

Application Submittal and Review

Certificate of Zoning Compliance

§5.2.3, North Augusta Development Code
Page 1 of 1



Completeness Review

The approval process for a Certificate of Zoning Compliance application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §5.2.3. An application is determined to be complete if the application form and required fee, if applicable, have been submitted to and received by the City. A determination of completeness for a Certificate of Zoning Compliance must be made within ten (10) days of submission. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted.

Required for all Certificate of Zoning Compliance Applications:

a.	A fully completed Certificate of Zoning Compliance form or a letter request that contains all of the following information:
b.	Applicant name, address, phone number and email address.
c.	Tax parcel number.
d.	Property address.
e.	Zoning designation on the property.
f.	Total project acreage.
g.	Business name, type and description of business.
h.	Number of employees.
i.	Number of approved off street parking spaces.
j.	Date of application submittal.
k.	Signature of applicant.
l.	Required fee, if applicable. Fee may be charged if research or an on site inspection is required or if compliance with regulations other than permitted is requested.

Compliance Review

After a Certificate of Zoning Compliance application has been determined to be complete, the application information is reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. Time limits for compliance review vary by application type. The time limit for the compliance review for a Certificate of Zoning Compliance is thirty (30) days, although the typical review time for a simple application, which does not require research and an inspection, is 48 hours. If additional information is necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.