



## New 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 Laura Coppola, GIS Specialist, at 704.920.4375 or lcoppola@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 to be submitted with this application:

- Plot Plan of property showing all existing and proposed structures and measurements of easements and setbacks
- Water/Sewer Verification (completed by Engineering Technician) or Health Alliance Approval to Construct Septic and Well
- 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)
- Floodplain Development Permit Application (if applicable)

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 Church 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

New Single Family Residence/Modular Home

\_\_\_\_\_

Manufactured Home (    single or    double)

Height of Structure

Duplex or    Triplex

\_\_\_\_\_

### Permit Fee \$25

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



## 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



## RESIDENTIAL DRIVEWAY ACCESS PERMIT APPLICATION

### Applicant Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Information

Address: \_\_\_\_\_ PIN: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Applicant agrees to the following items:

1. For driveway, sidewalk, grading, water/sewer inspections: Notify the Kannapolis Engineering Department by requesting an inspection through Citizen Access [Accela Citizen Access](#) Please provide the email contact to be used for

Email Contact: \_\_\_\_\_

these inspections:

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 [Land Development Standards Manual](#)

The driveway shall be a minimum of 5' from the adjacent property line.

Within the right-of-way, the driveway shall be within a min. of 12' and max. of 20' wide.

Within the right-of-way, the driveway shall be a min. of 6" thick concrete unless approved otherwise by the Kannapolis Engineering Department.

**Driveway pipe & subgrade shall be inspected prior to backfill & material placement**

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" [MUTCD](#)

4. Contact the City of Kannapolis to determine the required size of RCP/HP pipe that must be installed 704-920-4221.

5. By signing below, I here indemnify and save harmless the City of Kannapolis from all damages and claims for damage that may arise by reason of this construction.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



## ENGINEERING INSPECTION REQUIREMENTS

There are currently four (4) inspections that will need to be performed by the Kannapolis Engineering Department before you will be able to obtain a Certificate of Occupancy on the structure. All inspections need to be scheduled through Accela - Citizen Access.

Below are the four inspection types with a short description of when and what will be needed for the inspection. The request for an inspection must be entered before 4:00 PM to get an inspection on the next business day. No specific inspection time will be provided:

### 1. Driveway Pipe Review

- This inspection will be after the pipe is in place but not covered
- Verify the correct type of the pipe and installation

### 2. Driveway / Sidewalk Review

- This inspection should be requested after all forms for Driveway and Sidewalk are in place.
- All soft areas in the subgrade have been repaired.
- Before any concrete is poured.
- This will be for all driveway and sidewalk located within the right of way.
- Driveway and Sidewalk must be ready for inspection at the same time.

### 3. Drainage Review

- This inspection should be requested after sod or seed/straw has been placed.
- Lot is graded in general conformity with the plans.
- Lot grading does not negatively impact adjacent properties.
- Existing infrastructure is not impacted by the development.

### 4. Water and Sewer Review

- This inspection should be requested after sod or seed/straw has been placed.
- Sewer lateral has cast iron cap with stainless steel band and be set to grade.
- Water meter box and irrigation box (if applicable) set to grade.
- No damage to the boxes or clean out
- Boxes are clear of mud and debris.

## HOW TO SCHEDULE AN INSPECTION FOR KANNAPOLIS ENGINEERING

- Log in to your account\* at [citizenaccess.cabarruscounty.us](https://citizenaccess.cabarruscounty.us)
  - **\*This account must use the same email contact provided on the driveway application. If you do not have an account, you will need to create an account using the email contact provided on the Driveway Application.**
- Once logged in, you will see "Hello, your name".
- Click Trade Permits
- Select the KN-INSP permit record
- Click Record Info to get the drop down
- Select Inspections
- Click **Schedule or Request an Inspection**
- Select any/all inspections
- Select the date for the inspection
- You must select All Day (07:00am – 05:00pm)
- Review the scheduled inspection and contact information: Change the Contact Information if necessary.
- Review the scheduled inspection: Include Additional Notes if necessary
- Click the FINISH button

If you are unable to schedule the inspection, please contact City of Kannapolis Planning Department at 704-920-4350

## 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 3<sup>rd</sup> 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
- ❖ Water And Sewer Authority System Development fee will be collected by the County

## 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

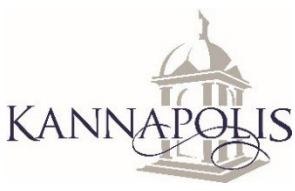
- ❖ Customer Service enters service request and enters billing information

### 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
  - The preferred tap location must be flagged after the final grade is complete, **please email address and picture of flagged location to [Water@kannapolisnc.gov](mailto:Water@kannapolisnc.gov)**
- ❖ For all tap installation questions or concerns contact Water Resources at [Water@Kannapolisnc.gov](mailto:Water@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 Connection Application (Residential Property Owner)

Address Requiring Utility Service \_\_\_\_\_

Parcel Identification Number \_\_\_\_\_

Service requested: Water Tap \_\_\_\_\_ Water Connection \_\_\_\_\_

Sewer Tap \_\_\_\_\_ Sewer Connection \_\_\_\_\_

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 provided 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

- Water and Sewer Authority System Development fee paid to the County
- County Trade Permit and 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

#### Billing and Collections

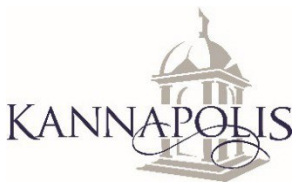
Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_

Date Work Order Entered For:

Sewer Tap \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Water Tap \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Irrigation Tap \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Set Meter** \_\_\_\_ / \_\_\_\_ / \_\_\_\_





# Utility Connection Application (Developer/Contractor)

Address Requiring Utility Service \_\_\_\_\_

Parcel Identification Number \_\_\_\_\_

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

- Water and Sewer Authority of Cabarrus County will charge a fee for all new sewer connections
- County Trade Permit and 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: \_\_\_\_\_