ACCESS PERMIT APPLICATION

Applicant Contact Information

Name: _____

Phone: _____ Email: _____

Project Information

Address: _____

Contractor Name: _____

Applicant agrees to the following items:

1. Notify the Public Works Department 2 business days in advance of when the work is to begin at 704-920-4221. Pipe and subgrade to be inspected prior to backfill & material placement.
2. Construct and maintain driveway(s) in absolute conformance with the current "Policy on Street and Driveway Access" as adopted by the City of Kannapolis.
3. Provide proper signs, traffic control and other warning devices for the protection of traffic in conformance with the current "Manual on Uniform Traffic Control Devices for Streets and Highways".
4. Indemnify and save harmless the City of Kannapolis from all damages and claims for damage that may arise by reason of this construction.
5. Contact the City of Kannapolis to find out the required size of RCP pipe that must be installed.
6. Construct a 6" thick driveway between 12' - 20' in width within the right-of-way.

Applicant Signature

Date



Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350
planningapps@kannapolisnc.gov

EROSION CONTROL PERMIT APPLICATION

Applicant Contact Information

Name: _____

Phone: _____

Project Information

Type of Construction: Residential Commercial

Address: _____

Parcel & Lot #: _____

Disturbed Area (ac): _____

Date of land disturbing activity: _____

Applicant agrees to the following items:

1. Call One-Call before digging 811 or 1-800-351-1111 and allow 3 business days before digging.
2. Install and maintain in proper working order, erosion control measures as needed to prevent sedimentation from leaving the construction site.
3. Remove any sediment and or aggregate discharged onto streets immediately.

Applicant Signature

Date

Utility Billing Setup and New Tap/Connection Process

Verification

- ❖ All sites must be verified for access to existing water and sewer lines
- ❖ Contact Planning at 704.920.4350 to request a verification
 - Property address or PIN number is required
 - Provide a contact name and phone number and/or email
- ❖ Engineering will provide information to contact within 3 working business days

Permit and Payment

- ❖ Planning is located on the 3rd floor at City Hall, 401 Laureate Way, Kannapolis, NC
- ❖ Zoning Permit, Driveway Permit and Water/Sewer fees are all taken at permitting
- ❖ A zoning permit must be issued before utility applications or fees can be submitted for application

60 days from Application and Payment

Utility Billing Application

- ❖ A completed application and a copy of driver's license (if required) is submitted to Planning
- ❖ Planning sends payment and application to Customer Service
- ❖ Blue/Green flags will be given for marking

Customer Service Billing Process

- ❖ Customer Service enters service request and enters billing information

Water Resources

- ❖ Service request is scheduled and distributed to work crews
- ❖ A courtesy call by Water Resources will be made approximately 2 weeks before installation
 - At this time, the flags must be placed marking the preferred tap location
 - The tap installation will be made regardless of grade
- ❖ For all tap installation questions or concerns contact Curtis Plyler, Crew Supervisor for Water Resources, at 704.920.4245 or cplyler@kannapolisnc.gov

Setting Meter

- ❖ Customer is responsible for the plumbing line from building to the meter and calls for final inspection
- ❖ County sends passed plumbing final inspections to City and a request to set meter is entered
- ❖ For taps set by developer, after passed plumbing final inspections are received, contact Customer Service to setup a service request for setting meter
- ❖ The meter installation crew will assess any damage to meter box and clean out before setting the meter
 - The top of the yoke bar shall be no lower than 14 inches from the lid
 - Any damage to the meter box or cleanout must be repaired before meter can be set



Utility Billing Application

Developer

Service Address requiring utility service: _____

Business Name to be billed: _____ Tax ID Number: _____

Legal Agent Last Name: _____ First Name: _____

Mailing Address: _____
Street Address City State Zip Code

Business Phone Number: _____ Cell Phone Number: _____

Email Address: _____

I, the undersigned certify that the information in the foregoing application is accurate and true to the best of my knowledge and belief. I acknowledge my responsibility for any and all charges, fees and the like associated with the account, including returned check charges, and agree to notify the Customer Service Center of any changes regarding the account within ten (10) days of the change. If I have supplied you with a telephone number I am giving you prior consent to call that number. I am aware that such calls may result in charges to my wireless phone account.

Applicant's Signature _____ Date ____/____/____

Residential

Single Family Dwelling
 In Subdivision: _____
Lot Number: _____

Multi Family Structure
Complex Name: _____
Number of units per building: _____

Commercial

New Commercial Build
Project Name: _____
Calculated Impervious Area: _____

Commercial Upfit
Project Name: _____

- Irrigation meters require a backflow device that must be installed prior to setting a new meter.

For Subdivision and Commercial Utilities:

- A North Carolina licensed utility contractor will need to perform the work.
- Materials that will be used for the tap will need to be submitted for approval.
- The Engineering Department will also perform an inspection.
- An encroachment agreement from the NCDOT may be required.

For Office Use Only

Planning

Date sent to Customer Service: ____/____/____ Verified from Engineering: ____/____/____

Attached Receipt included payment for: Water Tap Water Connection Sewer Tap Sewer Connection

Work Order required to Set Tap: Yes for Water Sewer Irrigation Only

Taps to be installed by: Utility Contractor City Meter Ready to Set: Yes No

Notes: _____

Billing and Collections

Date Received: ____/____/____ By: _____ Account # _____

Date Work Order Entered For:
Sewer Tap ____/____/____ Water Tap ____/____/____ Set Meter ____/____/____

Notes: _____



Utility Connection Application (Residential Property Owner)

Address Requiring Utility Service: _____

Applicant Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____
Street Address City State Zip Code

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Driver's License: State: _____ Number: _____ Social Security Number _____ - _____ - _____

(A copy of driver's license or other valid government issued form of identification is required)

I, the undersigned certify that the information in the foregoing application is accurate and true to the best of my knowledge and belief. I acknowledge my responsibility for any and all charges, fees and the like associated with the account, including returned check charges, and agree to notify the Customer Service Center of any changes regarding the account within ten (10) days of the change. If I have supplied you with a telephone number I am giving you prior consent to call that number. I am aware that such calls may result in charges to my wireless phone account.

Applicant's Signature _____/_____/_____
Date

- A Cabarrus County or Rowan County Construction Standards Trade Inspection is required prior to setting a new meter.
- Irrigation meters require a backflow device that must be installed prior to setting a new meter.

For Office Use Only

Planning

Date sent to Customer Service: ____/____/____ Verified from Engineering: ____/____/____

Attached Receipt included payment for: Water Tap Water Connection Sewer Tap Sewer Connection

Work Order required to Set Tap: Yes for Water Sewer Irrigation Only

Meter Ready to Set: Yes No

Notes: _____

Billing and Collections

Date Received: ____/____/____ By: _____

Date Work Order Entered For:

Sewer Tap ____/____/____ Water Tap ____/____/____ Irrigation Tap ____/____/____

Set Meter ____/____/____

Notes: _____