

Community Meeting Report Form

REPORT OF DEVELOPMENT INPUT MEETING REQUIRED BY THE CHATHAM COUNTY SUBDIVISION ORDINANCE

To: Lynn Richardson, Chatham County Subdivision Administrator

Subdivision Name: Mann's Chapel Road Subdivision

Approximate Location (or Address): 3954 Mann's Chapel Road

Proposed Number Lots: 22 Residential (Y/N): Y

The undersigned hereby certifies that the required sign(s) was posted on the property proposed for subdivision, on each road frontage of said subdivision on (date) July 6, 2017.
A photo of the sign posted is recommended to be attached to this form.

The meeting was held at the following time and place: Evergreen United Methodist Church -
11098 US Hwy 15-501N, Chapel Hill, NC on August 9, 2017 from 7:00 pm to 8:15 pm

The persons in attendance at the meeting: **See attached Attendance sheet**

The following issues were discussed at the meeting (**Attach additional sheet(s) if needed**):

See attached Development Meeting Notes

As a result of the meeting, the following changes were made to the subdivision proposal (**Attach additional sheet(s) if needed**):

The comments received at the Neighborhood meeting did not require adjustments to the proposal. The changes made to
the layout (from the original concept plan submitted) were made prior to the meeting on August 9, 2017. An overview of
these revisions were discussed with all in attendance.

Date: August 28, 2017

Applicant: David Lazzo

By: Peter Bellantoni

Please submit this Report to the Chatham County Planning Department located at 80-A East Street or mail it to Lynn Richardson, Subdivision Administrator, PO Box 54, Pittsboro, NC 27312-0054. If you have any questions, please contact Lynn Richardson at (919) 542-8207 or lynn.richardson@chathamnc.org.

COMMUNITY INPUT MEETING SIGN-IN SHEET

Project: Mann's Chapel Road Major Subdivision

Meeting Date: August 9, 2017

Location: 3954 Mann's Chapel Road

Place/Room: Evergreen United
Methodist Church

Name	Address	E-Mail
ROBERT E. HOERTER	504 VALENT MEADOW ^{Dr}	rhoertev1@gmail.com
DAVID LAZZO	2100 Cook Ridge Ct ^{Esloigh}	dlazzo2100@jmrsh.com
PETER BECCANTONI	401 Grandeur Rd ^{Camp Hill}	PBECCANTONI@PENNONI.COM
CORY KORAL	129 Lady Bay Ln	K2WV12@gmail.com
Miriam Tripp	4061 Mann's Chapel	mdtripp@bellsouth.net
Edna Webster	3885 Manns Chapel	—
Don Medlin	220 Half Dollar Rd	empiam@msn.com
Bruce Johnson	4141 Manns chapel	bcj55@mindspring.com
Wallace + Jeannie Ambrose	675 Lichen Trail	—
Linda W. Lloyd	3910 MANN'S Chapel	llloyd547@me.com
Bradley Leeger	4072 Manns chapel	DBL.precisionturfscape@gmail.com
CHAD LLOYD	3828 MANN'S CHAPEL	clloyd@fmrealty.com
Maureen O'Rourke	119 Willow Way	morourke916@gmail.com
Shannon Richards	119 Willow Way	richards916@gmail.com
Kathy Putnam	1206 Highland Trl.	kputnam450@gmail.com

**Development Input Meeting Notes for
Mann's Chapel Road Major Subdivision**

The meeting was held at the Evergreen United Methodist Church (11098 US Hwy 15-501 N, Chapel Hill, NC) on August 9, 2017 from 7:00 pm to 8:15 pm. The following issues were discussed (Please note that some topics were raised by multiple speakers during the meeting and the duplicate topics/responses were combined for clarity):

1. Edna Webster

- a. **Buffer along on-site channel** – Questioned what the buffer along the channel would be.
Response: *It was stated that a 50' buffer is anticipated and that field work by an Environmental Consultant will be performed soon to start the determination process. The design of the culvert crossing has not been completed as of yet however it is anticipated to be a pipe and not a bridge structure.*
- b. **Traffic/Lighting** – Concerned about traffic on Mann's Chapel and about excessive site lighting spilling out of the development.
Response: *It was stated that a Driveway Permit would need to be obtained from NCDOT and that all improvements along Mann's Chapel will need to be approved by NCDOT. It was also stated that widening of Mann's Chapel at this time was not anticipated based on the traffic volume generated by this development but ultimately Mann's Chapel Improvements are dictated by NCDOT. Regarding lighting, it was stated that lighting along the proposed street would be directed downward and not spill onto the adjoining properties. The applicant discussed that a development monument sign would be added at the site entrance with low level lighting.*

2. Miriam Tripp

- a. **Traffic** – Concerned with traffic along Mann's Chapel Road. Indicated that the existing center turn lane is used for passing.
Response: *Statements from # 1b were reiterated.*
- b. **Lighting** – Concerned about site lighting at entrance of development specifically the up-lighting of the development entrance sign(s).
Response: *The applicant discussed minimizing the effects of the entrance lighting to not spill onto Mann's Chapel Road.*
- c. **Construction Concerns** – Concerned about the burning of debris on-site during construction and the duration of construction noise.
Response: *The applicant committed to not burning construction debris on site. It was stated that the initial phase of construction would consist of clearing for the roadway/site improvements such as the roadway, erosion control/stormwater measures, installation of water and gas (if available) mains, electric/cable utilities and the culvert for the roadway crossing. The lot development would be performed by builder(s) once the subdivision improvements have been completed thus minimizing area being disturbed at one time as well as minimizing the number of construction crews at one time.*
- d. **Start of Construction** – Questioned when was the start of construction planned and how long would construction take.

Response: Anticipated that construction would start late Spring 2018 and an approximate two (2) year time frame for build-out.

- e. **Potable Water** – Questioned whether wells or county water will be provided for development and concerned with impact on groundwater levels.

Response: Stated that County water will be provide to this development. Groundwater/aquifer issues are handled at the State (DEQ) level.

- f. **Sale Price of Homes** – Questioned what the sale price of homes would be.

Response: Stated that homes would be in the price range of the Fieldstone Development.

3. **Jan Hutton (Chatham Development HOA President)**

- a. **Traffic** – Biggest concern is with traffic. She has spoken with Jason Sullivan (Chatham County Planning) and there are no plans to widen Mann’s Chapel Road at this time. Also concerned with providing a stub road from the proposed subdivision road to Half Dollar Road; neighborhood is not in favor of this.

Response: Statements from # 1b were reiterated. Regarding stub road issue, applicant prefers to not provide connection to Half Dollar Road so that proposed roadway would not become a cut through and to provide an increased level of safety to these homeowners.

4. **Kathy Putnam**

- a. **Traffic Safety and Groundwater** – Concerned with traffic due to existing hills and curves on Mann’s Chapel Road. Reiterated concerns of impact to wells/groundwater levels.

Response: Statements from # 1b and 2e were reiterated.

5. **Linda Lloyd**

- a. **Screening** – Concerned with buffers along perimeter of the property and with the possibility of children coming onto her property (safety concern) where she has an unfenced pond (which is spring fed).

Response: It is not believed that buffers are required along the perimeter of the site. Additionally, it is not anticipated that a homeowner would remove all vegetation right up to the property line (although not prohibited). Also stated that you cannot guaranty/prevent anyone from going across a property line where they don’t belong.

- b. **Builders** – Question on how many builders would be constructing homes in the development. Is it possible to sell to an individual?

Response: It would be possible to sell to an individual but not likely. It would be more likely to sell to multiple builders but it’s too early to determine at this stage. These would be custom homes similar to the Fieldstone Development.

- c. **Existing Homes** – What becomes of the two (2) existing homes on the property.

Response: Based on soils investigations and anticipated adjustments to the layout of the development, it is anticipated that these homes will be removed. Some hope that that the larger home could be salvaged/moved.

- d. **Restrictive Covenants** – Will there be any restrictive covenants for this development? Can buffers (including fencing) be included in the covenants? Possible shared cost of common fencing along perimeter between neighbors and developer.
Response: *Based on the proposed development it is anticipated that restrictive covenants will be created. These covenants will include items such as minimum house size and concrete driveways. It is also anticipated that a Home Owners Association will be created for this development to manage the maintenance of common areas, etc.*

6. **Dan Medlin**

- a. **Roadway Location** – Dan expressed concern with the location of the proposed roadway in relation to his existing property corner (which is an old truck axle set in a mass of concrete). He requested that the applicant’s engineer walk this area with him.
Response: *The field work has not started in this area. Once this has been surveyed, the location of the proposed roadway will be adjusted as needed.*
- b. **Springs** – Dan (along with others) indicated that there were springs on the property and that the applicant should be aware of this potential condition.
Response: *Information was appreciated.*

7. **Bruce Johnson**

- a. **Victoria Hill Subdivision** – What happened to it?
Response: *Exact reason was not known to the applicant, most likely due to recession.*

8. **Maureen O’Rourke**

- a. **Size of Development** – Questioned how many lots are being proposed? In general, she was content with that number of lots (as was most present). Concern was for a denser development (smaller lots and/or townhomes).
Response: *Applicant indicated that to make development feasible, a minimum of 22 lots are needed. The concept plan presented proposed 23 lots, however the applicant felt that the inclusion of the extra lot negatively impacted the development based on the site constraints. To get a denser development, sanitary sewer would need to be brought to the site; the expense of doing this would not make the project feasible. Additionally, for townhomes to be constructed, the property would need to be re-zoned.*

9. **Bradley Leeper**

- a. **Septic Configurations** – Questioned how lots shown with unsuitable soils would be able to be developed.
Response: *It was described that lot lines will be adjusted to provide the required septic areas in the rear if lots with excess suitable soil area; this will also require that septic distribution lines being installed beneath the creek to get to the suitable soil areas.*
- b. **Natural Gas** – Questioned whether natural gas will serve the development.
Response: *This has not been investigated by the design team as of yet, however it was indicated by the public that gas would most likely be available for this development.*
- c. **Clearing of Lots** – Questioned whether lots would be cleared.
Response: *Statements from # 5a were reiterated.*

Adjacent/Adjoining Landowners: These are those properties that share a common property line as well as those that are directly across a public or private road, easement, or waterway.

Legal notices are mailed to these owners so please type or write neatly

- | | |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| (1) David Bradley Leeper
4072 Manns Chapel Road
Chapel Hill, NC 27516 | (2) Shirley Lindley
4204 Manns Chapel Road
Chapel Hill, NC 27516 |
| (3) Chapel in the Pines
314 Great Ridge Parkway
Chapel Hill, NC 27516 | (4) NNP Briar Chapel LLC
c/o Newland Communities, 13777 Ballantine Corp Pl #250
Charlotte, NC 28277 |
| (5) Donald Medlin
119 Pensley Circle
Raleigh, NC 27609 | (6) Billie Medlin
220 Half Dollar Road
Chapel Hill, NC 27516 |
| (7) Richard Wall
131 Half Dollar Road
Chapel Hill, NC 27516 | (8) Ron & Pam Weber, Brad & Tracy Redfoot
2434 Daisy Lane
Chapel Hill, NC 27516 |
| (9) Ronald & Pam Weber
8317 Loch Laven Lane
Chapel Hill, NC 27516 | (10) R. Nelson & Janice Wall
64 Willow Way
Chapel Hill, NC 27516 |
| (11) Thomas and Karen Heliman
306 Highland Trail
Chapel Hill, NC 27516 | (12) Thomas and Karen Heliman
306 Highland Trail
Chapel Hill, NC 27516 |
| (13) Ricky & Luana Austin c/o Betty Brewington
13 Winterberry Way
Chapel Hill, NC 27516 | (14) James M. January
60 Lystra Estates Drive
Chapel Hill, NC 27517 |
| (15) James C. Linton & Rosa Scarborough
5102 Brookstone Drive
Durham, NC 27713 | (16) Charles & Tammy Morris Lloyd
3828 Manns Chapel Road
Chapel Hill, NC 27516 |
| (17) Shelton & Linda Lloyd
3910 Manns Chapel Road
Chapel Hill, NC 27516 | (18) Joseph Mosnier
115 Winsome Lane
Chapel Hill, NC 27516 |
| (19) Tux Holding LLC
2222 Sedwick Road
Durham, NC 27713 | (20) Edna Webster
3985 Manns Chapel Road
Chapel Hill, NC 27516-9437 |
| (21) Norman Lee & Miriam Tripp
4061 Manns Chapel Road
Chapel Hill, NC 27516 | (22) Bruce Jonnson
4141 Manns Chapel Road
Chapel Hill, NC 27516 |
| (23) COBEANA LLC
1898 Henderson Tanyard Road
Pittsboro, NC 27312 | (24) _____

_____ |
| (25) _____

_____ | (26) _____

_____ |



401 Providence Road
Suite 200
Chapel Hill, NC 27514
T: 919-929-1173
F: 919-493-6548
Firm License #: F-1267

www.pennoni.com

April 20, 2018
Via Hand Delivery

Chatham County Planning Department
80 East Street, Suite A
Pittsboro, NC 27312
Lynn Richardson

RE: Proposed Bonterra Subdivision
Major Subdivision First Plat Review
Ideal Capital Group, LLC
1532 Mann's Chapel Road
AKPAR 2532 and 2533
Chapel Hill, NC 27516

Dear Ms. Richardson:

Pennoni; on behalf of Ideal Capital Group, LLC hereby submits a Major Subdivision First Plat Review Application for review. The subject development is located on Mann's Chapel Road (AKPAR 2532's & 2533 / PINs 9766-62-6623 and 9766-61-6728. In connection with the First Plat Review, attached please find the following:

- Twenty (20) copies of the Bonterra Subdivision Plans, dated April 20, 2018, consisting of five (5) sheets, as prepared by Pennoni Associates;
 - Letter of Report from North Carolina Natural Heritage Program;
 - Completed First Review Application;
 - NCDOT Email dated November 29, 2017 stating road widening required;
 - Location Map from County GIS System;
 - Historical Association email dated 1/20/2018;
 - Chatham County Schools Notification;
 - Environmental Documentation or Environmental Impact Assessment;
 - Community Meeting Report Form;
 - Detailed Soil Scientist Report and Soils Map;
 - Road Name submittal form from Chatham County Emergency Operations office;
 - Riparian Buffer Review Map from S&EC dated 10/26/2017
- One (1) check number 2028 in the amount of \$1,350.00 made payable to the Chatham County for Major Subdivision First Plat review;

- One (1) reduced copy (8 ½" x 11") of the of the Bonterra Subdivision Plans, dated April 20, 2018; sheets 1-5 of;
- Two (2) copies of Site Grading and Utility Plan;
- One (1) list of adjoining property owners with mailing addresses within 400 feet of property boundary;
- One (1) digital copy of Major Subdivision First Plat Review submittal plans and supporting documents.

Project Summary

The Proposed Bonterra Major Subdivision will consist of twenty-two (22) single-family residential lots. The site which is located along the southerly side of Mann's Chapel Road consist of two (2) parcels of land which contains two (2) principal structures, three (3) accessory structures a stone foundation and a gravel drive. The structures on-site are older than 50 years; however, we were unable to discover any detailed information on these structures from the property owner. The gravel drive and all of the existing structures will be removed with the exception of the stone foundation (since it is located within the stream buffer). The installation of the proposed roadway (Bonterra Way) will require the installation of a culvert; permitting through Chatham County, ACOE and NCDEQ will be required for this work. These lots will be served by Chatham County water and individual septic systems. Three (3) of the proposed lots (20, 21 & 22) located on the north side of the stream will have remote septic areas that will require the septic fields to be on the southerly side of the stream; these crossings will be made by boring under the stream to minimize environmental impacts. Stormwater impacts will be mitigated via roadside ditched and a stormwater control measure located at the southerly end of the property.

The above-mentioned documents were previously submitted to the Chatham County Planning Board on February 16, 2018. Unfortunately, due to the Jurisdictional Determination not having been issued by the ACOE, the submittal was returned; however, the comments below were provided to this office via an email dated March 1, 2018 from Lynn Richardson with Chatham County Planning. Our response to these comments are below.

1. Your First Plat submittal must include the Corp of Engineer delineation map. If you don't have this, the submittal will be returned, and you can resubmit when you have the Corp map.
Response: The April 18, 2018 ACOE Jurisdictional Determination has been included in this submittal .
2. The soils report is missing Attachment # 1. The attachment needs to be added to each packet.
Response: Attachment # 1 has been added and the report has been amended to reflect the current proposal.

3. Your cover letter needs to state how you will make the stream crossing for the septic lines. Will you do an aerial crossing, or will you bore under the stream? What are the long-term maintenance requirements?

Response: The stream crossings for the septic lines for Lots 20, 21 & 22 will be bored under the stream; a note indicating same has been added to the Site Grading & Utility Plan. With regard to long-term maintenance requirements, each of the homeowners for Lots 20, 21 & 22 will be required to enter into a contract with a certified operator. The certified operator will be required to perform bi-annual inspections.

4. Call Drew Blake with Environmental Quality, 919-545-8394, regarding the road location where it crosses the stream. Per Drew the road needs to be a minimum of 50 feet from the intermittent stream feature. If you don't have the 50 feet, the road alignment may need to shift.

Response: The roadway alignment on the current proposal has been amended so that the proposed road right-of-way is located 50 feet from the intermittent stream. All grading/disturbance within this area will be within the road right-of-way.

5. Call Brian Burkhart, EQ Director regarding the need for stormwater features and where they should be placed. Brian's number is 919-542-5516. If stormwater features are needed, show location on First Plat.

Response: This comment was reviewed with Brian. Based upon our conversation, a note was added to the Site Plan (CS1001) and the Site Grading & Utility Plan (CS1501) indicating that "Proposed Roadway Ditches to be Utilized as Stormwater Control Measures (typ.)". Additionally, the approximate limits of a proposed stormwater control measure (located on Lots 11 and 12 within a 50' drainage easement) was added to the plans referenced.

6. The riparian buffer map by S&EC does not match the labeling in the buffer report prepared by Drew Blake. Drew said the labels on the map had changed after he prepared the report. Drew was going to call the consultant and request a revised buffer map and then rewrite his report. A copy of the revised map and report will need to be placed in each of the 20 packets.

Response: The amended map has been included in the submission.

7. For Lots 19 & 20 and 4 & 5, you need to provide a breakdown of the lot calculation, i.e. how much area is outside of the buffer area, how much is in the buffer area, and show that the stream feature itself is not included. This information needs to be on the site plan.

Response: A Lot Area Table identifying the buffer/useable areas for each lot has been added to the Site Plan (CS1001).

8. Add the property owners across Mann's Chapel Road. Were these owners included in the mailing list?
Response: The requested property owners have been added to all sheets (CS0201, CS1001 and CS1501) and have been included in the mailing list.

9. I saw the e-mail you sent regarding the pull-outs. Was the fire marshal aware that this was to be a NCDOT standard road and not a private road? It is my understanding that DOT now allows a 18' travelway in some instances. Please verify with Tom if the pull-outs are necessary on a DOT roadway. If not, remove from site plan.
Response: I have reviewed the pull-outs with Tom again and he has indicated that they can be removed. The current plans do not propose these pull-outs.

10. Provide verification from Justin Richardson that the mail kiosk can be in the DOT right-of-way.
Response: I reviewed the mail kiosk with Justin; the location of the kiosk has been amended; it is now proposed to be within an easement.

11. Did you get a verification from the Department of Natural Heritage that their letter dated January 19, 2018 can be included in your First Plat application packets?
Response: Email authorization to include has been attached to the Natural Heritage January 19, 2018 letter.

12. You will want to meet with Rachael Thorn, EQ Supervisor, prior to the April 3rd Planning Board meeting regarding buffer authorizations for the streams crossings.
Response: I will schedule a meeting with Rachael prior to the June 5, 2018 Planning Board meeting.

13. Your application lists dates for two site meetings. We will need to change those dates and can discuss what days and times are best.
Response: There are no restrictions on site availability; please let us know what is most convenient for all involved with the County.

14. Your cover letter needs to include information about the disposition of the structures on the property. Do the structures appear to be older than 50 years? Will they be moved or deconstructed, etc.?
Response: The existing structures on-site appear to be older than 50 years. All existing structures located outside of the buffer will be removed (deconstruction is not being proposed at this time). The existing stone foundation within the buffer will remain.

15. Bev Wiggins, CC Historical Assn, asked in her e-mail if you could provide any additional information regarding the history of the owners of the property. Have you been able to provide this information? If you have information, add this to the cover letter.
Response: As indicated in our attached email, no additional information was available.

16. The flood map number you have on the First Plat plans and the application is incorrect. Some of the panel numbers and dates changed on 11/17/17. The correct panel number is 3710976600K, date is 11/17/17.

Response: Correction has been made on CS0002.

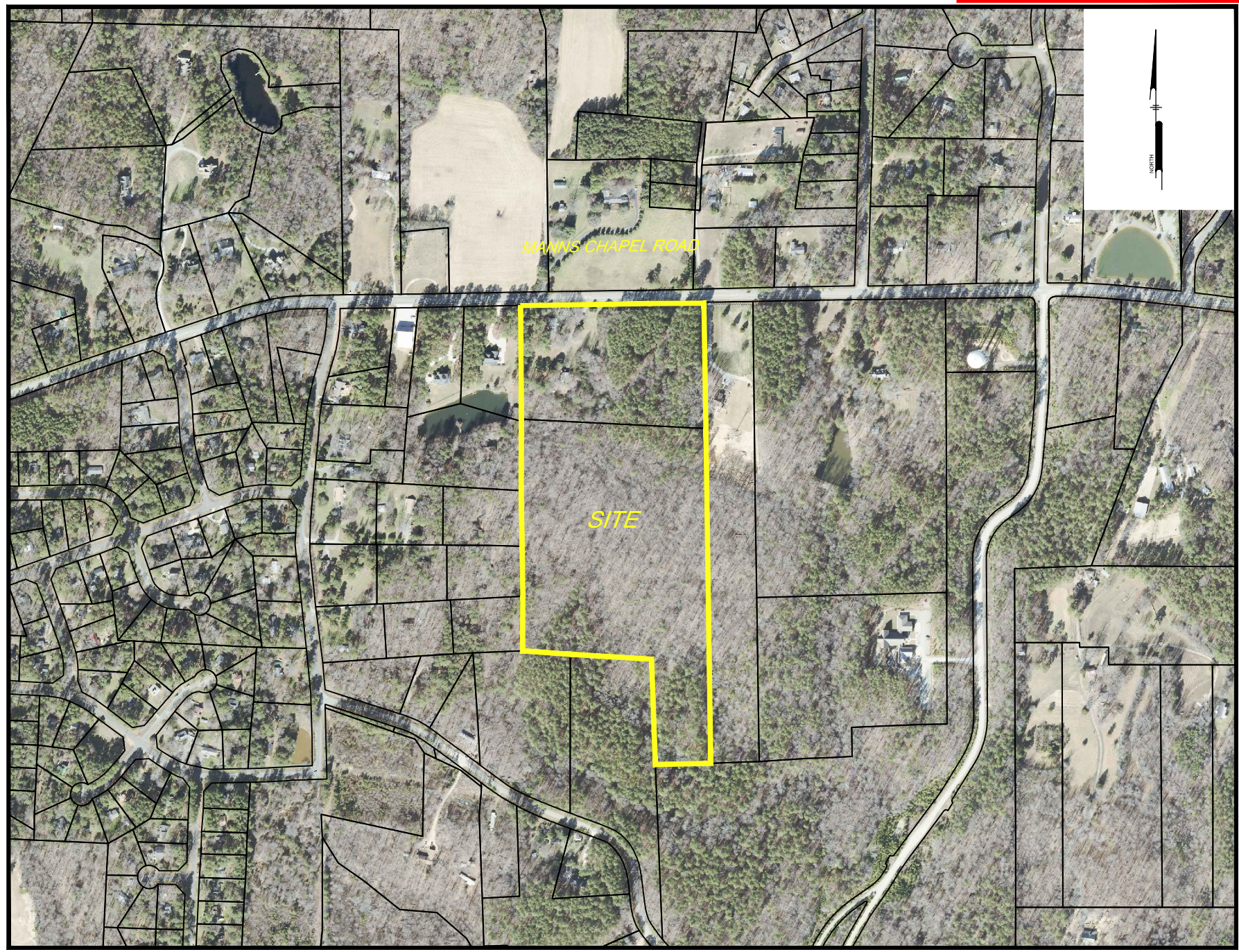
Please allow the above items to serve as a formal request for Major Subdivision First Plat review and discussion. During your review of the above, should you have further questions or comments, please do not hesitate to contact me directly at our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Bellantoni", with a stylized flourish at the end.

Peter Bellantoni, PE

Cc: Ideal Capital Group (w/ digital copy)





Chatham County Planning Department
80-A East Street
P.O. Box 54, Pittsboro, NC 27312-0054
Phone: 919-542-8204

First Plat Review Fee: \$250.00 + \$50.00 per Lot

MAJOR SUBDIVISION - FIRST PLAT REVIEW APPLICATION

Proposed Subdivision Name: Bonterra

Property Owner/Applicant: Representative (Surveyor, Engineer, Etc.):

Name: Ideal Capital Group, LLC

Name: Peter Bellantoni, PE

Address: 2100 Cook Ridge Court
Raleigh, NC 27615

Company Name: Pennoni Associates
Address: 401 Providence Road, Suite 200

Phone: (W)

Chapel Hill, NC 27514

(H)

Phone: (W) 919-230-9214

(C) 919-601-2816

(C) 919-609-6111

Fax:

Fax: 919-493-6548

Email: dlazzo2100@gmail.com

Email: pbellantoni@pennoni.com

Who should staff contact (circle one)? Property Owner/Applicant Consultant

PROPOSAL

Parcel # (AKPAR): 2532, 2533 P.I.N. # 9766-62-6623 and 9766-61-6728 Zoning District: R-1

Flood Map # 3710976600J Zone: X Watershed District: WS-IV PA

Existing Access Road (S. R. # and name): 1532 - Mann's Chapel Road

Total Acreage 31.495 Total # of Lots 22 Min. Lot Size (Acres) 40,018 sf (0.92 ac)

Max. Lot Size 110,438 sf (2.54 ac) Avg. Lot Size 57,423 sf (1.32 ac) # Exempt Lots (over 10 ac.) 0

Phased Development/Development Schedule? YES NO X How Many Phases?

If Subdivision will be Phased or Developed under a Development Schedule, Please attached a DETAILED Phasing Schedule or Development Schedule (for subdivisions consisting of 50 Lots or More).

Mixed-Use YES NO X Multi-Family (Townhomes, Apts., etc.) YES NO X

Proposed Number of Lots: Residential 22 Commercial Other

If Other, Specify (i.e. recreation)

Wastewater Disposal: Individual Septic X Community Septic Public System

Water System: Individual Well Community Well(s) Public System X

Public Water System Name: Chatham County Public

Public Wastewater System Name (ex. Aqua NC): N/A

Will New Road(s) be constructed? YES NO Internal External/Access

Type of Road: Private Length (mi.): _____ Public Length (mi.): 0.305

Road Surface: Paved Gravel Width of Road Surface (feet) 18

Will this be a Conservation Subdivision (See Section 7.7 of Subdivision Ordinance) YES NO

Type and Acreage of Other Facilities (ex. Recreation, Mixed-Use, Commercial, etc.):


N/A

Date of Community Meeting: August 9, 2017 Location: Evergreen United Methodist Church

Provide At Least two (2) separate dates for County Staff and Board (Volunteer Advisory and Elected) site visits – Please provide at least one date when site will be available between 8am and 5pm, and one date when site will be available after 5pm

<u>DATE</u>	<u>TIME(S)</u>
Generally the site is available anytime	Exact time(s) to be determined
Exact date(s) to be determined	

Please See Attached for Submittal Requirements

 _____

Signature of Property Owner/Applicant

4/15/18 _____

Date

<i>For Staff Use Only</i>	
Date Received _____	By _____
Date Fee Paid _____	Received By _____
Date Review Completed _____	Date Applicant Contacted _____



First Plat Submission Checklist

Subdivision Name: Bonterra

Submit the following with this application:

- x **20** paper copies (folded) of the Plat showing proposed subdivision (minimum size 18” x 24”) *See Section 6.1 of Subdivision Regulation for information required to be on Plat*
- x 1 digital copy of all documents conforming to Digital Document Submission Guideline
- x 1 Reduced copy of plat (8.5” x 11”)
- x List (1 copy) of adjoining property owners with mailing addresses. List must include all adjoining property owners within 400 feet of property boundaries. A Microsoft Excel spreadsheet listing the names and addresses shall be submitted with the digital submission.

Submit two (2) paper copies and one (1) digital copy of the following:

- x Utility Plan (proposed layouts for sewer and water where applicable, showing feasible connections to the existing utility system, or any proposed utility system).

Submit 20 bound packets of the following information:

- x Completed First Plat Review Application (2 Pages)
- x Location Map (with Aerial Photo) from County GIS System (8.5” x 11”)
- x Topographic Map (contours at vertical intervals of not more than five [5] feet, at the same scale as the First Plat), if required by staff.
- x Comments from Chatham County Historical Association from Concept Review (If any)
- x Comments from Chatham County Schools from Concept Review (If any)
- x Copy of Environmental Documentation or Environmental Impact Assessment and report from Environmental Quality Department.
- x Community Meeting Report Form
- N/A Recommendation(s) from Technical Review Committee Meeting at Concept (If any)
- x Detailed Soil Scientist Report and Soils Map
- x Road name submittal form from Chatham County Emergency Operations office
- x Copy of Riparian Buffer Review
- x (pending) Army Corps of Engineers Permit, if required
- x (pending) NC Division of Water Quality Permit, if required

Letter attached with notification - no comments received

If submitting a Conservation Subdivision, must also submit the following documentation along with 15 paper copies (bound in a 3 ring binder) and 1 digital copy:

- N/A Documentation (i.e. deed, easement document) of Ownership of Conservation Space
- N/A Conservation Space Management Plan (See Section 7.7 [G])
- N/A Legal Instrument for Permanent Protection (See Section 7.7 [H])



**CHATHAM COUNTY
PLANNING DEPARTMENT**

DIGITAL DOCUMENT SUBMISSION GUIDELINES

Chatham County, in the interest of record automation, requires that all subdivision and re-zoning applications and supporting documents, including plats/maps, be submitted to the Planning Department in digital and hardcopy formats. The primary function of this document is to provide digital submission standards, procedures, and requirements. Failure to comply with these requirements will delay the processing of your application.

ELECTRONIC PLAN AND APPLICATION SUBMITTAL

- ALL DIGITAL FILES MUST BE PC COMPATIBLE. All digital documents must be submitted in Portable Document Format (.pdf). A digital copy of all hardcopy documents must be provided with the application submittal.
- All related digital files should be located in a single directory or folder in the media and named accordingly. Acceptable media includes CD-ROM's. Discs and disc sleeves/cases should be labeled with the contact name, phone number, project name and phase. Revisions to previous submittals should be labeled as such. Digital files may be transmitted via email if approved by the Planning Division.
- Multiple pages of a document shall be combined into a single document when document size permits. Ideally, files should not be larger than 5 megabytes (MB) in size. Files should not be submitted in a compressed format (i.e. WinZip or PkZip).
- PDF documents produced by scanning paper documents should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we recommend scanning documents at 300 dots per inch (dpi) to balance legibility and file size. All documents should be properly oriented to the top of the page.
- When submitting numerous digital documents you must provide an ASCII text file named "Submittal.txt" that contains a listing of the documents in the order of the packet submission.

Note: Staff may request digital files compatible with ESRI ArcView GIS software (i.e. AutoCAD .dwg or .dxf files) depending on the size and scope of the project.

If you have any questions regarding the submission of digital documents please contact Jason Sullivan with the Planning Department at 919/542-8233 or jason.sullivan@chathamnc.org.

For Questions, Contact Lynn Richardson, Subdivision Administrator (lynn.richardson@chathamnc.org) or (919) 542-8207