



Steps to Opening a Business in Waxhaw

Step 1: Contact the Town of Waxhaw for Permits and Requirements

- Contact the Town of Waxhaw Planning Division who will assist you with zoning regulations and making sure that your business is permitted in your desired location, prior to operation in the own limits of Waxhaw.

Via Phone at (704) 843-2195 or via email at Inspections@waxhaw.com

- Property located Downtown?**

Contact the Downtown Development Manager, Curt White for additional information. Curt may be reached by telephone at (704) 843-2195 ext. 250 or via email at cwhite@waxhaw.com

- Information about leasing or purchasing
- Lists of available properties
- Demographic data and market studies
- Technical assistance and referrals, etc.

Step 2: Zoning Use Submittal Processes and Review

- Submit Zoning Use Permit for review and approval: fee \$33.00
- Fire Prevention Inspection for inspection of building/site: fee \$66.00

****Tenants are not permitted to occupy a building or suite without issuance of a Zoning Use Permit and a Fire Prevention Inspection having been conducted on site. Fees subject to changes - please refer to the most recently adopted Town of Waxhaw Fee Schedule****

Planning and Zoning staff will review the proposed use or any building changes for zoning requirements. Staff will advise if additional regulations or approvals will apply.

The Zoning Use Permit will be routed to internal and outside agencies

- Union County Public Works Pretreatment Coordinator (704) 296-4246
- Union County Environmental Health (704) 283-3825
- Waxhaw Fire Marshall (704) 843-4001
- Waxhaw Chief Building Inspector ext. 255

Step 3: Additional Permits

- Sign Permit (Permanent): fee \$44 per permit**
(Temporary) 30 days with additional regulations: \$12.10 per permit

If applicable, additional permits and fees may apply for illuminated signs, monument signs, etc.

****Contact the Planning staff prior to placement of sign on building or wall.****

Step 4: Trade Work

If construction, repairs or alterations are to be made, building code, inspections and permit questions should be directed to Building Inspections Department - Telephone: 704.843.2195 or email at Inspections@waxhaw.com.

****Once trade work is completed and inspected Certificate of Completion or Certificate of Occupancy can be requested.****

Step 5: ABC Products

- If ABC products will be served on site, contact the Planning and Zoning Division and the Waxhaw Police Department for additional requirements. Permits, fees and inspections will be required through the town for these services.

Step 6: Additional Requirements (if applicable)

- Additional permits may be required (depending upon the nature of your business) through Union County or State agencies. The applicant will be responsible for securing these permits directly through the respective agency (i.e. grease trap permits, food permits, etc.).

Step 7: Celebrate the Grand Opening!

- Waxhaw Business Association:
Contact Jimmy Grappone, President - Telephone (980) 298-9385

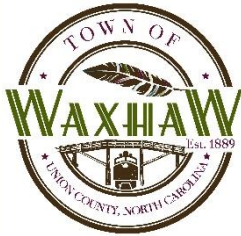
- Union County Chamber of Commerce
Via Phone: (704) 289-4567 or via email at info@UnionCountyCoC.com

Welcome to Waxhaw!

For any additional questions, please contact:

The Waxhaw Planning Division (704) 843.2195

Curt White, Downtown Development Manager
(704) 843.2195 ext. 250 or cwhite@waxhaw.com



Town of Waxhaw
Development Services Department
1150 N. Broome Street, PO Box 617
Waxhaw, NC 28173
704-843-2195 (Phone)
704-243-3276 (Fax)
www.waxhaw.com

Date Received

Permit Fee

Permit Number

ZONING USE PERMIT

Date of Application: _____

Applicant Name: _____ Telephone: _____

Applicant Mailing Address: _____

Applicant Email Address: _____

Property Owner Name: _____ Telephone: _____

Property Owner Mailing Address: _____

Relationship of Applicant to Property Owner: _____

- New Use
- Change of Principal Use

Address/Location of Property: _____

Location of Proposed Use (check appropriate box):

- Tenant Space
- Other _____

Parcel No: _____ Zoning: _____

Business/Company Name: _____

Type of Business: _____

Business Description: _____

In order to be considered complete, the following must accompany application:

1. Application fee paid in full must be received prior to the issuance of a Zoning Use permit (checks should be made payable to the Town of Waxhaw).
2. A detailed description of the operation or business shall be included under "Type of Proposed Use" and any other information that may be needed to ensure that the proposed use is in compliance with all applicable provisions of this Ordinance.

CERTIFICATIONS

1. I hereby certify that all of the information provided for this application is, to the best of my knowledge, accurate and complete.

(Signature of Applicant) (Date)

If the applicant is not the property owner, please complete the following:

2. I do hereby authorize above applicant to submit this Zoning Use permit application to the Zoning Administrator on my behalf.

(Signature of Property Owner) (Date)

The following shall be completed by the Zoning Administrator:

Based on the information hereby furnished to me, and my knowledge of the Waxhaw Unified Development Ordinance, **I HEREBY:**

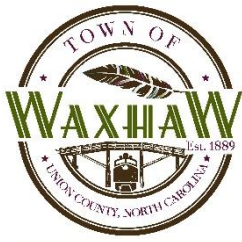
APPROVE

DISAPPROVE

Comments/Conditions: _____

(Staff Reviewer) (Date)

(Zoning Administrator) (Date)



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Date Received
Permit Fee
Permit Number

SIGN PERMIT APPLICATION

Note: A rendering of the sign showing dimensions, type of lettering, color(s), and the location of the sign on the property or building MUST accompany this application in order to be deemed complete. Each sign will require its own sign permit for review.

Applicant Name: _____ Telephone No: _____

Applicant Mailing Address: _____

Applicant Email Address: _____

Property Owner Name: _____ Telephone No: _____

Property Owner Mailing Address: _____

Sign Contractor: _____ Telephone No: _____

Sign Contractor Contact Person: _____

Sign Contractor Email Address: _____

Sign Information

Parcel No: _____ Zoning: _____

Address or Location of Proposed Sign:*

Business/Company Name (if applicable): _____

The sign is: Alteration of Existing Sign New Installation Temporary

The sign type is a/an: Banner Wall Monument/Pylon**
 Projecting/Suspended Awning/Canopy Mural*
 Portable Post & Arm Other _____

The sign is for a/an: Building (Stand Alone) Development Event or Sale
 Home Occupation Tenant Space Other _____

The sign is: Freestanding Mounted

Type of Illumination: Internal*** External*** None

Area of Sign Face: _____ sq ft (Sign Height x Sign Width)

Sign Height: _____ ft. [Sign Height incl. base : _____ ft.] Sign Width: _____ ft.

Total Wall Area for Wall Signs (Tenant Space Wall Height x Wall Width): _____ sq. ft.

Notes/Comments: _____

Signs in the Historic District are subject to additional regulations per UDO Section 13.10
**** Monument signs may require building permits and inspections(s).****
***** Illuminated signs may require electrical permits and inspection(s).*****

ATTACHMENTS

In order to be considered complete, the following must accompany each application:

1. A rendering of the sign depicting the following information: dimensions, type of lettering, color(s) of the sign and lettering, and the location of the sign on the property or building. If this is a free-standing sign, you must attach a plot plan showing the location of the sign on the property.
2. Application fee paid in full must be received prior to the issuance of a sign permit (checks should be made payable to the Town of Waxhaw).

Note: Section 13.13 prohibits the location of any sign within the road right-of-way. If you are unsure of what the road right-of-way is adjacent to your site, please ask a staff member.

****Murals shall be reviewed for compliance by the Zoning Administrator and approved by the Waxhaw Beautification Committee and the Waxhaw Board of Commissioners.***

CERTIFICATIONS

I hereby certify that all of the information provided for this application is, to the best of my knowledge, accurate and complete.

Signature of Applicant

Date

Signature of Property Owner

Date

THE FOLLOWING SHALL BE FILLED OUT BY THE ZONING ADMINISTRATOR

Based on the information hereby furnished to me, and my knowledge of the Waxhaw Unified Development Ordinance, **I HEREBY:**

APPROVE

DISAPPROVE

COMMENTS / CONDITIONS: _____

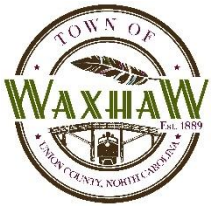
Zoning Administrator

Date

Staff Reviewer

Date

THIS PERMIT IS VALID FOR SIX MONTHS FROM DATE OF ISSUE



DRAWINGS FOR SIGN PERMIT APPLICATION

ALL EXISTING AND PROPOSED SIGNS ARE SHOWN WITH EXACT MEASUREMENTS

Sign Location Address: _____
 Parcel ID: _____ Contact: _____

E
X
A
M
P
L
E
S

Sight Distance Triangle

Attached/Wall Sign

Freestanding Sign

Draw New and Existing Signs, Street Right Of Way, Driveways, Sight Distance Triangles Etc.
 (Separate application and drawings required for each sign)

Please note: Sign proposed within public right-of-way requires an approved encroachment agreement

	Site Plan	Sign
D R A W I N G S	(Show proposed sign location with surrounding features With measurements)	(Show type and details of sign)

Date: _____

Applicant's Signature: _____ Print Applicant's Name: _____