

AGENDA
CARRBORO BOARD OF ALDERMEN
TUESDAY, NOVEMBER 10, 1998
7:30 P.M., TOWN HALL BOARD ROOM

Approximate Time*

7:30 - 7:40 A. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:40 - 7:45 B. CONSENT AGENDA

(1) **Approval of Minutes of Previous Meeting:** October 27, November 2, 1998

(2) **Award of Bid for Purchase of Police Vehicles**

The administration recommends that the bid for the purchase of four police vehicles be awarded to University Ford of Chapel Hill for a total cost of \$84,355.

(3) **Request to Set Public Hearing/Voluntary Annexation/600 Smith Level Road**

James and Nancy Hodgin have submitted a petition requesting annexation of the property located at 600 Smith Level Road into the Carrboro town limits. This property houses the Rock Haven Centre and consists of 4.79 acres. The administration recommends adoption of the attached resolution setting a public hearing on this request for December 1, 1998.

7:45 - 7:55 C. RESOLUTIONS, PROCLAMATIONS AND CHARGES

D. OTHER MATTERS

7:55 – 8:10
P/10 (1) **Report from Environmental Advisory Board**

The purpose of this item is to receive a report from Randy Dodd, a member of the Environmental Advisory Board, concerning stream buffers.

8:10 – 8:30
P/10 (2) **Report on Formation of Orange County Land Trust**

At the request of the Board of Aldermen, Alison Weiner will present a report on the formation of a land trust for Orange County.

8:30 – 9:00
P/5 (3) **Report on Development Review Process**

The purpose of this item is to describe the development review processes undertaken by the town and to receive comments from the Board of Aldermen.

9:00 – 9:05 E. MATTERS BY TOWN CLERK

9:05 – 9:15 F. MATTERS BY TOWN MANAGER

9:15 – 9:25 G. MATTERS BY TOWN ATTORNEY

9:25 – 10:25 H. MATTERS BY BOARD MEMBERS – Closed Session/Evaluation of Town Manager

*The times listed on the agenda are intended only as general indications. Citizens are encouraged to arrive at 7:30 p.m. as the Board of Aldermen at times considers items out of the order listed on the agenda.

BOARD OF ALDERMEN

ITEM NO. B(2)

AGENDA ITEM ABSTRACT MEETING DATE: November 10, 1998

SUBJECT: AWARD OF CONTRACT FOR PURCHASE OF FOUR(4) POLICE VEHICLES

DEPARTMENT: Administrative Services	PUBLIC HEARING: YES ____ NO <u>X</u> __
ATTACHMENTS:	FOR INFORMATION CONTACT: Katherine Duncan Purchasing Officer

PURPOSE

The purpose of this item is to award a contract for the purchase of four (4) police vehicles that are budgeted within the Patrol Division of the Police Department.

SUMMARY

The Capital Improvement Plan calls for systematic replacement of vehicles and equipment to maintain a reliable and cost-effective operations. Four (4) vehicles are recommended for purchase to replace aging patrol vehicles that are out of service in the Police Department.

Competitive bids were solicited, advertised and Requests for Proposals sent to eight (8) dealerships, including three minority firms advertised in the "Black Pages". Advertisements were placed in the Durham Herald, The Challenger and The Triangle Tribune. One (1) bid was received on October 27, 1998 from University Ford of Chapel Hill.

<u>The bid was as follows:</u>	<u>Price</u>
UNIVERSITY FORD	
1999 Ford Crown Victoria Police Interceptor	\$21,088.75
	<u> x 4 </u>
Total:	\$84,355.00

University Ford has offered vehicles that meet bid specifications at a total cost of \$84,355, an amount that is within the approved capital budget of \$93,000. In addition, University Ford is offering 20% off on list price for parts. Therefore, the bid from University Ford is acceptable to Administration.

ADMINISTRATION'S RECOMMENDATIONS

Award contracts for purchase of the four (4) police vehicles listed above to University Ford of Chapel Hill for a total of \$84,355.

BOARD OF ALDERMEN

ITEM NO. D(1)

AGENDA ITEM ABSTRACT

MEETING DATE: November 10, 1998

SUBJECT: Report from Environmental Advisory Board

DEPARTMENT: n/a	PUBLIC HEARING: YES ____ NO <input checked="" type="checkbox"/> __
ATTACHMENTS: Report from EAB	FOR INFORMATION CONTACT: Randy Dodd or Giles Blunden, Members, Environmental Advisory Board

PURPOSE

The purpose of this item is to receive a report from Randy Dodd, a member of the Environmental Advisory Board, concerning stream buffers.

SUMMARY

(See attached report.)

ACTION REQUESTED

To receive report.

BOARD OF ALDERMEN

ITEM NO.: B(3)

AGENDA ITEM ABSTRACT

MEETING DATE: NOVEMBER 10, 1998

SUBJECT: REQUEST TO SET A PUBLIC HEARING: VOLUNTARY ANNEXATION OF 600 SMITH LEVEL ROAD

DEPARTMENT: PLANNING DEPARTMENT	PUBLIC HEARING: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
ATTACHMENTS: PETITION FOR ANNEXATION DEED DESCRIPTION LOCATION MAP RESOLUTION	FOR INFORMATION CONTACT: ROY M. WILLIFORD, 968-7713	
THE FOLLOWING INFORMATION IS PROVIDED:		
(X) PURPOSE	(X) ACTION REQUESTED	() ANALYSIS
() SUMMARY	(X) RECOMMENDATION	

PURPOSE:

James L. & Nancy Hodgin submitted a PETITION FOR ANNEXATION on October 27, 1998. The PETITION FOR ANNEXATION requests that 600 Smith Level Road be annexed into the Town. The property located at 600 Smith Level Road houses the Rock Haven Centre and consists of 4.79 acres. The 4.79 acres to be annexed is contiguous to the Town of Carrboro, is tax map referenced 7.122.A.5F, and extends to the eastern edge of the Smith Level Road right-of-way.

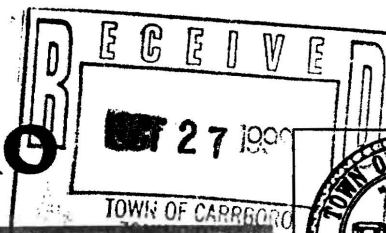
ACTION REQUESTED:

The Board of Aldermen is requested to set a public hearing for December 01, 1998 to consider the PETITION FOR ANNEXATION submitted by James L. & Nancy Hodgin.

RECOMMENDATION:

The Administration recommends that the Board of Aldermen adopt the attached resolution which sets a public hearing date for December 01, 1998.

TOWN OF CARRBORO



PETITION FOR ANNEXATION OF CONTIGUOUS PROPERTY

TO THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:

1) THE UNDERSIGNED, BEING THE OWNER OF ALL REAL PROPERTY LOCATED WITHIN THE AREA DESCRIBED IN PARAGRAPH #2 BELOW, REQUESTS THAT SUCH AREA BE ANNEXED TO THE TOWN OF CARRBORO, NORTH CAROLINA.

2) THE AREA TO BE ANNEXED IS CONTIGUOUS TO THE TOWN OF CARRBORO, AND IS LOCATED AT 600 Smith Level Rd AND TAX MAP REFERENCED 7-122-A-5F. THE BOUNDARIES OF SUCH TERRITORY ARE AS SHOWN ON THE METES AND BOUNDS DESCRIPTION ATTACHED HERETO.

3) A MAP (NO LARGER THAN 18" X 24") OF THE FOREGOING PROPERTY, SHOWING ITS RELATIONSHIP TO THE EXISTING CORPORATE LIMITS OF THE TOWN, IS ALSO ATTACHED HERETO.

4) THE TOTAL ACREAGE AND DWELLING UNITS LOCATED ON THIS PROPERTY ARE AS FOLLOWS:

4.79 ACRES 0 DWELLING UNITS

RESPECTFULLY SUBMITTED THIS 19 DAY OF OCT, 1998.

NAME:	<u>JAMES L. & NANCY T. HADGWIN</u>
ADDRESS:	<u>183 NORWOOD Rd.</u>
	<u>CHAPEL HILL, N.C. 27516</u>
OWNER/PRESIDENT:	<u>OWNERS</u>

ATTEST: _____ SECRETARY

I, Sarah W. Williamson, Town Clerk of the Town of Carrboro, do hereby certify that the sufficiency of the above-reference petition has been checked and found to be in compliance with G.S. 160A-31.

This the _____ day of _____, 19 ____.

TOWN CLERK: _____

FREEHOLD LAND SURVEYS, INC.

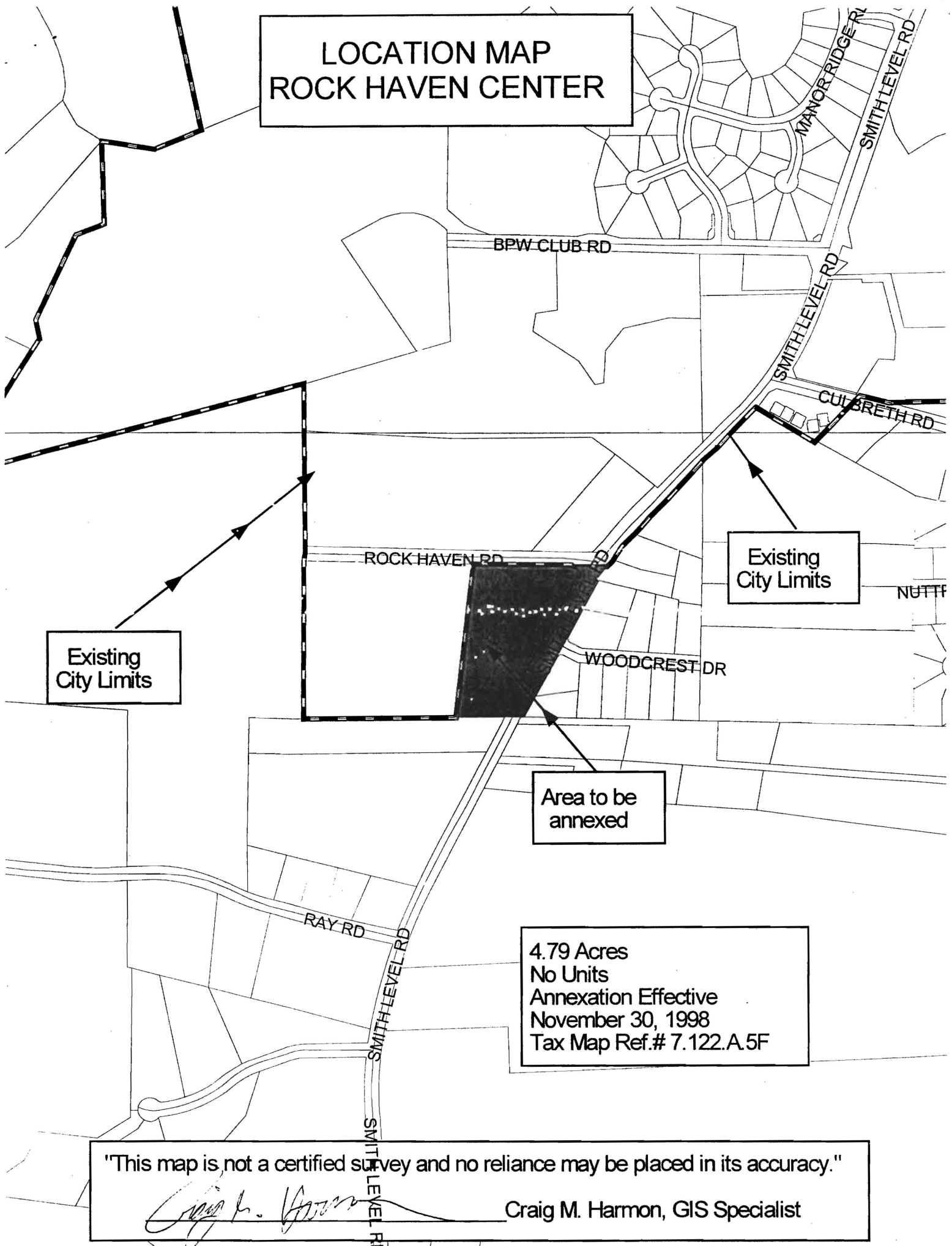


Post Office Box 188 ♦ 113 West Main Street ♦ Carrboro, North Carolina 27510

Phone (919) 929-8090 ♦ Fax (919) 942-0698 ♦ Email freehold@mindspring.com

Being all that tract of land lying and being in Chapel Hill Township, Orange County, North Carolina, and being further described as: Beginning at a point, the Northeast corner of Lot 2A of the Clifton W. Pendergrass Property, recorded in Plat Book 42, Page 78, in the Southern R/W of Rock Creek Road, a Sixty foot existing private R/W, running thence S 89 06 08 E 416.27 with the Rock Creek Road R/W to a point of curvature, thence with a clockwise curve to the right as the Rock Creek Road R/W merges into the Smith Level Road R/W (an existing public R/W) to a point, said curve having a radius of 30 feet and an arch length of 64.38 feet, running thence with the Western R/W of Smith Level Road (45 feet off the centerline of the existing pavement) S 33 50 57 W 17.46 feet to a point, continuing thence with said R/W S 30 06 22 W 103.55 feet to a point, thence S 28 00 37 W 100.60 feet to a point, thence S 27 52 27 W 458.58 feet to a point, thence leaving the Smith Level Road R/W and running with the line of Long N 89 28 49 W 183.11 feet to a point, the Southeast corner of Lot 2A, Clifton Pendergrass, and running thence with the Eastern line of said Lot 2A N 05 46 36 E 653.15 feet to the point and place of beginning and being all of Lot 2 B, Clifton W. Pendergrass, shown on a Plat by Fred P. Johnston, RLS and recording in Plat Book 42, Page 78, containing 4.79 acres.

LOCATION MAP ROCK HAVEN CENTER



4.79 Acres
No Units
Annexation Effective
November 30, 1998
Tax Map Ref. # 7.122.A.5F

"This map is not a certified survey and no reliance may be placed in its accuracy."

Craig M. Harmon, GIS Specialist

The following resolution was introduced by Alderman ____ and duly seconded by Alderman ____.

**A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER
THE ANNEXATION OF
ROCK HAVEN CENTRE
UPON THE REQUEST OF THE PROPERTY OWNERS
Resolution No. 14/98-99**

WHEREAS, the Town of Carrboro has received a petition from the owners of the Rock Haven Centre requesting that their property be annexed into the Town of Carrboro; and

WHEREAS, the Town Clerk has certified that the petition requesting the annexation of this property is sufficient in all respects under G.S. 160A-31.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Board of Aldermen hereby accepts this petition and shall hold a public hearing on December 1, 1998 to consider the voluntary annexation of this property.

Section 2. The Town Clerk shall cause a notice of this public hearing to be published once in the Chapel Hill News at least ten (10) days prior to the date of the public hearing.

Section 3. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this __ day of _____, 1998:

Ayes:

Noes:

Absent or Excused:

BOARD OF ALDERMEN

ITEM NO. D(2)

AGENDA ITEM ABSTRACT

MEETING DATE: November 10, 1998

SUBJECT: Report on Formation of a Land Trust for Orange County

DEPARTMENT: n/a	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: Report from Alison Weiner	FOR INFORMATION CONTACT: Alison Weiner

PURPOSE

At the request of the Mayor and Board of Aldermen, Alison Weiner will present a report on the formation of a land trust for Orange County.

SUMMARY

(See attached information.)

ACTION REQUESTED

To receive the report.

EXECUTIVE SUMMARY OF TASK FORCE RECOMMENDATIONS

What is a Community Land Trust (CLT)?

- Primarily, a CLT is a tool that allows for the long-term affordability of housing, by owning the land upon which the housing is built. The purchasers of the homes sign a land lease agreement with the CLT and pay a nominal lease fee each month.
- The CLT is governed by a volunteer board of directors that includes residents of the land trust, interested members of the community, and professionals that can provide expertise to the mission and tasks of the CLT.

Advantages of a CLT

- Provides Chapel Hill and Orange County with another means of creating affordable, diverse and stable housing, both rental and home-ownership.
- Offers leaseholders full rights of privacy and security through a 100-year renewable lease that can be transferred to their heirs.
- Keeps housing affordable for future generations by controlling the price owners receive when they sell their homes (use of a resale formula).

Disadvantages of a CLT

- Homeowners do not own the land and do not receive the full appreciation of their homes when they sell. Hence, a primary means of wealth accumulation is denied them.
- The 100-year lease implies a perpetual commitment to administer the terms of the lease.

Recommendation for Creation of CLT

- Establish a new 501(c)3 organization with a volunteer Board of Directors that establishes policy.
- Contract with Orange Community Housing (OCHC) to perform the administrative tasks, particularly the long-term relationship tasks. This will require additional resources from government over time.
- The CLT will not generally be responsible for the purchase of land. The developer (whether Habitat, OCHC or another non-profit) will typically perform those tasks.

Definition of a Community Land Trust (CLT)

A CLT is a private non-profit membership organization, made up of concerned citizens, created to acquire and hold land for future generations.

- A CLT protects the community's long-term interest by continuing to own land while conveying the long-term use of the land to individuals, cooperatives or other entities.
- A CLT offers lease holders full rights of privacy and security through a 100-year renewable lease that can be transferred to their heirs.
- A CLT can be established with new or existing housing or a combination of both.
- A CLT keeps housing affordable for future generations by controlling the price owners receive when they sell their homes.

Why have a CLT?

- A CLT would provide Orange County with another tool for creating affordable, diverse and stable housing, no matter if it is rental or home-ownership.
- A CLT would provide a resource that does not presently exist in Orange County and, at the same time, collaborate with existing organizations.

The difference between existing affordable housing efforts and what a land trust offers is the involvement of residents and concerned citizens. Residents are the heart of the community land trust. As a membership organization with members drawn from the land trust leaseholders and the wider community, as well as a Board of Directors composed of the same, a CLT can provide greater local control over land and housing ownership.

A CLT offers more than a developer who builds a house and then moves on to the next project. The CLT is a steward of the land it holds, a committed partner in how the land is used and cared for. As it partners with residents who lease the land, the CLT provides support with regard to the property, helping homeowners to be good homeowners while helping to keep housing affordable on a long-term basis.

Addressing CLT issues

In August, the Task Force held a work session with John Davis, a CLT consultant with Burlington Associates in Burlington, Vermont. Following John's suggested list of issues to be addressed, we present our responses thus far.

1. Defining "Community" (territory)

The CLT should serve Orange County and all jurisdictions within it.

Why should the governments within and of the County support and participate in a county-wide community land trust?

The Towns of Chapel Hill and Carrboro have each been actively exploring the potential for a land trust and other solutions for creating affordable housing. Orange County has passed its first housing bond. Because of the strong and active relationships between these governments, it makes sense to create an organization that will serve county-wide, not only for convenience, but to support the creation of long-term affordable and diverse housing throughout the County, which will benefit ALL citizens of the county.

2. Creating Corporation

We discussed three different structural approaches for establishing a CLT. All of these approaches will require allocation of additional resources.

1. CLT as a subsidiary of an existing non-profit organization

One of the key aspects of the CLT is that its Board includes owners of CLT homes. Often, CLT owners make up about one-third of the Board members. An existing non-profit would need to reorganize its board, as well as revise its mission and objectives, in order to accommodate this provision.

2. CLT as a new corporation which handles all tasks itself

Starting a new organization from scratch will require funding for staff, office space, and equipment and will take some time to get off the ground due to inexperience and no track record.

3. CLT as a new corporation which contracts some or all of its work with other organizations

Starting a new 501(c)3 organization with a Board of Directors made up of a diverse representation of the County community which collaborates with existing organizations and governments to execute tasks will more effectively use existing resources and will require less additional resources and less start-up time than Approach #2.

We recommend a structure which is a hybrid of No. 1 and No. 3: **A CLT as a new corporation which contracts a single organization to administer the tasks of the organization.** In this case, **Orange Community Housing Corporation will serve as the administrator for the CLT.**

It is important that the efforts of the CLT do not compete with other affordable housing efforts. Rather, it will seek to collaborate with other groups.

3. Choosing Roles (and roles of partners)

The Board of Directors will be responsible for establishing the policies of the CLT. Orange Community Housing Corporation will administer the tasks. The Board will contract OCHC to perform the administrative tasks. Development of land and housing, as well as the marketing and selling of homes, will be done either by OCHC or other housing developers. The Board and OCHC will be responsible for education and outreach.

Task force recommendations:

1. It is understood that the establishment of a CLT is a long-term commitment to the community and the residents it serves.
2. A CLT should be established to serve all of Orange County.
3. The CLT will be a non-profit 501(c)3 membership organization that will have a volunteer Board of Directors. It will not have staff initially but will contract Orange Community Housing Corporation to implement its tasks.
4. The initial Board of Directors for the CLT shall include potential homeowners, community members, and a representative from each of the governments within the County.
5. The initial tasks of the land trust will be implemented as follows:
 - Policy: Board of Directors
 - Administration: OCHC
 - Pre-development and development of land and housing: non-profit housing developers
 - Education and Outreach: Board of Directors and OCHC
6. The first project will be Scarlett Drive in Chapel Hill. With the assistance of the Town of Chapel Hill, the pre-development of Scarlett Drive is presently being carried out by Orange Community Housing Corporation. Committing the project to the CLT can be included in this phase, and can provide a great start for the implementation of the CLT.
7. The Board will work closely with the staff of all participating governments and the emerging county housing coalition to develop future land trust projects.
8. The Task Force, having completed its work, with the consent of the Town Council, will become the Steering Committee for the CLT. This committee will be responsible for developing expertise on the CLT model and for organizing the CLT, developing the Bylaws, Articles of Incorporation, Lease and Resale Formula and educating the private and public sectors.
9. Upon acceptance of the Task Force recommendations, the participating governments shall make staff, facilities, and resources available, as they are able, at the request of the CLT Steering Committee.
10. Include the CLT in the revised Chapel Hill Comprehensive Plan and Shaping Orange County's Future proposal.

Tasks for a Community Land Trust

1. Organizational development

- Incorporation of 501(c)3 organization
- Establish Board of Directors

2. Establish an ongoing process for identifying potential building sites

3. Once a site is found it must be optioned (requires funding) and evaluated:

- Assess topography
- Address infrastructure issues: water and sewer availability; suitability for septic
- Current zoning/determine possible uses
- Determine worth of property based on probable use (consult with possible developers)
- Other due diligence tasks such as environmental assessment

4. If land looks viable:

- Make offer; negotiate with seller; execute option on behalf of Trust
- Hire professionals for appraisal and title search
- Secure funding commitment(s) to execute purchase
- Trust must have capacity to apply for funding

5. If land is purchased:

- Hire attorney to handle closing
- Pay for title insurance, legal fees and property taxes
- Obtain general liability insurance
- Have someone able to execute closing documents

6. While land is held:

- Pay taxes and insurance
- Take care of any necessary maintenance on the property
- Meet with potential developers of the property. Work with Board of Directors to generate RFP for developing the land, then evaluate proposals, make recommendation to Board and have agreement written by an attorney detailing the nature of the contract between the land trust and the developer.

7. While housing is being developed:

- Outreach to community-at-large, and potential homeowners
- Sales and marketing effort, or training of realtor
- Role of land trust during construction to ensure quality of product?
- Secure attorney stipulation letters from would-be homebuyers
- Assist prospective homebuyers with financing, both private and public

8. When housing is held by leaseholder/homeowner:

- Pay taxes and insurance on land; collect ground lease fees
- Work with homeowners to maintain homes
- Serve as a 'backstop' to prevent foreclosure
- Annual tax preparation – work with auditors
- Educating community about land trusts (potential buyers)
- Educating realtors, bankers, Board of Directors, etc.
- Implement buy-back provisions; use of resale formula
- Work with homeowners on improvements (what is allowed and what counts toward recapture)
- With townhomes there is an additional layer of organization – additional explaining and working with owners to understand responsibility sharing
- Provide staff support to the CLT board

9. When housing on leased land is to be resold:

- Inspect units
- Maintain waiting list of pre-qualified buyers
- Calculate resale price
- Market units
- Educate would-be homebuyer

Other considerations/costs: Additional resources may be necessary.

BOARD OF ALDERMEN

ITEM NO. D(3)

AGENDA ITEM ABSTRACT

MEETING DATE: November 10, 1998

SUBJECT: Development Review Process

DEPARTMENT:	PLANNING	PUBLIC HEARING: YES _____ NO <u>X</u>
ATTACHMENTS: 1. Development Review Schedule for CUP's 2. Development Review Schedule for SUP's 3. Administrative Procedures: a) CUP &/or SUP Process b) Zoning Permit Process c) Construction Plan Approval Process 4. LUO Appendices: a) Appendix A <i>Information Required with Applications</i> b) Appendix I <i>Storm Drainage Design Manual</i> 5. Hand-outs a) Land Use And Development b) Construction Plan Approval c) Subdivision Checklist d) Commercial Development Checklist		FOR INFORMATION CONTACT: Roy M. Williford, 968-7713
THE FOLLOWING INFORMATION IS PROVIDED:		
(X) Purpose	(X) Action Requested	() Analysis
() Summary	() Recommendation	

The purpose of this item is to describe the development review processes undertaken by the Town of Carboro and to receive comments from the Board of Aldermen.

Land Use Permit Processes

The Planning Department is responsible for administering numerous processes associated with the regulation of the community's growth and development. Different regulatory mechanisms are employed by the town to address both current and anticipated land use/building activities. The following table outlines the basic activities employed by the Town:

Planning and Development Processes

Category	Type of Power	Process	Authority
Land use Permit	Administrative	Zoning Permit	Land Use Administrator
	Quasi-Judicial	Special Use Permit	Board of Adjustment
	Quasi-Judicial	Conditional Use Permit	Board of Aldermen
	Quasi-Judicial	Certif. of Appropriateness	Historic Dist. Comm.
	Quasi-Judicial	Special Exception Permit	Board of Adjustment

Planning and Development Processes

Category	Type of Power	Process	Authority
Other Bd. of Adjustment			
	Quasi-Judicial	Interpretations	Board of Adjustment
	Quasi-Judicial	Appeals	Board of Adjustment
	Quasi-Judicial	Variances	Board of Adjustment
Amendment			
	Legislative	Text Amendment	Board of Aldermen
	Legislative	Zoning Map amendment	
	Legislative	Major	Board of Aldermen
	Legislative	Minor	Board of Aldermen
Enforcement			
	Administrative	Building Code	Building Inspector
	Administrative	Minimum Housing Code	Building Inspector
	Administrative	Land Use Violations	Land Use Administrator
	Administrative	Stop Work Orders	Land Use Administrator & Building Inspector
	Administrative	Final Plat Approval	Town Manager
	Administrative	Construction Plan Approve	Land Use Administrator
Joint Planning			
	Contract/Agreement	Agreement Amendment	CH, Car., OC
	Contract/Agreement	Plan Amendment	CH, Car., OC
	Contract/Agreement	Map Amendment	CH & OC or Car. & OC
	Contract/Agreement	Ordinance Text Amed.	CH & OC or Car. & OC
	Contract/Agreement	Courtesy Review	Administrative

This report focuses on the three basic land use permits established by the Ordinance which includes the Zoning Permit (ZP), Special Use Permit (SUP), and the Conditional Use Permit (CUP). The type of permit required for a particular activity in the Land Use Ordinance is determined by the Board of Aldermen through the legislative process. As a rule of thumb, the greater the potential impact that a particular use may have on surrounding properties and on the community, the higher the permit level that is required. All permits require the staff to review the application to assure that the Land Use Ordinance requirements are being met. The zoning permit is issued by the Zoning Administrator and can usually be completed within a week or so except for more complicated commercial projects and difficult sites. The SUP and CUP processes usually take from 90 to 120 days to process from the time that an application is determined by the staff to be complete. Both processes require considerable review by the Town's advisory boards and extensive public notification. In November of 1987 the Board of Aldermen adopted the attached development review schedules to provide guidance and structure for both the staff and the public.

The Planning Staff has developed administrative procedures that include descriptions of the steps needed to process each of the three basic types of land use permits. Descriptions of these processes as well as public information and checklist handouts are attached. Also attached are copies of Land Use Ordinance "Appendix A - Information Required with Applications" and "Appendix I - Storm Drainage Design Manual."

DEVELOPMENT REVIEW SCHEDULE FOR CONDITIONAL USE PERMITS

DATES	EVENTS
1 ST MONDAY	Receive completed application by noon for review.
1 ST TUESDAY	PLANS GIVEN TO DEPARTMENT DIRECTORS FOR REVIEW. STAFF REVIEW MEETING (GENERAL DISCUSSION).
2 ND TUESDAY	SPECIFIC WRITTEN COMMENTS DUE FROM STAFF. LETTER TO DEVELOPER OF REVISIONS REQUIRED.
2 WEEKS PRIOR TO 1 ST THURSDAY OF THE MONTH	REVISED APPLICATION MUST BE COMPLETE.
4 TH TUESDAY	REVISED STAFF REPORT FOR FINAL STAFF REVIEW.
LAST THURSDAY OF THE MONTH	STAFF REPORT FOR JOINT REVIEW MEETING MAILED TO APPLICANT AND ADVISORY BOARDS. NOTICE SENT TO PROPERTY OWNERS WITHIN 1000 FEET.* PROPERTY POSTED.
1 ST THURSDAY	JOINT REVIEW MEETING (3 PROJECTS MAXIMUM)
1 ST TUESDAY	AGENDA ITEM DUE FOR SETTING PUBLIC HEARING DATE.
2 ND TUESDAY	ALDERMEN SET PUBLIC HEARING DATE.
10 DAYS PRIOR TO PUBLIC HEARING	NOTICE TO PROPERTY OWNERS AND DEVELOPERS.
9 DAYS PRIOR TO PUBLIC HEARING	LEGAL AD TO RUN
7 DAYS PRIOR TO PUBLIC HEARING	PROPERTY POSTED. AGENDA ITEM/STAFF REPORT WITH ADVISORY BOARD RECOMMENDATIONS FOR PUBLIC HEARING.
WEDNESDAY BEFORE PUBLIC HEARING	MAIL STAFF REPORT TO APPLICANT AND ORIGINAL GIVEN TO TOWN CLERK BY NOON.
FRIDAY BEFORE PUBLIC HEARING	AGENDA PACKETS DISTRIBUTED TO BOARD OF ALDERMEN AND ADVISORY BOARD CHAIRPERSONS.
4 TH TUESDAY	PUBLIC HEARING
1 ST TUESDAY	- ANY SPILLOVER-

NOTE: PROJECTS TAKE APPROXIMATELY THREE (3) MONTHS. IN SOME CASES THIS TIME PERIOD MAY BE EXTENDED OR REDUCED DEPENDING UPON THE PROJECT.

ADOPTED BY THE BOARD OF ALDERMEN NOVEMBER 24, 1987
AMENDED APRIL 15, 1997

DEVELOPMENT REVIEW SCHEDULE FOR SPECIAL USE PERMITS

DATES	EVENTS
1 ST MONDAY	Receive completed application by noon for review.
1 ST TUESDAY	Plans given to Department Directors for review. Staff review meeting (general discussion).
2 ND TUESDAY	SPECIFIC WRITTEN COMMENTS DUE FROM STAFF. Letter to developer of revisions required.
2 WEEKS PRIOR TO 1 ST THURSDAY OF THE MONTH	REVISED APPLICATION MUST BE COMPLETE.
4 TH TUESDAY	Revised Staff Report for final staff review.
LAST THURSDAY OF THE MONTH	Staff Report for Joint Review Meeting mailed to applicant and Advisory Boards. Notice sent to property owners within 250 feet. Property Posted.
1 ST THURSDAY	Joint Review Meeting (3 projects maximum)
10 DAYS PRIOR TO PUBLIC HEARING	Notice to property owners and developers.
9 DAYS PRIOR TO PUBLIC HEARING	Legal ad to run
7 DAYS PRIOR TO PUBLIC HEARING	Property Posted. Agenda packets mailed to Board of Adjustment and Applicant.
1 ST OR 3 RD WEDNESDAY	Public Hearing

NOTE: PROJECTS TAKE APPROXIMATELY THREE (3) MONTHS. IN SOME CASES THIS TIME PERIOD MAY BE EXTENDED OR REDUCED DEPENDING UPON THE PROJECT.

ADOPTED BY THE BOARD OF ALDERMEN NOVEMBER 24, 1987

CONDITIONAL &/OR SPECIAL USE PERMIT PROCESS

Conditional Use Permits (CUPs) are granted by the Board of Aldermen.
Property owners within 1000 feet of a CUP project are notified.

Special Use Permits (SUPs) are granted by the Board of Adjustment.
Property owners within 150 feet of a SUP project are notified.

APPLICANT

Approach the Town regarding a Land Use Permit

PROGRAM SUPPORT ASSISTANT

Refer applicant to Zoning Staff member.

ZONING STAFF

Schedule an appointment with applicant to answer questions, provide applicant with fee information, outline the development process procedures, explain that a meeting with the impacted neighborhood residents is encouraged, explain how to complete (what information is needed) the Land Use Permit Application, and give the applicant a Land Use Permit Application for completion and submission to the Town. [**INFORMATIONAL MEETING**]

APPLICANT

Submit to the Program Support Assistant:

1. A completed Land Use Permit Application.
2. The total amount of the fees due to process this application. [**THIS AMOUNT WAS QUOTED AT THE INFORMATIONAL MEETING BY ZONING STAFF.**]
3. One (1) set of plans. [**FOR ZONING DIVISION REVIEW ONLY. THIS SET OF PLANS WILL BE USED TO CHECK FOR COMPLIANCE WITH THE CHECK LIST ONLY.**]

PROGRAM SUPPORT ASSISTANT

1. Accept the Application and Plans.
2. Check the Application for completeness.
3. Issue, to the applicant, a **PLANNING DEPARTMENT PAYMENT FORM** for the amount of fees owed.
4. Log-in Application and Plans on the Daily Log.
5. Create file and write file name in ink onto the file label area.
6. Give the Application and Plans to the Zoning Administrator.

APPLICANT

1. Give payment and the **PLANNING DEPARTMENT PAYMENT FORM** to the downstairs receptionist for fees owed.

ZONING ADMINISTRATOR

1. Assign project to zoning staff member.

PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS)

1. Initiate a **LAND USE PERMIT TRACKING FORM** (file folder/computer).
2. Complete Compliance Checklist (including fees, stamped envelopes, etc.)
3. Review the Plans.
4. Send Letter of Introduction and request for additional information if applicable.

[NOTE: THIS STEP COULD BECOME A MULTIPLE SUBMITTAL PROCESS UNTIL ALL REQUIREMENTS OF THE CHECKLIST ARE MET.]

5. Send Final Letter of Acceptance to Applicant.
 - a) *With request for seventeen (17) copies of revised plans.*
 - b) *Enclose a generic review schedule*

[LETTER SHOULD EXPLAIN GENERALITY OF THE REVIEW SCHEDULE AS WELL AS COMMON REVIEW PROBLEMS, I.E., DRAINAGE ISSUES, ETC.]

APPLICANT

1. Submit seventeen (17) copies of Revised Plans.

PROGRAM SUPPORT ASSISTANT

1. Accepts Revised Plans.
2. Log-in Revised Plans on Daily Log.
3. Gives List of Review Personnel/Agencies to responsible Zoning staff member.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Check appropriate recipients on the List of Review Personnel/Agencies.
2. Return to Program Support Assistant.

[NOTE: TURN-AROUND TIME TO LOG-IN THE REVISED PLANS AND DISTRIBUTE THEM TO THE APPROPRIATE RECIPIENTS IS TWENTY-FOUR (24) HOURS.]

PROGRAM SUPPORT ASSISTANT

1. Per the List of Review Personnel/Agencies, the Revised Plans are distributed.
2. **"NOTE TO FILE"** sheet is created for the file which lists the date and to whom the Revised Plans were distributed.

P/ZDS AND TOWN ENGINEER

1. Review Plans for compliance with Land Use Ordinance requirements and engineering standards.

APPROPRIATE REVIEW PERSONNEL/AGENCIES

[DOT, EROSION CONTROL, SCHOOL SYSTEM, UTILITIES, PUBLIC WORKS, ETC.]

1. Review Plans for compliance with requirements of their respective departments/agencies.
2. Send comments to the Zoning Division.

P/ZDS AND TOWN ENGINEER

1. Send comments to applicant as necessary.
2. Work with Applicant to complete plans

[NOTE: THIS STEP COULD BECOME A MULTIPLE SUBMITTAL PROCESS UNTIL ALL COMMENTS ARE ADDRESSED.]

APPROPRIATE REVIEW PERSONNEL/AGENCIES

1. Submit final comments to Zoning.
2. Submit sign-off (approval) letters to the P/ZDS.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Complete Preliminary Staff Report with comment summary.
2. Review with Zoning Administrator
3. Send Preliminary Report to Program Support Assistant to schedule for Development Review.
4. Inform Applicant of scheduled Development Review meeting.

PROGRAM SUPPORT ASSISTANT

1. Schedule for Development Review.
2. Distribute Development Review Agenda.

TOWN STAFF, TOWN ENGINEER, APPLICANT

1. Development Review meeting.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Request Site Plan changes, if applicable, based on outcome of comments from Development Review meeting.

APPLICANT

1. Resubmit Plans.

[5 FULL SIZED AND 40-60 REDUCED SIZED; DEPENDING ON THE PROJECT.]

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Finalize staff report
2. Send Applicant a **PROPOSED** review schedule for the project.
3. Staff Report finalized for advisory board review [**ONE DAY BEFORE SCHEDULED MAIL OUT; PLACE REPORT & PLANS IN APPROPRIATE REVIEW BOARD'S BOX.**]
4. Notice to property owners. [**NOT REQUIRED, BUT PRACTICED; 10 DAYS PRIOR TO JOINT REVIEW MEETING.**]
5. Post affected property. [**ONE WEEK PRIOR TO JOINT REVIEW MEETING.**]

ADMINISTRATIVE ASSISTANT & PROGRAM SUPPORT ASSISTANT

1. Mail out Joint Review Agenda packets. [**ONE WEEK PRIOR TO JOINT REVIEW MEETING.**]

JOINT REVIEW MEETING

1. Staff presentation
2. Question and Answer session between staff, joint review boards, applicant, engineer, citizens, etc.
3. Recommendations made by the joint review boards.

STAFF

1. Prepare recommendations of their respective joint review boards.
2. Get the approval of the staff-prepared recommendation from respective joint review board chairperson.
3. Prepare the Minutes of the respective joint review advisory board.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Prepare Agenda Item Abstract to request a public hearing be set.
2. Submit to Town Clerk two (2) weeks prior to the meeting that the Board of Aldermen will set the public hearing date.

BOARD OF ALDERMEN

1. Set the public hearing date.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Revise Staff Report and complete abstract agenda item.
2. Mail notice to adjacent property owners. [**10 DAYS PRIOR TO THE PUBLIC HEARING**]
3. Notice to news media. [**7 TO 15 DAYS PRIOR TO THE PUBLIC HEARING.**]
4. Post Property [**7 DAYS PRIOR TO THE PUBLIC HEARING.**]
5. Public Hearing Agenda Item Abstract submitted to the Town Clerk. [**2 WEEKS PRIOR TO THE PUBLIC HEARING**]

DEPARTMENT HEADS' MEETING

1. Agenda Item Abstracts are scrutinized.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Make appropriate changes to Agenda Item Abstract, if applicable.
2. Resubmit *CONDITIONAL USE PERMIT* Agenda Item Abstract to Town Clerk for mailing.

OR

2. Resubmit *SPECIAL USE PERMIT* Agenda Item Abstract to Program Support Assistant for mailing

TOWN CLERK

1. **BOARD OF ALDERMEN** agenda packets distributed (*CONDITIONAL USE PERMIT* Agenda Item Abstract). [**FRIDAY AFTERNOON; PRIOR TO TUESDAY PUBLIC HEARING DATE.**]

OR

PROGRAM SUPPORT ASSISTANT

1. **BOARD OF ADJUSTMENT** agenda packets distributed (*SPECIAL USE PERMIT* Agenda Item Abstract). [**ONE WEEK PRIOR TO THE SCHEDULED BOARD OF ADJUSTMENT MEETING.**]

BOARD OF ALDERMEN

1. Public Hearing held.
2. Close and/or Continue public hearing.
3. Grant or Deny *CONDITIONAL USE PERMIT*.

BOARD OF ADJUSTMENT

1. Public Hearing held.
2. Close and/or Continue public hearing.
3. Grant or Deny *SPECIAL USE PERMIT*.

TOWN CLERK

1. Prepare recordable *CUP*.
2. Submit to Program Support Assistant

PROGRAM SUPPORT ASSISTANT

1. Prepare recordable *SUP*.

PROGRAM SUPPORT ASSISTANT

1. Submit *CUP* to appropriate Zoning Staff member for review and approval.
2. Send *CUP* to applicant for notarized signature.

PROGRAM SUPPORT ASSISTANT

1. Submit *SUP* to appropriate Zoning Staff member for review and approval.
2. Send *SUP* to applicant for notarized signature.

APPLICANT

1. Return *CUP* with notarized signature to Zoning Division.

APPLICANT

1. Return *SUP* with notarized signature to Zoning Division.

PROGRAM SUPPORT ASSISTANT

1. Submit *CUP* or *SUP* to Town Clerk for execution (affix town manager and town clerk signatures and town seal).

TOWN CLERK

1. Submit executed permit to Program Support Assistant.

PROGRAM SUPPORT ASSISTANT

1. Request check from Finance Department for the amount to have document (*CUP* or *SUP*) recorded by the Orange County Register of Deeds Office.
2. Submit document, with check, to the Orange County Register of Deeds Office for recording.

ORANGE COUNTY REGISTER OF DEEDS OFFICE

1. Submit recorded document to Town Clerk's Office.

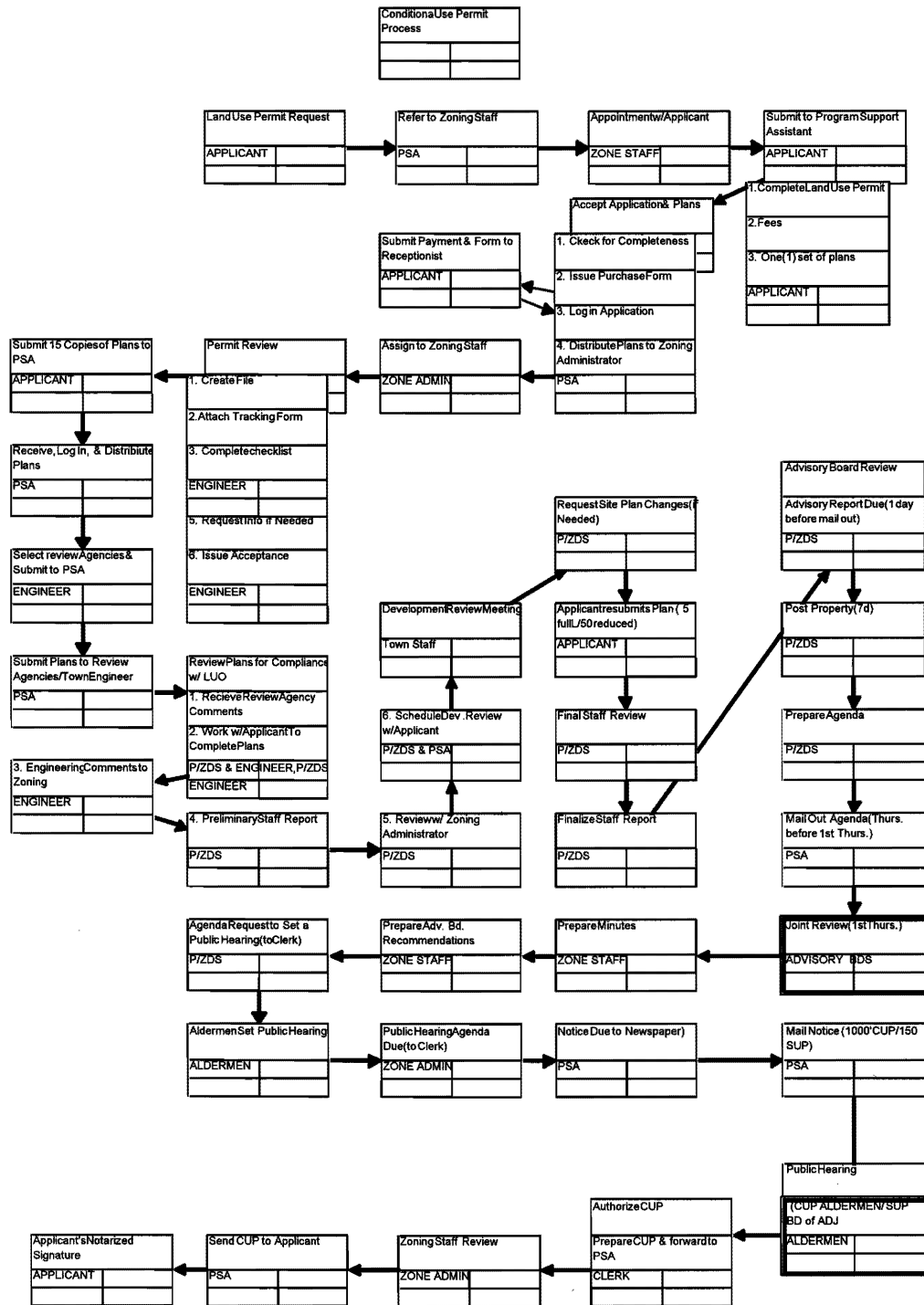
TOWN CLERK

1. Submit recorded document to Zoning Division.

PROGRAM SUPPORT ASSISTANT

1. File original, recorded document in appropriate file.
2. Send a copy of the recorded document to the applicant.

CONDITIONAL/SPECIAL USE PERMIT PROCESS



ZONING PERMIT PROCESS

Zoning Permits are issued by the Zoning Administrator.

Due to the diverse land uses (commercial, office/assembly, residential, residential additions, home occupation, etc.) and the specific land use permit requirements for each; the following process outlines a very generic process followed in issuing a zoning permit.

APPLICANT

Approach the Town regarding a Zoning Permit.

PROGRAM SUPPORT ASSISTANT

1. Provide Applicant with Land Use Permit Application, fee schedule, and any other published information regarding this permit.

OR

1. Check with Zoning Administrator to determine which staff member will oversee the issuance of this permit.
2. Check with appropriate Zoning Staff member to determine time for Informational Meeting.
3. Give Applicant Zoning Staff member's name and schedule appointment for Informational Meeting.

APPLICANT & PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS) [INFORMATIONAL MEETING]

1. Applicant explains request for land use permit, poses questions,
2. P/ZDS responds to explanation and questions.
3. P/ZDS determines the type of land use permit required.
4. P/ZDS explains the permit process.
5. P/ZDS explains the fees associated with land use permit (up-front fees, engineering fees, etc.).
6. P/ZDS explains the informational requirements of the land use permit.
7. P/ZDS refers the Applicant to the Fire and/or Public Works Departments for their informational requirements (fire protection, solid waste), if applicable.
8. P/ZDS informs Applicant of the number of site plans needed.

APPLICANT

1. Submit completed Land Use Permit Application.
2. Submit the number of site plans requested by P/ZDS.
3. Submit required, additional information (fire protection, solid waste), if applicable.
4. Submit check/money order in the amount of permit fees quoted by P/ZDS.

PROGRAM SUPPORT ASSISTANT

1. Accept application and support information from Applicant.
2. Issue, to the Applicant, a **PLANNING DEPARTMENT PAYMENT FORM** for the amount of fees owed.
3. Log-in application, site plans, and support information on the Daily Log.
4. Submit application, site plans, support information, and Distribution Sheet to the P/ZDS.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Initiate **LAND USE PERMIT TRACKING FORM**.
2. Review application, site plans, and support information for completeness.
3. Inform Applicant of additional required information, if applicable.

[NOTE: THIS STEP COULD BECOME A MULTIPLE SUBMITTAL PROCESS UNTIL ALL REQUIRED INFORMATION IS RECEIVED.]

4. Complete Distribution Sheet.
5. Submit Distribution Sheet and site plans to Program Support Assistant.

PROGRAM SUPPORT ASSISTANT

1. Distribute site plans to the appropriate review agencies per the Distribution Sheet.
2. Create "**NOTE TO FILE**" sheet, which lists the date and to whom the Site Plans were distributed to, for the file.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Receive all comments from review agencies.
2. Review all information in the file for completeness.
3. Request from Applicant, staff, or review agencies any required information for completeness to be met.

[NOTE: THIS STEP COULD BECOME A MULTIPLE SUBMITTAL PROCESS UNTIL ALL REQUIRED INFORMATION IS RECEIVED.]

4. Ensure that Land Use Ordinance requirements are met.
5. Ensure that all applicable fees have been paid.
6. Prepare zoning permit for issuance to Applicant.
7. Place a copy of zoning permit in the file.
8. Keep a copy of zoning permit in the Zoning Permit Book.
9. Inform Applicant that the zoning permit is ready.
10. Submit complete file to Program Support Assistant.

APPLICANT

1. Pick up zoning permit.

PROGRAM SUPPORT ASSISTANT

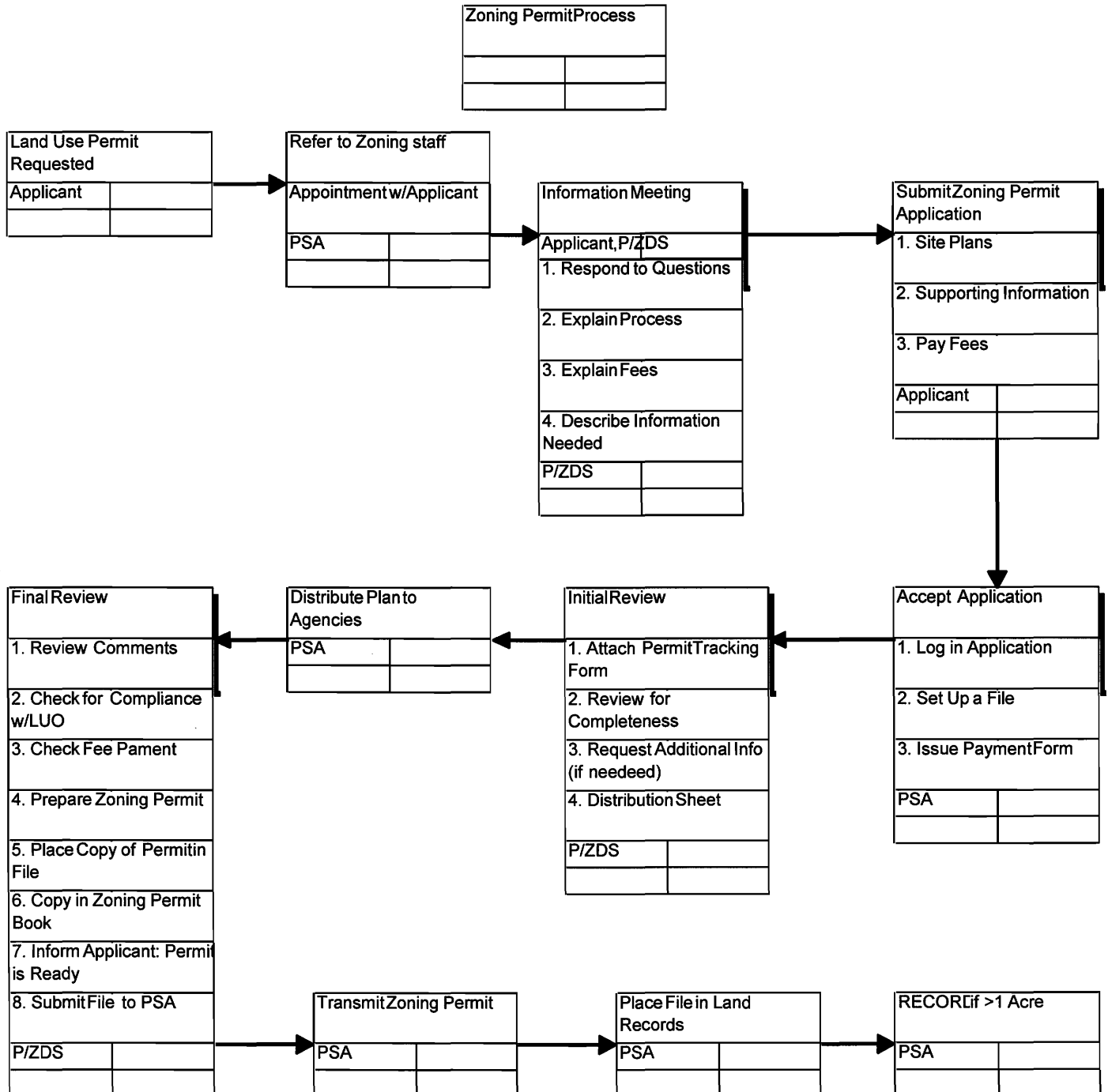
1. Prepare label for file folder.
2. Place labeled file folder in the permanent zoning files.

NOTE:

Zoning Staff is encouraged to refer to the Carrboro Land Use Ordinance to familiarize themselves with the appropriate process to follow in assisting the issuance of a zoning permit. Questions are to be directed to the Zoning Administrator or Planning Director.

As stated at the beginning of this generic process, procedures and requirements differ according to the particular land use.

ZONING PERMIT PROCESS



CONSTRUCTION PLAN REVIEW PROCESS

NOTE: *The Construction Plan Review Process can only be utilized after the project has received a land use permit (conditional use, special use, or zoning) through the Zoning Division.*

APPLICANT

Approach the Town regarding construction plan approval.

PROGRAM SUPPORT ASSISTANT

1. Provide Applicant with an application form and support information (i.e., check list, etc.).
2. Check with Zoning Administrator to determine who is to be assigned to assist with this process.
3. Schedule appointment with Zoning Staff member.

APPLICANT

1. Receive, review, and complete application.
2. Submit application to the Zoning Division.

PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS)

1. Receive and review application with Applicant.
2. Explain the construction plan review process (up-front applicable fees, engineering fees, timeline, information required, etc.)

APPLICANT

1. Submit completed application to the Zoning Division with:
 - a) ten (10) copies of construction drawings.
 - b) one (1) set of drainage calculations.
 - c) check/money order for the total amount of up-front applicable fees.

PROGRAM SUPPORT ASSISTANT

1. Receive completed application, construction drawings, and drainage calculations.
2. Complete a **PLANNING DEPARTMENT PAYMENT FORM** for up-front applicable fees received and give **FORM** to Applicant.
3. Log-in all information to the Daily Log.
4. Create file folder with the four database fields (subdivision, address, tax map reference, project type).
5. Submit all received information, along with a Distribution Sheet, to the appropriate P/ZDS.

APPLICANT

1. Take check/money order for up-front applicable fees and **PLANNING DEPARTMENT PAYMENT FORM** to payment window on first floor.

PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS)

1. Receive information and Distribution Sheet from Program Support Assistant.
2. Complete Distribution Sheet (designating appropriate reviewers).
3. Return completed Distribution Sheet, construction plans, and drainage calculations to Program Support Assistant.

PROGRAM SUPPORT ASSISTANT

1. Distribute construction plans to review staff/agencies per the designations of the Distribution Sheet.
2. Distribute drainage calculation per the designations of the Distribution Sheet (town engineer always; others as designated).
3. Create "**NOTE TO FILE**" sheet, which lists the date and to whom the construction plans were distributed, and give the **NOTE** to the appropriate P/ZDS to insert in the appropriate file folder.

PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS)

1. Review construction plans to ensure that the plans reflect the approved permit plans.
2. If additional information is required or inconsistencies exist, the Applicant is informed.

[NOTE: THIS STEP COULD BECOME CYCLICAL UNTIL ALL REQUIREMENTS ARE MET.]

TOWN ENGINEER

1. Review construction drawings to ensure that Town engineering standards are properly addressed.
2. Redline construction drawings.
3. Examine drainage calculations.
4. Receive comments/recommendations from review agencies.
5. Work with review agencies to incorporate valid comments/recommendations.
6. Work with Applicant to produce approvable construction drawings.

[NOTE: THIS STEP COULD BECOME CYCLICAL UNTIL ALL REQUIREMENTS ARE MET.]

7. Notify, in writing, the appropriate Zoning Staff member (Zoning Administrator or the Planner/Zoning Development Specialist) that the construction drawings are complete and ready for approval.

PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS)

1. Receive approval notification from Town Engineer.
2. Ensure land use permit compliance.
3. Request the Applicant to *submit six (6) complete sets* of the Final Construction Drawings, with the **REQUIRED ATTACHMENTS, to the Town Engineer**

[NOTE: REQUIRED ATTACHMENTS GENERALLY INCLUDE: 1 SET OF DRAINAGE CALCULATIONS; OWASA APPROVAL; UTILITY (GAS, TELEPHONE, CABLE TV, ETC.) APPROVAL; ORANGE COUNTY EROSION CONTROL APPROVAL; NCDOT DRIVEWAY PERMITS/NCDOT AND/OR TOWN RIGHT-OF-WAY ENCROACHMENT AGREEMENTS.]

APPLICANT

1. Submit six (6) complete sets of construction drawings, with the attachments, to the Town Engineer.
2. Install all required tree protection fencing.
3. Request Zoning Staff inspection of tree protection fencing.

TOWN ENGINEER

1. Receive and review the six (6) complete sets of construction drawings, with the attachments.
2. Sign and date each set of construction drawings and the attachments.
3. Stamp "**APPROVED**" on each set of construction drawings and the attachments.
4. Send the six "**APPROVED**" complete sets of construction drawings, with the attachments, to the Zoning Division.

PROGRAM SUPPORT ASSISTANT

1. Log-in the six "**APPROVED**" complete sets of construction drawings, with the attachments.
2. Deliver the six "**APPROVED**" complete sets of construction drawings, with the attachments, to the appropriate Zoning Staff member.

PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS)

1. Certify tree protection compliance.
2. Stamp "**APPROVED**" on each set of construction drawings and the attachments.
3. Sign (Zoning Administrator or designee) and date each set of construction drawings and the attachments.
4. Place **APPROVED** information in appropriate project file.
5. Place completed project file in Program Support Assistant's in-box.

PROGRAM SUPPORT ASSISTANT

1. Create file folder label for completed project file.
2. Place file in permanent Zoning Division file system.

APPLICANT

1. Schedule on-site pre-construction meeting.

[NOTE: ATTENDEES INCLUDE: APPROPRIATE TOWN STAFF, TOWN ENGINEER, UTILITY COMPANIES, ORANGE COUNTY EROSION CONTROL, NCDOT AND/OR CHAPEL HILL TRANSIT (IF APPLICABLE).]

PRE-CONSTRUCTION SITE MEETING

1. Appropriate parties attend.
 2. If necessary, changes are recommended and/or required.
- [NOTE: THIS STEP COULD BECOME CYCLICAL UNTIL ALL REQUIREMENTS ARE MET.]**

OR

2. Pre-construction site meets requirements.

ZONING ADMINISTRATOR

1. Authorize construction.
2. Periodic inspections (Zoning Staff and Town Engineer).

INSPECTIONS DIVISION

1. Inspect building construction to ensure North Carolina Building Code compliance.

APPLICANT

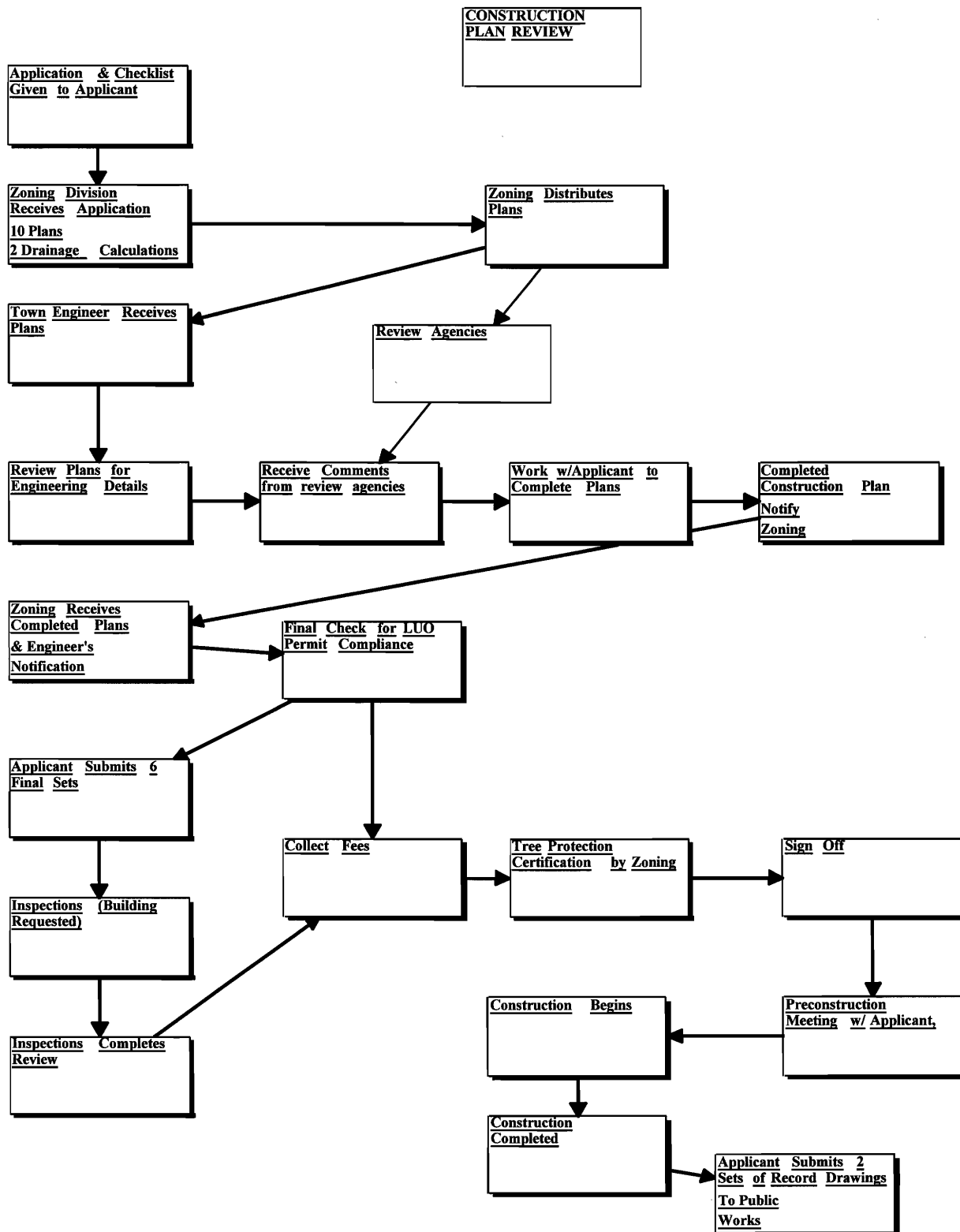
1. Complete all construction activity.
2. Call for final building inspections and zoning final.
3. Submit, to the Public Works Department, a set of "AS BUILT" drawings labeled "RECORDED DRAWINGS".

[NOTE: THESE DRAWINGS ARE TO BE SEALED BY A PROFESSIONAL ENGINEER, ARCHITECT, OR LANDSCAPE ARCHITECT LICENSED BY THE STATE OF NORTH CAROLINA.]

TOWN FINAL APPROVAL

1. Verify that all outstanding fees (engineering, street inspections, impact fee, etc.) have been paid.
2. Return any outstanding performance bond.
3. Issue certificate of occupancy.
4. Sign Final Plat for a subdivided project.

CONSTRUCTION PLAN REVIEW PROCESS



Appendix A

INFORMATION REQUIRED WITH APPLICATIONS

A-1. In General.

(a) As provided in Section 15-49, it is presumed that all of the information listed in this appendix must be submitted with an application for a zoning, sign, special use, or conditional use permit to enable the permit-issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of Chapter 15. As set forth in Section 15-92, applications for variances are subject to the same provisions. However, the permit-issuing authority may require more information or accept as sufficient less information according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the planning staff for an interpretation.

(b) As also provided in Section 15-49, the administrator shall develop application processes, including standard forms, to simplify and expedite applications for simple development that do not require the full range of information called for in this appendix. In particular, developers seeking only permission to construct single-family houses or duplexes or to construct new or modify existing signs should contact the administrator for standard forms.

A-2. Written Applications.

Every applicant for a variance or a zoning, sign, special use or conditional use permit shall complete a written application containing at least the following information:

- (1) The name, address, and phone number of the applicant.
- (2) If the applicant is not the owner of the property in question, (i) the name, address, and phone number of the owner, and (ii) the legal relationship of the applicant to the owner that entitles the applicant to make application.
- (3) The date of the application.
- (4) Identification of the particular permit sought.
- (5) A succinct statement of the nature of the development proposed under the permit or the nature of the variance.
- (6) Identification of the property in question by street address and tax map reference.
- (7) The zoning district within which the property lies.

APPEND. A - INFORMATION REQUIRED WITH APPLICATIONS

- (8) The number of square feet in the lot where the development is to take place.
- (9) The gross floor area of all existing or proposed buildings located on the lot where the development is to take place.
- (10) If the proposed development is a multi-family residential development, the number of one, two, three, or four bedroom dwelling units proposed for consideration.

A-3. Development Site Plans.

Subject to Section A-1 of this appendix, every application for a variance or a zoning, sign, special use, or conditional use permit shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made, and legal features on and near the site in question, all in conformity with Section A-4 through A-6 of this appendix.

A-4 Graphic Materials Required for Plans

(a) The plans shall include a location map that shows the location of the project in the broad context of the town or planning jurisdiction. This location map may be drawn on the development site plans or it may be furnished separately using reduced copies of maps of the Carboro planning jurisdiction available at the planning department.

(b) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resort to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a conditional or special use permit rely in the first instance on the recommendations of the administration.

c) Development site plans should show on the first page the following information:

- (1) Name of applicant
- (2) Name of development (if any)
- (3) North arrow
- (4) Legend
- (5) Scale

(d) All of the features required to be shown on plans by Sections A-5 and A-6 may be included on one set of plans, so long as the features are distinctly discernible.

A-5. Existing Natural, Man-Made and Legal Features.

(a) Development site plans shall show all existing natural, man-made, and legal features on the lot where the development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features indicated below by an asterisk (*) that are located within fifty feet in any direction of the lot where the development is to take place, and shall specify (by reference to the Table of Permissible Uses or otherwise) the use made of adjoining properties.

(b) *Existing natural features:*

- (1) Tree line of wooded areas.
- (2) The location and sizes of all trees greater than eighteen inches in diameter, clearly illustrating which of these trees are to be retained in accordance with Section 15-316, and which are to be removed, along with a written justification for the need to remove any large or rare species trees protected by the provisions of Article XIX, and description of the extent of the hardship that would occur if such removal were not permitted to occur. (AMENDED 03/21/89)
- (3) Orchards or other agricultural groves by common or scientific name.
- *(4) Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
- (5) (If the proposed development is a subdivision or mobile home park of more than fifty lots or if more than five acres of land are to be developed), base flood elevation data (See Article XVI, Part I). (AMENDED 4/21/87)
- *(6) Contour lines (shown as dotted lines) with no larger than two foot contour intervals. (As indicated in Subsection A-6(b)(17), proposed contour lines shall be shown as solid lines.)

(c) *Existing man-made features.*

- *(1) Vehicle accommodation areas (including parking areas, loading areas and circulation areas, see Section 15- 290), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
- (2) Streets, private roads, sidewalks, and other walkways, all designated by surface material.

APPEND. A - INFORMATION REQUIRED WITH APPLICATIONS

- (3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
- (4) Other storm water or drainage facilities, including manholes, pipes, and drainage ditches.
- (5) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.
- (6) Above ground utility lines and other utility facilities.
- *(7) Fire hydrants.
- *(8) Buildings, structures and signs (including dimensions of each).
- (9) Location of exterior light fixtures.
- *(10) Location of dumpsters.

(d) Existing legal features.

- (1) The zoning of the property, including zoning district lines where applicable.
- (2) Property lines (with dimensions identified).
- (3) Street right-of-way lines.
- (4) Utility or other easement lines.

A-6. Proposed Changes in Existing Features or New Features.

(a) Development site plans shall show proposed changes in (i) existing natural features (see A-5(b)), (ii) existing man-made features (see A-5(c)), and (iii) existing legal features (see A- 5(d)).

(b) Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:

- (1) The number of square feet in every lot created by a new subdivision.
- (2) Lot dimensions, including lot widths measured in accordance with Section 15-183.

APPEND. A - INFORMATION REQUIRED WITH APPLICATIONS

- (3) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see Section 15-184).
- (4) Principal side(s) building elevations for typical units of new buildings or exterior remodelings of existing buildings, showing building heights (see Section 15-185) and proposed wall sign or window sign area.
- (5) Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures. (AMENDED 4/21/87)
- (6) Elevation in relation to mean sea level to which any non-residential structure will be floodproofed. (AMENDED 4/21/87)
- (7) Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development. (AMENDED 4/21/87)
- (8) The location and dimensions of all recreational areas provided in accordance with Article XIII, with each area designated as to type of use. (AMENDED 4/21/87)
- (9) Areas intended to remain as usable open space (Section 15-198) or designated buffer areas (Section 15-265). The plans shall clearly indicate whether such areas are intended to be offered for dedication to public use or shall remain privately owned. (AMENDED 4/21/87)
- (10) Streets, labelled by classification (see Section 15- 210) and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Private roads in subdivisions shall also be shown and clearly labelled as such. (AMENDED 4/21/87)
- (11) Curb and gutters, curb inlets and curb cuts, drainage grates.
- (12) Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
- (13) Sidewalks and walkways, showing widths and surface material.
- (14) Bridges.

APPEND. A - INFORMATION REQUIRED WITH APPLICATIONS

- (15) Outdoor illumination with lighting fixtures sufficiently identified to demonstrate compliance with Section 15-242.
- (16) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipe line signs shall be labelled.
- (17) Above ground utility lines and other facilities.
- (18) Fire hydrants.
- (19) Dumpsters.
- (20) New contour lines resulting from earth movement (shown as solid lines) with no larger than two foot contour intervals (existing lines should be shown as dotted lines).
- (21) Scale drawings of all signs requiring permits pursuant to Article XVII, together with an indication of the location and dimensions of all such signs.
- (22) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see Section 15- 290), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways.
- (23) Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX, Part I, as well as proposed plantings of trees to comply with the shading requirements of Article XIX, Part II. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 30'; dwarf or decorative trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.
- (24) A Tree Protection Plan, illustrating the methods proposed to be used to protect, during construction, the trees greater than eighteen inches in diameter and rare species trees that are to be preserved on the site, including specifications as to how the grade, drainage, and aeration will be maintained around the trees. The location of all large and rare species trees to be retained on the site that will not be within the area to be disturbed by construction activities near a building site, or

near roads within the development shall also be shown on the plan, along with a note stating that these trees will not be within the area to be disturbed by construction activities. The Administrator may recommend that applicants consult with experts in landscape architecture or forestry about appropriate tree protection methods for the particular conditions and species in question, and request that their contractors review two videotapes on tree protection during construction developed by the International Society of Arboriculturalists, entitled "Effect of Building Construction on Trees in Wooded Lots" and "Avoidance of Construction Damage to Trees on Wooded Lots" that are on file in the Public Works Department. (AMENDED 03/21/89)

A-7. Documents and Written Information in Addition to Plans.

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representation list of the types of information or documents that may be requested:

- (1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- (2) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.
- (3) For proposed non-residential floodproofed structures, or for enclosed areas below the lowest floor that are subject to flooding, certification from a registered professional engineer or architect that the proposed structure meets the criteria in Article XVI, Section 15-254, (f). (AMENDED 4/21/87)
- (4) Certification and supporting technical data from a registered professional engineer demonstrating that any proposed use within a floodway if permitted under Article XVI, Section 15-253, shall not result in any increase in flood levels during occurrence of the base flood discharge. (AMENDED 4/21/87)
- (5) Detailed description of play apparatus to be provided in miniparks.
- (6) Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.
- (7) Bonds, letters of credit, or other surety devices.

APPEND. A - INFORMATION REQUIRED WITH APPLICATIONS

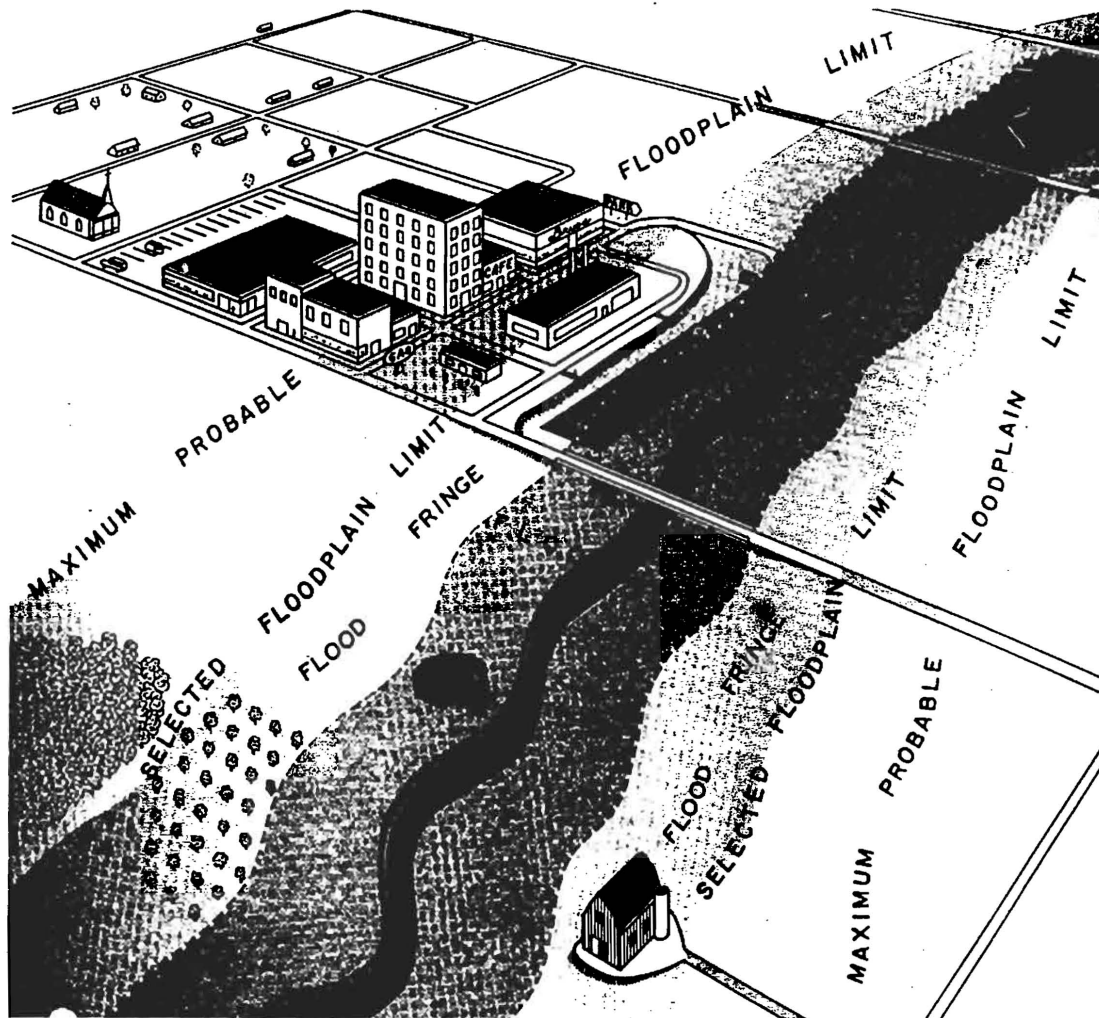
- (8) Stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent to comply with Section 15-102 or Section 15-52.
- (9) Complete documentation justifying any requested deviation from specific requirements established by this chapter as presumptively satisfying design standards.
- (10) Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Section 15-298.
- (11) Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in Section 15-299.
- (12) Verification that 4.000 classification uses will meet the performance standards set forth in Article XI. Such verification shall be made by a licensed engineer or other qualified expert unless it is utterly apparent from the nature of the proposed development that such expert verification is unnecessary.
- (13) Time schedules for the completion of phases in staged development, as required by Section 15-61.
- (14) The environment impact of a development, including its effecton historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.

A-8. Number of Copies of Plans and Documents.

With respect to all plans and other documents required by this appendix, the developer shall submit the number of copies (not to exceed ten) that the administrator deems necessary to expedite the review process and to provide necessary permanent records.

Appendix I

TOWN OF CARRBORO



STORM DRAINAGE DESIGN MANUAL

by:
SUNGATE DESIGN GROUP, P.A.

GENERAL DESIGN STANDARDS AND POLICIES

1. STREET AND LOCAL DRAINAGE

Discharge estimates for specified design storms shall be calculated assuming full development of the contributing watershed based on current zoning or on existing development whichever is greater. Routing of discharges through lakes, ponds, or other impoundments is not acceptable unless the impoundment is publicly owned and operated as a permanent discharge control structure. Diversions of stormwater flow are not acceptable. Any diversion of stormwater which cannot be avoided must be approved by the Town Engineer.

For review, copies of topographic maps or the equivalent, clearly showing the limits of the site, shall be submitted with the plans. These maps shall extend a minimum of 1000 feet beyond the site boundaries. All off-site drainage areas shall be shown on the topographic maps. All calculations used to compute runoff and storm drainage systems, culvert and detention designs shall be submitted for review.

2. STORM DRAINAGE SYSTEM

All street and local drainage systems which collect and transport stormwater runoff from the street to an outlet should be designed to pass the 10-year design storm unless more stringent requirements apply. Catch basins in streets shall be designed for spread using the 2-year storm provided a 5-minute time of concentration is used and the remainder of the system is designed for the 10-year storm. For computation of spread, a 4-inch per hour intensity (as allowed by NCDOT) may be used in lieu of the 2-year storm with minimum 5-minute intensity. Inlet capacity at sags shall allow for potential debris blockage by providing twice the required computed opening.

All storm drainage systems shall be analyzed to establish the hydraulic grade line. The hydraulic grade line shall be at least 0.5' below the top of the inlet grate. Each storm drainage structure shall also be checked for inlet control. The recommended HW/D ratio is 1.5 or less. The occurrence of pressure flow in storm drainage systems is not recommended. If pressure flow in the system is proposed, a thorough analysis of pressure flow in the system will be required. In addition the joints in the system will be constructed to withstand the projected pressure without leaking.

No more than 3 cubic feet per second (cfs) shall be discharged over the curb and into the street at any one point and spread shall be checked at that point.

No concentrated flow shall be discharged across walkways. Provisions are to be made to pipe the flow under the walkway.

No pipe shall be longer than 400 feet without some type structure providing access.

All structures shall allow for access to the storm drainage system with a grate, manhole ring and cover, or lid capable of being removed without mechanical equipment. No "blind boxes" are permitted.

Curb inlets in the roadway should be placed in such a way that the spread of water in the 2-year storm does not exceed one half of a lane width. When the typical section includes a full shoulder or parking lane, no spread encroachment into the travel lane will be allowed.

Inlets should be provided at sags, up-grade of intersections, up-grade of super-elevation crossovers, and where driveways would discharge more than 3 cfs into a street.

A minimum gutter gradient of 0.3 percent shall be utilized. When lesser gutter slopes are encountered (such as at sags), the gutter shall be warped to provide the minimum slope.

NCDOT type E, F, and G (bicycle) grate inlets are allowed in streets. Grates shall be oriented to capture flow.

When development of an area changes the flow regime from sheet flow to concentrated flow, the drainage system should be designed to minimize impacts of the concentrated flow on adjacent properties by tying into existing systems, providing detention, using multiple outlets through agreements with adjacent owners, or other appropriate means.

Minimum drops in inlets, junction boxes and other structures shall be designed and constructed to NCDOT standards.

Where storm drainage lines cross or parallel other utility lines, appropriate clearances shall be provided as required by the appropriate utility or local, state or federal agencies.

A manhole, inlet junction box or other structure allowing for access shall be required at all changes in grade or direction or at any pipe junction. Details shall be provided on the plans for all such structures.

3. CULVERTS

All culverts (conduits which convey flow through the roadway embankment) shall be designed to pass the 25-year storm with HW/D less than or equal to 1.2. Effects of the 100-year storm shall also be analyzed to ensure that:

- 1) No flooding will occur on upstream off-site properties due to backwater from the culvert.
- 2) The stability of the roadway embankment will not be compromised due to overtopping.
- 3) Proposed or existing structures and utilities will not be inundated due to backup of stormwater created by installation of a culvert or other drainage structure.
- 4) No structures will be constructed on lots within the 100-year flood limits created by backup of stormwater from culverts or other stormwater structures.

Storm drainage pipes in the public or private right-of-way shall be reinforced concrete with a minimum diameter of 15 inches. Pipes utilizing other materials with a service life equal to or greater than reinforced concrete (as determined by an independent testing agent) may be approved by the Town Engineer.

Headwalls plus an appropriate velocity dissipator will be required at the end of all culvert systems (excluding driveway pipes) based on the following table;

END TREATMENT FOR CULVERTS	
18" - 30"	NO END TREATMENT.
>36"	HEADWALL ON UPSTREAM END

Headwalls are also required if the skew of the pipe is less than 75 degrees or greater than 105 degrees. Skew is defined as the angle from the centerline road line ahead of the end of the pipe on the right-hand side of the road.

All reinforced concrete pipe shall be Class III or higher.

The maximum fill height for Class III RCP with standard bedding is 23 feet. Loading conditions should be evaluated where deep fills or other high loads are expected and the appropriate combination of pipe material, class of pipe, and bedding selected.

Minimum slopes for pipes and open ditches is 0.5%.

Maximum slopes for concrete pipes is 10.0%.

Minimum cover for reinforced concrete culverts is one foot to top of subgrade. Pipes of materials other than reinforced concrete shall have minimum cover conforming to manufacturer's recommendation.

For cross drainage serving 10 acres or more, the maximum depth of the water impounded during the 100-year flood shall not exceed fifteen (15) feet as measured from the upstream invert of the culvert beneath the roadway section to the water surface elevation unless appropriate engineering calculations are submitted verifying the stability of the embankment against slope failure and seepage effects. Any detention facility designed and construction in compliance with the North Carolina Dam Safety Regulations shall be acceptable to the city.

Roads which cross or parallel creeks serving more than 25 acres of drainage area must have at least 2 feet of freeboard in the 10-year storm and 6 inches in the 100-year storm. If this is impractical, the street may be designed to flood in the 100-year event provided the flooding depth does not exceed 1 foot and substantial erosion protection is provided on the downstream side of the roadway. In "regulated discharge floodplain areas", streets shall be constructed at or above the 100-year flood elevation.

No public roads are to be constructed on dams.

4. OPEN CHANNELS

For open channels, gradual changes in alignment, not to exceed a minimum radius of 4 times the top width of channel are recommend. Where no other options are available, sharper changes in alignment may be allowed under the following conditions.

20 - 45 DEGREES	Bank stabilization must be provided according to tractive force analysis.
GREATER THAN 45 DEGREES	Same as for above but in addition, freeboard equal to or greater than 1/2 of the Q10 depth of flow must be provided utilizing berms or other appropriate means to increase depth of the channel.

Side slopes for vegetated open channels in residential areas should be no greater than 3 to 1 for stability, safety, and ease of maintenance. Where the channel width must be limited, side slope may be increased if suitable structural stabilization techniques are employed according to following the table and safety measures are utilized. A tractive force analysis of the channel is also required. Aesthetics and ease of maintenance should also be considered in the design.

MAXIMUM SLOPES FOR COMMON STABILIZATION TECHNIQUES	
STONE	1.5:1
GRID PAVERS	2:1
PAVING *	1:1
GABIONS	VERTICAL
RETAINING WALLS	VERTICAL

*** Note: asphalt channel linings are not allowed.**

5. EASEMENTS

Private drainage easements shall be provided outside of the public right-of-way:

- * for all culverts; except private driveway pipes,
- * for all new or existing open channels or watercourses,
- * below all new or existing pipes and other points of concentrated flow;
- * for primary and emergency dam spillways; or
- * at other locations deemed appropriate by the Town engineer.

Normally, the easements shall be centered, but offset easements may be permitted by the Town Engineer.

Easements widths may differ from the nominal width below if an engineering study is performed, to the satisfaction of the Town Engineer, which demonstrates that the pipe or channel can be excavated and maintained, meeting all OSHA sloping and other safety regulations, within a different easement width.

Combined easements, with widths as approved by the Town Engineer, are permitted with other utilities.

Private drainage easements containing only storm drainage facilities shall be of sufficient width to provide for access and maintenance and shall be centered over the culvert or watercourse with recommended widths based on the following table

FOR CULVERTS	
0 TO 35 INCHES	20 FEET
36 TO 72 INCHES	40 FEET
72 INCHES AND ABOVE	THE DIAMETER OR WIDTH PLUS 40 FEET
MULTIPLE CULVERTS	THE SUM OF THE DIAMETERS PLUS 40 FEET

FOR OPEN CHANNELS	
0 TO 25 ACRES	15 FEET ON EACH SIDE
25 TO 100 ACRES	25 FEET ON EACH SIDE
= 100 ACRES	DETERMINE FLOOD BOUNDARIES

Widths shall be determined from the top of the bank or centerline if no banks are discernible

All drainage easements shall be recorded based on field surveys, following construction, to insure that the drainage structure or watercourse is centered within the easement.

All drainage easements shall be designed to tie into existing easements, existing watercourses, or to other appropriate locations when possible.

6. DETENTION

Detention of stormwater shall be provided in each development so that the peak flow in the post development 10-year storm leaving the site does not exceed the pre-development 10-year storm peak. This requirement may be varied by the Town Engineer based on existing conditions downstream and the impact which increased flow in the receiving watercourse could have on flooding levels. It is recommended that the a pre-design meeting with the Town Engineer and the Town Planning Director be held to discuss detention requirements.



LAND USE AND DEVELOPMENT

TOWN OF CARRBORO

ZONING DIVISION; 968-7712

The *Town of Carrboro* regulates land use activity within the Town Limits and its planning jurisdiction. These regulations, referred to as the Land Use Ordinance (LUO), are found in Chapter 15 of the Town Code. The LUO identifies:

- standards and regulations regarding land use
- processes for obtaining all permits (e.g., zoning, special use or conditional use, and plat approval)

What Are The Regulations Regarding Land Use For Land Disturbing Activities?

1. All land within the Town's planning jurisdiction has been divided into zoning districts, represented on the Town's official zoning map. To determine your zoning consult the map. The zoning districts are labeled to indicate their use (i.e., residential, business or manufacturing). Further information regarding the zoning districts is found in Sections 15-135 through 15-139 of the LUO.
2. Specific uses of land are outlined in the Permissible Use Table (Section 15-146 of the LUO). Find the description that matches the desired land use in the left column, go across the top row and find the relevant zoning district, and find the space where the use and zoning district intersect. If no letter appears, the proposed use is not permissible. If the space contains a letter, then the desired use is permissible with the particular type of permit identified by that letter. Some letters are combined for cases with varying size lots and combination use lots. Consult Sections 15-147 and 15-154 of the LUO for details and for permit requirements for larger lots (i.e. less than or greater than 1 acre) or for more than 1 housing unit per lot.

How Are Permits Obtained?

- All permits are processed by the Zoning and Inspections Divisions in the Town Hall.
- Zoning Permit (Z): Obtain application, complete, and return. The division will either approve your application or require you to obtain a Special Use Permit, if the impact of the project warrants a higher permit. Appeals of these decisions may be taken to the Board of Adjustment.
- Special Use (S) or Conditional Use (C) Permit: The LUO requires either permit depending upon the land use impact on the general public (Conditional Use Permit) or neighboring properties (Special Use Permit). The complete application is reviewed by various town department and outside agencies, who submits comments to the applicant requesting corrections and responses. Several rounds of revisions may be required before the Zoning Administrator determines the plans to be complete and in full compliance with the LUO. Once finalized, the revised application is brought to a meeting of the Planning Board, Appearance Commission, Transportation Advisory Board, and the Downtown Development Commission if relevant. This Joint Review meeting may be attended by adjacent property owners and other interested citizens, but its primary purpose is for advisory boards to review the plans and make recommendations. The applicant is encouraged to consult adjacent property owners prior to this meeting.
- A public hearing is held by the Board of Aldermen for Conditional Use Permits and the Board of Adjustment for Special Use Permits.

What Happens At The Public Hearing?

The respective board (Aldermen or Adjustment) reviews the application, hears testimony (under oath) from the floor (staff, applicant, neighboring landowners, general public), and renders a decision.

There are four possible outcomes of the hearing:

1. Application is continued until a certain date when a decision can be rendered.
2. Application is denied and the applicant may appeal the decision to Superior Court.
3. Application is approved and the permit issued. The permit may carry conditions which must be complied with by the applicant for the permit to remain valid. Construction plans must be submitted and approved before the project can begin.
- After an approval, if concerned parties are not satisfied that the project complies with the LUO, an appeal may be submitted to Superior Court.

What Opportunities Are There For Citizen Input?

Persons (other than the permit applicant) may learn of proposed projects prior to the advisory board meeting and the public hearing in the following ways:

- At least 10 days before a public hearing, written notice is mailed to property owners within 150 ft. of a tract for which a Special Use Permit is being sought and within 1000 ft. of a tract for which a Conditional Use Permit is being sought.
- Seven (7) days before a public hearing, signs are posted on the property describing the proposed project.
- A legal advertisement for a Conditional Use Permit public hearing is placed in a Chapel Hill newspaper one to two weeks prior to the hearing date. Although not required by the LUO, the Zoning Division has historically published a legal advertisement for a Special Use Permit within the same publication and time frame.

Applications and copies of the plan are available for public inspection throughout the entire review process. All 3 notice mechanisms described above refer interested parties to the Zoning Division to review the application materials or for general information.

- shall also include the boundary of the tract with all courses and distances indicated. One corner of the tract shall be tied to the North Carolina Plane Coordinate System. Plan size shall generally be 24 inches by 36 inches, however the land use administrator may permit smaller sized plans if that is deemed appropriate for a smaller project; and
- ⇒ A summary illustrative site plan drawn to a scale of 1"=100', on one 24" X 36" sheet if possible, or two sheets with match lines if not possible, showing a vicinity map, the outline of the project, and the location of lots, buildings, roads and other significant project features; and
 - ⇒ Plan and profile sheets indicating all existing and proposed roads, sidewalks, parking areas and driveways, cut-and-fill lines, the location of all utilities, and all drainage improvements. A summary roadway plan showing the street layout and all centerline and curve data shall be submitted in addition to a separate plan and profile sheet for each proposed new street; and
 - ⇒ Specifications sheets showing details for all curb and gutter treatments, proposed pavement treatments, and specifications for all erosion control, drainage and permanent stormwater control structures and facilities; and
 - ⇒ A grading, drainage and erosion control plan including data on construction sequencing and a schedule for re-stabilization of denuded areas. Drainage and stormwater facility drawings shall include information on materials used, pipe sizes and lengths, invert elevations, and top elevations for each structure, including but not limited to catch basins, curb inlets, stormwater retention or detention structures, and stormwater velocity dissipaters. In addition, a complete set of hydrologic calculations of existing and proposed runoff (prepared as described in Appendix C) shall be submitted, and estimated stormwater exit volumes and velocities provided for each proposed drainage and stormwater control structure; and
 - ⇒ A landscape and tree protection plan showing the location of all trees greater than 18 inches in

diameter and rare species trees that are to be retained, all proposed plantings, and the location of other existing trees that are to be retained, and giving specifications for their preservation during construction; and

- ⇒ A water and sewer location plan meeting the requirements of the Orange Water and Sewer Authority, and showing the location of all easements and proposed fire hydrants; and
- ⇒ A utilities plan showing primary and secondary electrical and natural gas distribution and service lines, and the location of all electrical and natural gas easements; and
- ⇒ A preliminary soils evaluation as described in Appendix C (Standard Specifications), prepared by a certified soils engineer and addressing the soils' suitability for street construction, as well as any potential problems and recommendations. The report shall confirm the adequacy of the standard pavement design required by the town, or, if the subgrade soils are expected to have poor CBR (California Bearing Ratio) values, and if the standard design is considered inadequate, the report shall present a recommended alternative design for consideration.

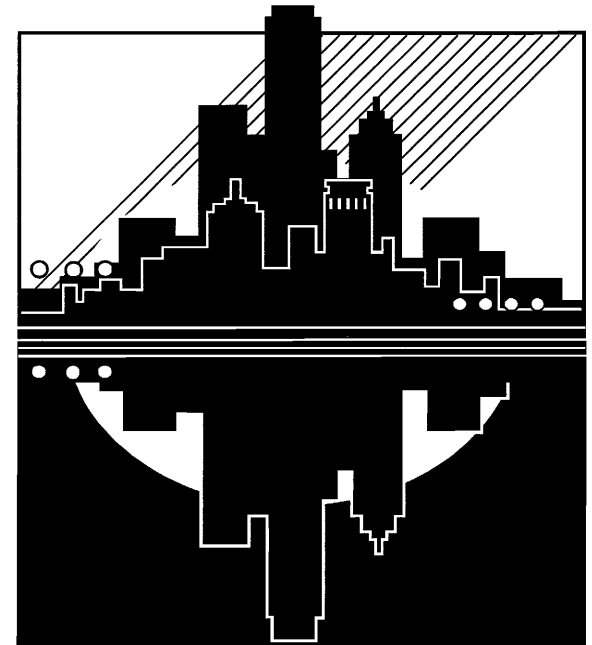
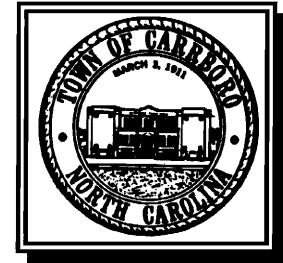
FEES: PLEASE BE AWARE
80% OF ALL PLAN REVIEW ENGINEERING FEES ARE TO BE REIMBURSED TO THE TOWN BY THE DEVELOPER.
A COPY OF THE TOWN'S MISCELLANEOUS FEES AND CHARGES SCHEDULE IS AVAILABLE FROM THE ZONING DIVISION.

FOR INFORMATION CONTACT:
Carrboro Planning Department
301 West Main Street
Carrboro, North Carolina 27510

Inspections Division: (919) 968-7711
Zoning Division: (919) 968-7712
Sungate Design Group, P.A.: (919) 859-2243

PREPARED 1998; CARRBORO PLANNING DEPARTMENT

CONSTRUCTION PLAN APPROVAL



Construction drawings prepared for development projects and prepared in accordance with Section 15-49 (c) shall conform to the plans which have been approved as part of the appropriate land use permitting process (zoning permit, special use permit, or conditional use permit). In the event that the detailed site work which is required for the preparation of construction drawings makes necessary modifications or deviations from the general design approved during the land use permitting process, such changes may require additional review by the relevant permit-issuing authority, as described in Section 15-64, prior to the start of construction plan review.

For utility extension projects, which are exempted from the requirement to obtain a zoning, special use or conditional use permit by the provisions of Section 15-151, construction plans shall be submitted to and approved by the public works director prior to the commencement of construction activity.

Construction Drawing Submittal Process

Persons desiring to construct any development project in the area within the town's planning jurisdiction may be required to submit construction drawings for review and approval by the town. Submittal of construction drawings shall be made only after a land use permit (zoning, special use, or conditional use permit) has been issued for the project in question, and filed with the Orange County Register of Deeds, if required by Section 15-63. Construction drawings are to be submitted to the land use administrator for review and approval in accordance with the process described below.

PRE-SUBMITTAL CONFERENCE

Persons preparing construction drawings are requested to confer with the land use administrator prior to making the formal construction drawings submittal described below. This conference is suggested in order to minimize the time required for the construction drawing review process. It is especially encouraged where such drawings will require modifications to the plans approved as part of the land use permitting process in order to comply with the provisions of Section 15-84. As described in Section 15-64, land use

permit modifications can require additional review by the permit-issuing authority, prior to construction plan review.

SUBMITTAL AND REVIEW PROCESS

1. Submit ten (10) complete sets of construction drawings plans along with two (2) sets of drainage calculations to the Zoning Division.
 2. The Zoning Division will distribute the plans to the appropriate reviewers.
 3. The town engineer, Sungate Design Group, will receive comments from the review agencies and work with the applicant to finalize construction drawing and drainage calculations. The Zoning Division will review the construction drawings to insure compliance with the applicable land use permit, i.e., conditional use, special use, or zoning permit.
 4. The town engineer will notify, in writing, the zoning administrator if the plans are complete.
 5. Upon receipt of engineer approval and completion of the land use permit compliance review, the zoning administrator will request the applicant to prepare six (6) complete sets of the Final Construction Drawings.
- ❖ **Final Construction Drawings material shall, at a minimum, include:**
- ⇒ Six (6) complete sets of final construction drawings and 2 complete sets of drainage calculations. These materials must be sealed by the professional engineer responsible for their preparation. Materials that must be included in a complete set of construction drawings are described in Section 15-87.
 - ⇒ A letter from the Orange Water and Sewer Authority, if applicable, certifying their approval of the final construction drawings.
 - ⇒ Letters from the appropriate utility providers certifying their approval of the final construction drawings.
 - ⇒ Copies of any applicable state or federal permits or approvals.
 - ⇒ A copy of the Orange County Sedimentation and Erosion Control permit, if required, or a copy of correspondence from the Erosion Control Office indicating that a permit is not required.
 - ⇒ A copy of all approved driveway permits and/or encroachment agreements from the North Carolina Department of Transportation.

These final drawings will be submitted to the town engineer who will stamp all 6 copies "approved" and forward these approved copies to the zoning administrator.

6. The zoning administrator will also stamp all 6 copies "**APPROVED**" and distribute the **FINAL APPROVED CONSTRUCTION DRAWINGS**.
7. A pre-construction meeting, arranged by the applicant, will be conducted on-site with all relevant review agency representatives and town staff prior to construction.
8. Construction begins.

Record Drawings Submittal Process

Upon completion of construction, a set of record drawings reflecting as-built conditions must be submitted prior to the final acceptance of the streets and any other facilities by the town. The record drawings must be labeled **RECORD DRAWINGS** and sealed and signed by the engineer preparing them. The record drawings shall be permanent reproducible drawings, on mylar, 2 mil minimum weight.

Construction Drawing Submittal Requirements CERTIFICATION OF DRAWINGS

All construction drawings submitted shall be signed by and carry the seal of the professional engineer, professional architect or professional landscape architect responsible for that preparation, who shall be licensed to practice in the State of North Carolina.

CONSTRUCTION DRAWING PACKAGE

A complete set of construction drawings submitted in accordance with the provisions of Section 15-49 (c) shall include at least the following items. The Town's required standard construction specifications, for use in preparing construction drawings are outlined in Appendix C and the Town's "Storm Drainage Manual" (Appendix I of the Carrboro Land Use Ordinance).

- ⇒ Project site drawings including all information required by Appendix A as part of the approved land use permit submittal, including but not limited to footprints of existing and proposed buildings, parking areas, the location of 100-year floodplain limits, existing and proposed contour elevations at 2 foot intervals. These drawings

FORM:	REVIEW DATE:
SUB 1-91	
REVIEWED BY:	REVIEW #:
PROJECT #:	PREVIOUS PROJECT #:

SITE PLAN GUIDE AND CHECKLIST FOR RESIDENTIAL SUBDIVISION, STANDARD, CLUSTER, AND ARCHITECTURALLY INTEGRATED SUBDIVISIONS

COVER SHEET

- ☐ 1. NAME OF DEVELOPMENT AND/OR PHASE
- ☐ 2. LEGAL OWNER'S NAME
- ☐ 3. CONSULTING FIRM NAME
- ☐ 4. DESIGNED BY:
- ☐ 5. DRAWN BY:
- ☐ 6. DATE:
- ☐ 7. SHEET INDEX

SHEET #

Overall Title Site Plan	SP 1
Landscape Plan	LP 2
Utility Plan	UP 3
Grading & Storm Drainage Plan	GP 4

- ☐ 8. SUMMARY INFORMATION:
 - Tract size in Acres:
 - Total Number of Proposed Lots:
 - Size of Each Phase:
 - Number of Lots in Each Phase:
 - Density by Zone [Section 15-182]:
- ☐ 9. TAX MAP REFERENCE

NOTE: THIS CHECKLIST IS INTENDED TO SERVE AS A GUIDE FOR PREPARING SITE PLANS FOR REVIEW BY THE TOWN OF CARRBORO AND IT SUPPLEMENTS THE TOWN'S LAND USE ORDINANCE. EACH APPLICATION MUST COMPLY WITH ALL LAND USE ORDINANCE REQUIREMENTS, NOT JUST THE CHECKLIST.

- ☐ 10. ADDRESS OF PROPERTY
- ☐ 11. ZONING DISTRICT(S)
[See Zoning Map]
- ☐ 12. LOCATION MAP:
Small Scale, i.e., 1:1200
Property Located with Shading
Adjacent Streets Within ½ Mile

NOTE: THIS CHECKLIST IS INTENDED TO SERVE AS A GUIDE FOR PREPARING SITE PLANS FOR REVIEW BY THE TOWN OF CARRBORO AND IT SUPPLEMENTS THE TOWN'S LAND USE ORDINANCE. EACH APPLICATION MUST COMPLY WITH ALL LAND USE ORDINANCE REQUIREMENTS, NOT JUST THE CHECKLIST.

**RESIDENTIAL SUBDIVISION
BASE MAP (OVERALL SITE PLAN)
NO GREATER THAN 1:100 SCALE (PREFER 1:50 OR LESS)**

- ☐ 1. TRACT BOUNDARIES
- ☐ 2. ADJACENT PROPERTY BOUNDARIES:
Names of Adjacent Owners and/or Subdivision Names
- ☐ 3. EXISTING AND PROPOSED ROADS AND NAMES
Edge of Pavement or Face of Curb Sidewalks
Right-of-Way
Driveway Locations
Note Private Roads, if any
- ☐ 4. PROPOSED PHASES (Numbered and Boundary Dimensions)
[Section.15-61]
- ☐ 5. LOT SETBACKS (Front and Lot Boundary)
[Section 15-184]
- ☐ 6. LOT AREA IN SQUARE FEET
[Section 15-184]
- ☐ 7. PHASING LINES, IF ANY
[Section 15-181]
- ☐ 8. PROPOSED PHASES
[Section 15-61]
- ☐ 9. AREAS PROPOSED FOR USEABLE OPEN SPACE [Section 15-198] AND
RECREATION AREAS
[Section 15-196]
- ☐ 10. EXISTING TOPOGRAPHY (2' Contours Dashed Lines)
- ☐ 11. PROPOSED CHANGES IN CONTOURS, 2' INTERVALS--SOLID LINES
- ☐ 12. TREE LINE
- ☐ 13. STREAMS, FLOODWAYS, AND FLOODPLAIN BOUNDARIES
[Section 15-255]

- ☐ 14. STREAM BUFFERS
[Section 15-268]
- ☐ 15. EASEMENTS (water, sewer, access, conservation)
- ☐ 16. PARKING - Multi-Family/Townhouse – AIS
[Reference "Parking Worksheet"]
- ☐ 17. SCALE (Graphic)
- ☐ 18. NORTH ARROWS
- ☐ 19. NAME OF DEVELOPMENT AND/OR PHASE
- ☐ 20. TITLE & SHEET NUMBER (overall site plan, landscape plan, etc.)
- ☐ 21. LEGAL OWNER'S NAME
- ☐ 22. CONSULTING FIRM NAME
- ☐ 23. DESIGNED BY:
- ☐ 24. DRAWN BY:
- ☐ 25. DATE:

NOTE: THIS CHECKLIST IS INTENDED TO SERVE AS A GUIDE FOR PREPARING SITE PLANS FOR REVIEW BY THE TOWN OF CARRBORO AND IT SUPPLEMENTS THE TOWN'S LAND USE ORDINANCE. EACH APPLICATION MUST COMPLY WITH ALL LAND USE ORDINANCE REQUIREMENTS, NOT JUST THE CHECKLIST.

LANDSCAPE PLAN
SHOW THE FOLLOWING INFORMATION ON BASE MAP

- ☐ 1. EXISTING TREES 18" OR GREATER IN DIAMETER AND RARE TREES
[Show trees to be removed (number each tree and list the corresponding size and type of tree), see Section 15-316]

- ☐ 2. PROVIDE A TYPICAL SHOWING THE TYPE OF TREE PROTECTION DEVICE TO BE USED AND APPROPRIATE LOCATION ALONG TREE DRIPLINES [Sections 15-316(b) and (c) and Section 15-318]

- ☐ 3. SHOW THE LOCATION OF PROPOSED STREET TREES
[Label street trees and provide a corresponding plant listing identifying tree symbols, acronyms, number to be planted, botanical name, common name, size (caliper), and spacing; see Section-15-315]

- ☐ 4. SIGNS -- RESIDENTIAL
(Locate on base map and show sign and landscape detail)
- 1) Size
 - a) lot - 4 square feet per lot [Section 15-276(b)]
 - b) developments (2) 16-square foot signs [Section 15-279]
 - 2) Location [Section 15-184]

OPEN SPACE AND RECREATION
SHOW THE FOLLOWING FEATURES ON BASE MAP

- ☐ 1. LOCATION AND DIMENSION OF ACTIVE RECREATION AREAS
[Section 15-196]
- _____
- _____
- _____
- ☐ 2. DESCRIPTION OF PLAY APPARATUS IN "MINI-PARKS" i.e., list of equipment and cost; conceptual design; screening, fencing, etc.
[Sections 15-196(f) and 15-196(g)]
- _____
- _____
- ☐ 3. LOCATION OF ALL ACTIVE RECREATION FACILITIES, i.e. swimming pools, volley ball courts, fitness trails, etc.
[Section 15-196]
- _____
- _____
- ☐ 4. LOCATION OF SUPPORT FACILITIES, i.e., parking, bike and pedestrian access.
[Section 15-196]
- _____
- _____
- ☐ 5. COMPUTATION SHOWING REQUIRED RECREATION POINTS AND POINTS CLAIMED FOR FACILITIES AND/OR PAYMENT IN-LIEU OF PROVIDED.
[Section 15-196(c)]
- SUMMARIZE ON PLANS AND PROVIDE DETAIL COMPUTATION ON PLAIN, 8½"X 11" WHITE PAPER.***
- _____
- _____
- ☐ 6. OPEN SPACE - (Show as PUBLIC or PRIVATE).
[Section 15-199]

☐

7. COMPUTE REQUIRED USEABLE OPEN SPACE.
[Section 15-198]
-
-

☐

8. LOCATION OPEN SPACE
[Section 15-198; 15-200; 15-186(b), (c), (d), (e); for cluster subdivisions. Section 15-187(c), (d), (e) for architecturally integrated subdivisions.]
-
-

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UTILITIES

SHOW THE FOLLOWING FEATURES ON BASE MAP

- ☐ 1. EXISTING AND ADJACENT UTILITIES, STREETS, AND DRAINAGE SYSTEMS
[Section 15-214 and Section 15-262]
-
-
- ☐ 2. PROPOSED WATER SYSTEM
[Sections 15-237, 15-240, 15-241(b)(3)(b), 241(b)(4)(b), 15-241(b)(4)(c), and 15-241(b)(4)(d)]
Connection to Existing Water System with Size of Pipe Noted
Proposed Water System with Pipe Size and Type of Material Used (If a public water system is not used, show the private water system plus the proposed location of water wells.)
-
-
- ☐ 3. PROPOSED SEWER SYSTEM
[Sections 15-237 thru 15-239]
Connections to the Existing Sewer System Proposed Location of Sewer System, i.e. sewer outfall, interceptors, collectors, manholes, pumping stations by size and type of material used such as 8" cast iron pipe. if a private system is used, show the private sewer system' along with the wastewater treatment system.
-
-
- ☐ 4. SEWER TREATMENT SYSTEM
[Sections 15-239(b)(3), 15-239(b)(4), 15-239(b)(5)(c), and 15-239(b)(5)(d)]
Such as a septic system and absorption fields as required by the permitting agency, i.e., the Orange County Health Department or the appropriate State permitting agency.
-
-
- ☐ 5. OTHER UTILITIES, i.e.; gas, telephone, electric, and cable TV.
Show location on a typical such as standard drawing #6 or #7 in Appendix C of the Land Use Ordinance.
[Sections 15-242 thru 15-248]

☐

6. LIGHTING
[Section 15-242]
Approved by Police Chief
-
-

☐

7. FIRE HYDRANTS
[Section 15-249]
Hydrants within 500' of buildings
6' behind curblin
Served by 6" or greater waterline
Fire Chief approval
-
-

☐

8. ADDITIONAL INFORMATION:
Drainage Easements (Note either Public or Private) Water and Sewer Easements
[Section 15-236]
[Note either Public (OWASA) or Private]
-
-

☐

9. SIGN DISCLOSURE PLAN, 15-83.2
A sign plan that shows the location, size, design, and content of every sign
proposed to be posted to disclose design features such as water, sewer, electric,
and gas utility easements, street extensions, recreational amenities, etc.

GRADING AND DRAINAGE PLAN
SHOW THE FOLLOWING FEATURES ON BASE MAP

- ☐ 1. EXISTING AND ADJACENT UTILITIES, STREETS, AND DRAINAGE SYSTEMS
[Section 15-214 and Section 15-262]

- ☐ 2. PROPOSED CHANGES IN CONTOURS, 2' INTERVALS--SOLID LINES

- ☐ 3. PROPOSED DRAINAGE SYSTEMS:
[Sections 15-261, 15-262, 15-263, and Appendix C]
New Channels
Pipes (sizes and types)
Catch Basins
Junction Boxes
Yard Inlets
Energy Dissipators
Stormwater Retention/Detention Facilities
Type and Size of Materials Used

ADDITIONAL INFORMATION, NOTES, OR COMMENTS:

FORM: <p style="text-align: center;">CD 1-91</p>	REVIEW DATE:
REVIEWED BY: 	REVIEW #:
PROJECT #: 	PREVIOUS PROJECT #:

SITE PLAN GUIDE AND CHECKLIST FOR COMMERCIAL DEVELOPMENT

COVER SHEET

- ☐ 1. NAME OF DEVELOPMENT AND/OR PHASE
- ☐ 2. LEGAL OWNER'S NAME
- ☐ 3. CONSULTING FIRM NAME
- ☐ 4. DESIGNED BY:
- ☐ 5. DRAWN BY:
- ☐ 6. DATE:
- ☐ 7. SHEET INDEX

SHEET

Overall Title Site Plan	SP 1
Landscape Plan	LP 2
Utility Plan	UP 3
Grading & Storm Drainage Plan	GP 4

- ☐ 8. SUMMARY INFORMATION:
 Tract size (square feet)
 Total Number of Proposed Lots:
 Floor Area of:
 Existing Building
 Proposed Building
 Parking Space:
 Existing by Use Category
 Proposed by Use Category
 Phasing:

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Building Square Footage/Phase
Parking Provided in Each Phase

- ☐ 9. TAX MAP REFERENCE
- ☐ 10. ADDRESS OF PROPERTY
- ☐ 11. ZONING DISTRICT(S)
[See Zoning Map]
- ☐ 12. LOCATION MAP:
Small Scale, i.e., 1:1200
Property Located with Shading
Adjacent Streets Within ½ Mile

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BASE MAP
SHOW THE FOLLOWING FEATURES ON BASE MAP

- ☐ 1. TRACT BOUNDARIES
- ☐ 2. ADJACENT PROPERTY BOUNDARIES:
Names of Adjacent Owners and/or Subdivision Names
- ☐ 3. EXISTING BUILDINGS
Square Footage
Use Category
- ☐ 4. PROPOSED BUILDINGS
Square Footage
Use Category
- ☐ 5. SHOW EXISTING PARKING & VEHICLE ACCOMMODATION AREAS
[Section 15-290]
- ☐ 6. PARKING – Commercial
[Reference “Parking Worksheet”]
- ☐ 7. PHASING LINES, IF ANY
[Section 15-181]
- ☐ 8. PROPOSED PHASES
[Section 15-61]
- ☐ 9. SCALE (Graphic)
- ☐ 10. NORTH ARROWS
- ☐ 11. NAME OF DEVELOPMENT AND/OR PHASE
- ☐ 12. TITLE & STREET NUMBER - (overall site plan, landscape plan, etc.)
- ☐ 13. LEGAL OWNER’S NAME
- ☐ 14. CONSULTING FIRM NAME
- ☐ 15. DESIGNED BY:
- ☐ 16. DRAWN BY:

- ☐ 17. DATE:
- ☐ 18. EXISTING TOPOGRAPHY (2' Contours Dashed Lines)
- ☐ 19. PROPOSED CHANGES IN CONTOURS; 2' INTERVALS – SOLID LINES
- ☐ 20. STREAMS, FLOODWAYS, AND FLOODPLAIN BOUNDARIES
[Section 15-255]
- ☐ 21. STREAM BUFFERS
[Section 15-268]
- ☐ 22. EXISTING TREES 18" OR GREATER IN DIAMETER AND RARE TREES
[Show trees to be removed (number each tree and list the corresponding size and type of tree), see Section 15-316]
- ☐ 23. EXISTING AND ADJACENT UTILITIES, STREETS, AND DRAINAGE
SYSTEMS
[Section 15-214 and Section 15-262]
- ☐ 24. EASEMENTS (water, sewer, access, conservation)

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UTILITIES

SHOW THE FOLLOWING FEATURES ON BASE MAP

- ☐ 1. PROPOSED WATER SYSTEM
[Sections 15-237, 15-240, 15-241(b)(3)(b), 15-241(b)(4)(b), 14-241(b)(4)(c), and 15-241(b)(4)(d)]
Connection to Existing Water System with size of Pipe Noted
Proposed Water System with Pipe Size and Type of Material Used (if a public water system is not used, show the private water system plus the proposed location of water wells)
- ☐ 2. PROPOSED SEWER SYSTEM
[Sections 15-237 thru 15-239]
Connections to the Existing-Sewer system.
Proposed location of sewer system, i.e, sewer outfall, interceptors, collectors, manholes pumping stations by size and type of material used such as 8" cast iron pipe. If a private system is used, show the private sewer system along with the wastewater treatment system.
- ☐ 3. SEWER TREATMENT SYSTEM
[Sections 15-239(b)(3), 15-239(b)(4), 15-239(b)(5)(c), and 15-239(b)(5)(d)]
Such as a septic system and absorption fields as required by the permitting agency, i.e., the Orange County Health Department or the appropriate State Permitting agency.
- ☐ 4. OTHER UTILITIES, i.e.; gas, telephone, electric, and cable TV
Show location on a typical such as standard drawing #6 or #7 in Appendix C of the Land Use-Ordinance.
[Sections 15-242 thru 15-248]
- ☐ 5. ADDITIONAL INFORMATION
Drainage Easements (Note either Public or Private)
Water and Sewer Easements Section 15-236 [Note either Public (OWASA) or Private]

LANDSCAPE PLAN
SHOW THE FOLLOWING FEATURES ON BASE MAP

- ☐ 1. EXISTING TREES 18" OR GREATER IN DIAMETER AND RARE TREES
(Show trees to be removed (number each tree and list the corresponding size and type of tree).
[Section 15-316]
- ☐ 2. PROVIDE A TYPICAL SHOWING THE TYPE OF TREE PROTECTION DEVICE TO BE USED AND APPROPRIATE LOCATION ALONG TREE DRIPLINES
[Sections 15-316(b) & (c) and Section 15-318]
- ☐ 3. SHADE TREES IN PAVED PARKING AREA (Section 15-317)
 - 1) Select tree from Appendix E and use E-3 Formula for calculating 20% shading of vehicle accommodation area
 - 2) No pavement within 15' of retained trees or within the dripline of rare trees or 18" trees
 - 3) New trees - surrounded by 200 sq. ft. of unpaved area
 - 4) Vehicle stops to prevent a 3.5' vehicle overhang from striking trees
- ☐ 4. SCREENING (A, B, or C screen required, See Section 15-304)
- ☐ 5. DUMPSTERS (Section 15-250)
Location approved by Public -Works Director
Screening - Section 15-250(b)
- ☐ 6. BUILDING ELEVATION - (N, E, S, and W views)
- ☐ 7. SIGNS - COMMERCIAL
 - 1) Sign Surface Allocation Area
 - a) Master Sign Permit – sign surface allocation formula, Section 15-271(c)(2)(b)
 - b) Computation of Sign Surface Allocation
[Section 15-276(c)]
0.5 sq. ft. of sign surface up to 200 ft. of frontage per street and 0.75 sq. ft. of additional surface area per linear foot of street frontage in excess of 200 ft. allocation per street
 - c) Hall signs - does not exceed 50% of wall surface [Section 15-276(f)]
 - ☐ 2) Free Standing signs
 - a) Size (Section 15-277)

A single side may not exceed 0.3 sq. ft./linear foot of- facing street frontage up to 50 sq. ft. for lots with 200 linear feet or less to 75 sq. ft. with lots between 200 and 400 ft and to 100 sq. ft. on lots with more than 400 feet of street frontage.

- ☐3) Number of Signs (Section 15-278)
 - a) 1 freestanding sign per development
 - b) 2 freestanding signs with 400 linear feet of street frontage per intersecting street
 - c) 2 signs for double front lots
- ☐4) Location (Section 15-280)
 - a) Setbacks – see Section 15-184
 - b) No roof signs unless pitch exceeds 75 degrees
 - c) Cannot project more than 12” from a wall
 - d) Cannot project over a public right-of-way without an encroachment agreement
- ☐5) Height - cannot exceed 15’
- ☐6) Securely fastened [Section 15-282(e)]

GRADING AND DRAINAGE PLAN
SHOW THE FOLLOWING FEATURES ON BASE MAP

- ☐ 1. EXISTING AND ADJACENT UTILITIES, STREETS, AND DRAINAGE SYSTEMS
[Section 15-214 and Section 15-262]
- ☐ 2. PROPOSED CHANGES IN CONTOURS, 2' INTERVALS--SOLID LINES
- ☐ . PROPOSED DRAINAGE SYSTEMS:
[Sections 15-261, 15-262, 15-263, and Appendix C]
New Channels
Pipes (sizes and types)
Catch Basins
Junction Boxes
Yard Inlets
Energy Dissipators
Stormwater Retention/Detention Facilities
Type and Size of Materials Used
- ☐ . ADDITIONAL INFORMATION, NOTES OR COMMENTS:
