



Solar Zoning Permit Checklist

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

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:
 - Residential Zoning Permit Application
 - Plot Plan of property showing all existing and proposed structures and measurements of easements and setbacks
- Solar permit fee is \$25.00

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 _____