



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 Town limits of Waxhaw.

Telephone - (704) 843-2195 or 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

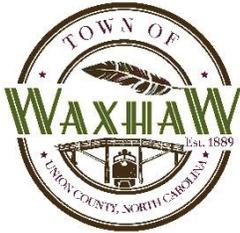
Other resources for new businesses include the Union County Chamber of Commerce.

Welcome to Waxhaw!

Questions?

Planning Division at 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 _____

Home Occupation - Percent of floor area used _____

Parcel No: _____ Zoning: _____

Business/Company Name: _____

Type of Business: _____

Business Description: _____

ATTACHMENTS

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.
3. **Obtaining a Zoning Use Permit does not guarantee the ability to occupy a space. It is the applicant's responsibility to obtain all other applicable permits and inspections, including building, fire, and environmental health.**

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)

2. I, _____
(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

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

<p>Site Plan</p> <p>(Show proposed sign location with surrounding features With measurements)</p>	<p>Sign</p> <p>(Show type and details of sign)</p>
--	---

D
R
A
W
I
N
G
S

Date: _____

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