



Revised 7.2024

# Development Compliance Certificate [DCC]

Project #: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Development Services  
112 Goldsboro Street E., Wilson, NC 27893  
252-399-2220  
www.WilsonNC.org

*A DCC is required for any NEW business, location, ownership, or tenant.*

*In addition, a DCC may be required for the expansion of existing uses, changes of use, and any uses permitted with special conditions within the land development jurisdiction of the City of Wilson. **This permit is valid for 1 year after date of approval.***

Please submit form to [LandDev@WilsonNC.org](mailto:LandDev@WilsonNC.org) or drop off to Development Services at the address above.

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

Business Address: \_\_\_\_\_

In the space provided, describe in detail the proposed use and activities at this location:

\_\_\_\_\_  
\_\_\_\_\_

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

Applicant Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner or Agent: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submittal Requirements:** Application must be completed and signed by both the applicant and the owner or owner’s agent. The City will accept an executed lease in lieu of owner’s signature. The Administrator may require supplemental information in order to determine if the application will comply with the requirements of the UDO. This may include a Sketch Plan as outlined in Section 15.4.2 of the UDO. Failure to submit all items may result in the delay of your application. Applications which are not complete will be returned to the applicant with a notice of deficiencies.

### OFFICE USE ONLY

- Commercial
- Home Occupation
- Accessory Building
- Other \_\_\_\_\_

- Industrial
- Parking

Land Use Category: \_\_\_\_\_

Use Type: \_\_\_\_\_

Site Acres: \_\_\_\_\_

Zoning District: \_\_\_\_\_

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

Zoning Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Building:

Change of Occupancy/Use:  Yes  No

Permit/Plans Required:  Yes  No

Status: \_\_\_\_\_

\_\_\_\_\_

Current Occupancy/Use: \_\_\_\_\_

Proposed Occupancy/Use: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_