

# CITY OF HIGH POINT NORTH CAROLINA



## ZONING MAP AMENDMENT APPLICATION

City of High Point  
Planning & Development Department  
P.O. Box 230  
High Point, NC 27261-0230  
(336) 883-3328

[www.highpointnc.gov/plan](http://www.highpointnc.gov/plan)

# SUMMARY OF ZONING PROCESS

Below is a general summary of the key steps in the City of High Point zoning process. To help facilitate a smooth process, applicants should work closely with the Planning & Development Department, have a clear and focused development proposal, and start the process early.

## PREP WORK BEFORE SUBMITTAL OF APPLICATION

### Pre-application meeting with Planning & Development Department

(Meeting needs to be held within 3 months of application submittal)

#### Key issues of discussion at pre-application meeting:

- Detail overview of proposal by applicant.
- Overview of requested zoning district, district standards & permitted uses.
- Overview of Landscaping & Watershed Regulations.
- Overview of Land Use Plan/Area Plans/Corridor Plans/Overlay Districts.
- Staff identification of key issues or concerns.
- Overview of transportation issues (*access points, turn lanes, road improvements*). Based upon size of site, square footage of development and intensity of traffic that may be generated the Transportation Department will determine if applicant needs to provide a Traffic Impact Analysis (TIA). The applicant is responsible for hiring licensed professionals to conduct the TIA which may take approximately 5 - 6 weeks to complete.
- Depending upon the complexity of the application, additional meetings may be required.



### Citizens' Information Meeting (*required only if Conditional Zoning District is requested*)

Applicant is required to notify owners of property within 300 feet of the zoning site and conduct a citizens' information meeting or meetings. The purpose of the citizens' information meeting is to give the applicant an opportunity to inform citizens about the zoning proposal and to give citizens an opportunity to learn and ask questions about the proposal prior to the public hearings.

***If the applicant desires the Planning staff to formulate a list of surrounding property owners based upon County Tax records, a request must be received a minimum of 5 days in advance.***

The applicant shall prepare a written description of the development proposal and shall provide copies to citizens in attendance, along with a statement, provided by the Planning & Development Department, outlining the purpose of the citizen information meeting and the zoning process.

A Citizens' Information Meeting is defined as any meeting(s), assembly, gathering or telephone communication, held between the applicant or applicant's representative and notified property owners or other citizens. Following the information meeting(s), a citizens' information meeting report is to be submitted to staff.



### Submit Citizens' Information Meeting Report to Zoning Coordinator (*only required if Conditional Zoning District is requested*)

Following the information meeting(s), and at least 22 days prior to the P&Z Commission meeting, the applicant is required to submit a citizens' information meeting report to the Zoning Coordinator. This report will be included with the official staff report and become part of the public record. At a minimum, this report shall include:

1. Names & addresses of property owners notified and date & method of notification;
2. Date, time and location of the citizen information meeting(s) and a list of attendees;
3. Written description of the development proposal presented at the meeting; and
4. Any comments, ideas, or suggestions from attendees that were incorporated into the zoning proposal.



## Gathering Your Supporting Documents

- Items noted in Zoning Application Checklist.
- Conditional Zoning District Worksheet (*only required if Conditional Zoning District is requested*).  
Prior to submittal of application, the applicant should be working closely with the Zoning Coordinator on the completion of the Conditional Zoning District Worksheet.
- Conceptual Site Plan (Optional) Site plan is optional but it will assist staff in reviewing the request. Unless specifically offered by the applicant this site plan is not binding. If requested, a courtesy non-binding review of the site plan may be conducted by the City's Technical Review Committee.
- Preparation of Traffic Impact Analysis (TIA) (*typically required for high traffic volume uses*)

## SUBMITTAL OF APPLICATION

### Application Deadline (due 43 days prior to Planning & Zoning Commission meeting)

At a minimum, the application shall include the following:

- Fully completed zoning map amendment application (*see application checklist*) and fee.
- If filing for a Conditional Zoning District, a **very detailed** and fully completed Conditional Zoning District worksheet shall be completed and submitted with application (***applicant needs to work closely with Zoning Coordinator on completion of worksheet prior to submittal of application***).
- When required by the City's policy, a Traffic Impact Analysis (TIA) is required to be submitted with the application.
- Submittal of site plan. (*This is optional, but will assist staff in reviewing the request and may be used to illustrate proposed conditions*).
- If Citizens' Information Meeting Report has not been completed, it should be completed the week the application is submitted

### WEEK 1

#### Analysis of Application

Within 48 hours of its submittal, an application is reviewed for completeness. **Incomplete applications will not be accepted or will be returned and removed from meeting schedule.**

After an application is determined to be complete, the Planning & Development Department will begin reviewing the merits of the application and formulating a recommendation. The Zoning Coordinator will inform applicant of staff recommendation. If a Conditional Zoning District is requested, staff's recommendation may include amendment to conditions offered or additional conditions to address issues of concern.

### WEEKS 2 to 3

#### Changes, Deferral or Withdrawal of an Application

22 days prior to the Planning & Zoning Commission meeting, the applicant must submit the following:

- Any changes to the zoning application;
- Finalize all language/conditions upon the Conditional Zoning District Worksheet (*only if requesting a Conditional Zoning District*);
- Citizens' information meeting report due (*only if requesting a Conditional Zoning District*); or
- A request to withdraw the application or defer it for one month. After this date, any changes to the application or request for withdrawal can only be made at the Planning & Zoning Commission or the City Council public hearing meeting.

## WEEK 5

### **1<sup>st</sup> Public Notification**

Two weeks prior to the Planning & Zoning Commission public hearing, the Planning & Development Department initiates its first round of public notifications that inform the public of the upcoming Planning & Zoning Commission meeting and agenda items. Public notification of the zoning request includes an ad in the local newspaper, mailed notice to property owners within 300 feet of a site, and posting of public hearing signs on the zoning site.

## STAFF REPORTS AND PUBLIC HEARINGS

### WEEKS 5 & 6

#### **Agenda and Staff Report Available to the Public**

One week prior to the P&Z meeting, the Planning Department will complete the meeting agenda and staff reports and transmit them to the Planning & Zoning Commission members. The agenda and staff reports will be available to the applicant and the general public the Friday prior to the Planning & Zoning Commission meeting on the Planning & Development Department Web page at:

<http://www.high-point.net/plan/pzagd.htm>



### WEEK 7

#### **Planning & Zoning Commission Meeting**

The Planning & Zoning Commission holds a public hearing on the request. If the applicant or a representative is not present at the meeting to address questions, the request may be continued to the next Planning & Zoning Commission meeting date. The applicant and interested members of the public, in favor or in opposition, may address the Commission. The applicant may submit a written request to change, amend or withdraw the request during the P&Z meeting and the Commission may retain a request for up to 60 days for additional information and consideration.

The Planning & Zoning Commission will submit to City Council a recommendation, either of approval, approval with amendments, or denial. A recommendation of denial from the Planning & Zoning Commission will require a 2/3's majority vote of approval from City Council (*6 of 9 Council members*) to approve the request.



### WEEKS 8 to 9

#### **2<sup>nd</sup> Public Notification**

Two weeks prior to the City Council public hearing, the Planning & Development Department initiates its second round of public notifications, this time for the upcoming City Council public hearing. Public notification of the zoning request includes a legal ad in the local newspaper, the mailing of a 2<sup>nd</sup> notice to property owners within 300 feet of a site, and reposting of public hearing signs on the zoning site



## WEEKS 9 to 11

### **City Council Public Hearing Meeting**

After the Planning & Zoning Commission public hearing, the recommendation, staff report, and pertinent background information are forwarded to City Council prior to the final public hearing, at which the Council will review and may decide on the request.

### **Change to conditions/restrictions of a Conditional Zoning District:**

1. Any new conditions offered by the applicant during the Planning & Zoning Commission public hearing are incorporated into the proposed Conditional Zoning District staff report and submitted to City Council.
2. After the Planning & Zoning Commission public hearing, the City Council cannot vote on any change by the applicant to a proposed Conditional Zoning District unless it is submitted in writing to the Planning & Development Department at least 2 business days prior to the City Council public hearing. A last minute change by the applicant at the City Council public hearing will not be voted upon at that meeting and will cause the final decision to be delayed a minimum of 48 hours.

Zoning requests are heard at the Council's 2<sup>nd</sup> Committee of the Whole meeting of the month (3<sup>rd</sup> Monday of the each month). If the applicant or a representative is not at the meeting to address questions, the request may be continued to another meeting date. City Council will either approve, approve with amendment, or deny a request. In the event a request is denied, no new zoning application for that parcel(s) may be submitted within one year of the date of denial.

**NOTE:** This process chart should not be construed as all-inclusive. Depending on the scale and complexity of a request the Planning & Development Department, Planning & Zoning Commission and City Council may request additional information and continue the request for future consideration. For questions, please contact the Planning & Development Department at 883-3328 and ask to speak with the Zoning Coordinator.

## MAP AMENDMENT APPLICATION SUBMITTAL CHECKLIST

- Applicant has had a pre-application conference with the Zoning Coordinator in the past three (3) months?
- Are you requesting a new Conditional Zoning (CZ) District, Major Amendment to an existing CZ District or an Administrative Amendment to an existing CZ District? If you answered **YES** make sure the following is included with your application.
  - A **Conditional Zoning District Work Sheet** has been **FULLY** completed.  
(Applicant should have been working with the Zoning Coordinator on worksheet prior to submittal of application)
  - Conceptual site plan** has been provided with application (*optional*).  
(Include three paper copy and one electronic version in PDF format).  
A site plan shall be required for all PUD District and TN District requests
  - Applicant has had a Citizen's Information Meeting with surrounding property owners.**
  - Applicant has turned in a Citizens Information Meeting Report to Zoning Coordinator**
- Sections A thru F of the application form have been completed with applicable information.
- Tax parcel number(s) and a map of the requested rezoning site has been provided. (**NOTE: A written metes & bounds legal description with accompanying survey map is required for a request that would rezone only a portion of a tax parcel or requests for multiple zoning districts.**)
- Copies of the recorded deed(s) for the subject property have been provided.
- Application fee. (*See page 2 of application - make checks payable to City of High Point*)
- Application has been signed (*Signatures of **all Property Owners** and **Applicant***).  
Conditional Zoning Worksheet has been signed (*if requesting CZ District or Amendment to a CZ District*)  
**(NOTE: All current property owners of record, or their duly authorized agents, must sign application. Authorized agents must include executed power-of-attorney or other proof of authority.)**
- When required by the City's policies, a Traffic Impact Analysis shall be required to be submitted with the application.



City of High Point  
Planning & Development Department  
P.O. Box 230  
High Point, NC 27261-0230  
(336) 883-3328  
[www.high-point.net/plan](http://www.high-point.net/plan)  
[www.highpointnc.gov/plan](http://www.highpointnc.gov/plan)

*“Shaping  
a more livable  
High Point”*

Planning and Development Department  
DEVELOPMENT SERVICES DIVISION  
City of High Point  
North Carolina

**Staff Use Only**

Filing Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Payment: \_\_\_\_\_

**Zoning Map Amendment Application**

All applications require a Pre-Application Conference with the Planning & Development Department. Has the applicant had a formal Pre-Application Conference with the Zoning Coordinator within the past 3 months?  Yes  No

**A. REQUEST TYPE** Please check the box noting your request

Rezoning  Conditional Zoning District  Major Amendment (CZ Case# \_\_\_\_\_)  Administrative Amendment (CZ Case# \_\_\_\_\_)

If a Conditional Zoning District or Amendment (Major or Administrative) is requested, the applicant and property owner must complete the attached Conditional Zoning District Worksheet. A formal Conditional Zoning District Ordinance will be prepared by the Planning & Development staff with the concurrence of the applicant and property owner.

A Conditional Zoning District worksheet has been completely filled out  N/A  Yes  No

Is there an annexation request associated with this property in conjunction with this application?  Yes  No  
If you answered yes, a voluntary annexation application & separate annexation fee shall be required to be submitted.

**B. APPLICANT / OWNER / REPRESENTATIVE INFORMATION**

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address, City, State, Zip Code*

Telephone number (w) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

**Property Owner (if different from applicant):** \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address, City, State, Zip Code*

Telephone number (w) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

If there are additional property owners, check here and attach their names, addresses and telephone numbers.

Will an attorney, engineer or realtor represent the applicant and/or property owner in this matter?

**Representative:** \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address, City, State, Zip Code*

Telephone number (w) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

**C. ZONING / SITE INFORMATION**

1. Present Zoning Classification(s) of site: \_\_\_\_\_

2. Requested New Zoning Classification(s): \_\_\_\_\_

If more than one zoning classification is proposed, a written legal description for each classification and an accompanying survey drawing that depicts the location of each requested district shall be provided.

3. Describe the Existing Use of the Property \_\_\_\_\_

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

4. Describe the Requested Uses/Activities of the Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Attach additional sheet if needed):*

5. List County Tax Parcel number(s) of zoning site (attach additional sheet if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A copy of the most recent recorded deed(s) and tax map identifying the above noted tax lots must accompany this application, or the application will be considered incomplete and will be returned.**

This rezoning request includes an entire parcel and/or recorded platted lots.  Yes  No  
If "No", a written legal description along with a survey map identifying portion of the parcel(s) to be rezoned must be attached.

6. Address of site or if vacant a descriptive location of site: \_\_\_\_\_  
\_\_\_\_\_  
7. Total acreage of subject property (square footage if less than one acre): \_\_\_\_\_

**E. SUPPLEMENTAL INFORMATION**

1. All of the items required by this application must be turned in to the City of High Point Planning & Development Department, **FULLY COMPLETED**, by 5:00 p.m. of the prescribed deadline. Incomplete applications will not be accepted and will be returned. Completed applications submitted after the deadline will be held until the next deadline for processing.

2. The City of High Point does not produce a verbatim transcript of the Planning & Zoning Commission and City Council hearing proceedings. If a verbatim transcript is desired, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. The City of High Point shall in no manner be responsible for providing a verbatim transcript of public hearings. Signing this application indicates understanding and acceptance of this policy.

3. Application filing fees are as follows *(based upon size of entire site)*:  

<u>Rezoning, Conditional Zoning, PUD and TND Districts</u>	<u>Amendments to a Conditional Zoning, PUD and TND Districts:</u>
• Under one acre—\$300	• Administrative Amendment—\$100
• 1 to 5 acres—\$600	• Major Amendment—\$500
• Over 5 acres—\$900	

3. Application Withdrawal:  
a. This application may be withdrawn by written request from the applicant or property owner. Said request must be received at least 22 days prior to the Planning & Zoning Commission meeting date. After this date an application may only be withdrawn by action of the Planning & Zoning Commission or City Council at the public hearing.  
b. If a withdrawal request is received 22 days prior to the Planning & Zoning Commission meeting date the application fee may be refunded. After this date the application fee will not be refunded.  
c. When two (2) applications on the same property have been withdrawn within a one (1) year period of time, then another application covering the same property cannot be filed within one (1) year from the date of the second application withdrawal.

4. Previously Denied Applications and Right to File an Application  
a. When an application has been denied by City Council, then another application covering the same property cannot be filed within one (1) year from the date of denial, except when property is associated with a voluntary annexation petition.  
b. No more than two (2) applications shall be filed for a given property within any one (1) year period.  
c. No application shall be filed for a property if an appeal has been filed with the City of High Point Board of Adjustment pertaining to that same property. An application may be filed only after that appeal has been decided by the Board of Adjustment, or by the courts.

**F. SIGNATURES**

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant shall be provided unless a power of attorney authorization is in effect. If a power of attorney is in effect, a properly executed copy is required to be submitted with this application.

I/We, the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request the High Point City Council to take action as sought by this application.

I/We, the undersigned, do hereby understand and acknowledge that if a Conditional Zoning District is requested and approved, the property described in this request will be perpetually bound by the use(s) authorized and the conditions imposed, unless subsequently changed or amended as provided for in Title 9, Chapter 3, of the City Code.

It is further understood and acknowledged that plans for any development to be made pursuant to this zoning map amendment shall be submitted to the City of High Point for review in the same manner as other such plans now required to be approved by the City of High Point.

**Property Owner(s) Signature** *(Attached additional sheets if needed)*

_____	_____	_____
(Owner Print Name)	(Owner Signature)	(Date)
_____	_____	_____
(Owner Print Name)	(Owner Signature)	(Date)
_____	_____	_____
(Owner Print Name)	(Owner Signature)	(Date)

**Applicant Signature** *(only if different from property owner)*

_____	_____	_____
(Applicant Print Name)	(Applicant Signature)	(Date)

**Representative Signature**

_____	_____	_____
(Representative Print Name)	(Representative Signature)	(Date)

Corporations, Partnerships or other similar entities please include notarized Official Corporate Certification authorizing representative to sign on behalf of the corporation.

**OFFICIAL USE ONLY – APPLICANT DO NOT WRITE BELOW THIS LINE.**

Received By: \_\_\_\_\_

(Staff Signature) \_\_\_\_\_  
(Date)



PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT SERVICES DIVISION  
CITY OF HIGH POINT  
NORTH CAROLINA

---

CONDNDITIONAL ZONING DISTRICT  
INFORMATION WORKSHEET

---

THE ATTACHED WORKSHEET MUST BE COMPLETED AND INCLUDED WITH ANY CONDITIONAL ZONING MAP AMENDMENT, MAJOR AMENDMENT OR MINOR AMENDMENT APPLICATION.

1. **Review of Conditional Zoning District Application:** The Planning & Zoning Commission and the City Council shall generally be guided by the purposes and intent of the Development Ordinance, and shall give consideration to the following in the review and discussion of any Conditional Zoning District application, in addition to consideration of other factors or issues the Planning & Zoning Commission and the City Council consider relevant:
  - a. **Consistency with Adopted Plans of the City of High Point.** The proposed Conditional Zoning (CZ) District is appropriate for its proposed location, and is consistent with the purposes, goals, objectives and policies of relevant comprehensive, land use or area plans.
  - b. **Reasonable / Public Interest** Approval of the proposed CZ District is considered reasonable and in the public interest.
  - c. **Review Factors:** The applicant's proposed Conditional Zoning District, including the proposed use(s), written conditions and Conditional Zoning Plan, satisfactorily meets or addresses the following:
    - i. The requested CZ District will produce a development that is compatible with surrounding development character and land uses
    - ii. The requested CZ District will minimize or effectively mitigate any identified adverse impact on adjacent and nearby property, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.
    - iii. The requested CZ District will minimize or effectively mitigate any identified adverse environmental impact on water and air resources, minimize land disturbance, preserve trees and protect habitat.
    - iv. The requested CZ District will minimize or effectively mitigate any identified adverse impact on municipal facilities and services, such as streets, potable water and wastewater facilities, parks, police and fire; and
    - v. The requested CZ District will minimize or effectively mitigate any identified adverse effect on the use, enjoyment or value of adjacent properties.
  - d. **Changes in the Area:** There have been changes in the type or nature of development in the area of the proposed CZ District that support the application.
  - e. **Development Patterns:** The proposed CZ District would result in development that promotes a logical, preferred and orderly development pattern.
2. **Greater Restrictions:** In approving a Conditional Zoning District, the City Council may impose more restrictive requirements, as it deems necessary, in order that the purposes and intent of the Development Ordinance are served.

3. **Basis for Conditions:** Proposed conditions should be based upon the following:
  - a. Information and feedback received at the required pre-application conference with the Planning & Development Department;
  - b. Other City of High Point Department contacts;
  - c. Adjacent and/or similar rezoning requests;
  - d. Feedback from surrounding property owners from your Neighborhood Information Meeting;
  - e. Desire to mitigate or otherwise address concerns of adjacent property owners, or offset potential impact on adjacent property value or other negative impacts on adjacent properties; and
  - f. Ensure proposed development is in accordance with and otherwise conforms to city plans.
  
4. **No Removal of Other Requirements:** No rule, regulation or condition of a Conditional Zoning District shall have the effect of removing or amending any requirement of the Development Ordinance. The Development Ordinance allows an applicant to request less restrictive standards pertaining only to dimensional, parking and landscape requirements. A request for less restrictive standard must be approved by the City Council and the Council is in no way obligated to accept or approve a less restrictive standard. If you are proposing a condition pertaining to less stricter standards, the Planning & Development Department request your application document the following:
  - What is the reason or purpose of the request?
  - Document how the request for less stricter standards will produce development which is of higher standards than under current provisions of the Development Ordinance.
  - Document how there are no other reasonable development options or use of the property without the lesser standards.
  - Document how the lesser standards will provide for greater protection to property values of adjacent property owners than if standards of the Development Ordinance were to be used.
  - Submit a binding site plan (Conditional Zoning Sketch Plan) documenting the location of area of deviation.
  
5. **Types of Conditions:** In a Conditional Zoning District, conditions should not restate existing development ordinance requirements. Conditions may include but are not limited to the following:
  - a. Allowable or prohibited uses and location of use(s) upon the site.
  - b. Number of dwelling units (density) and timing of development.
  - c. Location and extent of supporting facilities (parking, driveways, access streets, rights-of-way, etc);
  - d. Transportation related conditions:
    - Right of way dedication for future road improvements.
    - Limit and/or restrict the number and location of vehicular access points to the site.
    - Provide turn lanes or offer other vehicular or pedestrian access conditions/restrictions.
    - The City of High Point Director of Transportation shall approve the exact location and design of all access points and turn lanes. In addition, the North Carolina Department of Transportation (NCDOT), shall also approve all construction and improvements for parcels abutting a state roadway.
  
  - e. Landscaping, Buffers and Screening Conditions:
    - Requiring specific type/species of planting material.
    - Require landscaping to be installed at a height or maturity level above the ordinance requirements.
    - Providing screening fences.
    - Require preservation of existing trees and vegetation.
    - Requiring higher standards of parking lot landscaping.

f. Any other items that will enhance compatibility and mitigate any negative impact upon adjacent property owners. Some examples are:

<ul style="list-style-type: none"><li>• <i>Site design / building orientation / building mass, scale and height</i></li><li>• <i>Combination of parcels (if more than one parcel of land is involved).</i></li><li>• <i>Exterior building materials, colors, architectural character &amp; style.</i></li><li>• <i>Additional environmental protection or preservation (above code requirements).</i></li><li>• <i>Limiting/shielding exterior lighting.</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Additional watershed protection measures.</i></li><li>• <i>Addressing neighborhood compatibility issues (outdoor storage, hours of operation, etc.)</i></li><li>• <i>Preservation of steep slope topography.</i></li><li>• <i>Additional sign restrictions.</i></li><li>• <i>Limiting particular uses by number (i.e. 1 gasoline sales establishment permitted)</i></li><li>• <i>Imposing the stricter corridor design guidelines on non-corridor roadways</i></li></ul>
--	---













**SIGNATURES**

It is understood and acknowledged that if the property is rezoned as requested and the Conditional Zoning District authorized, the property described in this request will be perpetually bound by the use(s) authorized and the conditions imposed, unless subsequently changed or amended as provided for a Title 9, Chapter 3, of the City Code.

It is further understood and acknowledged that plans for any development to be made pursuant to any such Conditional Zoning District so authorized shall be submitted to the Technical Review Committee and/or other such approval authorities for review in the same manner as other such plans now required to be approved by the City of High Point.

_____ Owner(s) Signature	_____ Address
_____ Owner(s) Print or Type Name	
_____ Owner(s) Signature	_____ Address
_____ Owner(s) Print or Type Name	
_____ Owner(s) Signature	_____ Address
_____ Owner(s) Print or Type Name	

---

If there are additional property owners, please attach an additional signature sheet with their names and signatures.

Corporations, Limited Liability Corporations, Partnerships or other similar entities please include notarized Official Corporate Certification authorizing representative to sign on behalf of the corporation.