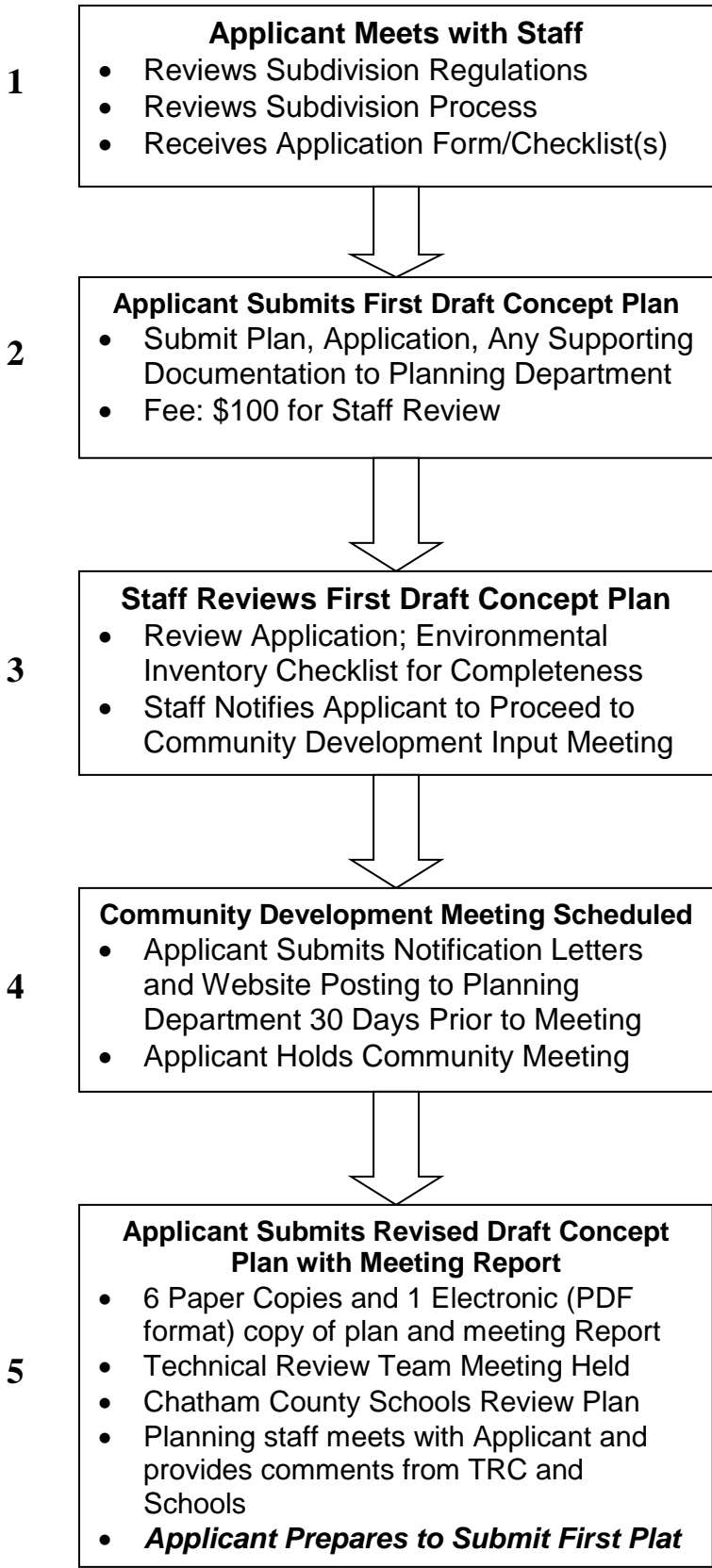


Major Subdivision Concept Process



Community Input Meeting Information and Procedure

During the Concept Plan step of the major subdivision process in Chatham County, all applicants are required to hold a Community Input Meeting to allow adjacent property owners and other interested members of the public an opportunity to review the development plans and offer feedback to the applicant. This meeting is intended to allow the applicant to present a better overall plan to the County, thus saving the applicant, public and County money, time and effort.

Please see Attachment A for further guidance on the meeting.

Several things are required by the County for the Community Input Meeting. The applicant must post the property on which the development is to take place, provide notification letters of the meeting to the Planning Department to mail to the adjoining property owners, and provide the necessary information to allow the Planning Department to post notice of the meeting on the County website. After the Community Input Meeting, the applicant will submit the concept plan, with any revisions based on the meeting, to the Planning Department for review by the Technical Review Committee (TRC). A Community Input Meeting Report shall also be submitted.

Posting of the Property to be Subdivided

The applicant is required to post the property with a "Development Input Meeting" sign along every road frontage of the property to be subdivided. The signs will be double-sided and the same dimensions and letter sizes as the County's Public Hearing Notice signs.

Please see Attachment C for further Sign Requirements and a Sample.

Notification Letters for Adjacent Property Owners

The applicant is required to provide notification letters for all property within 400 feet of the proposed subdivision. Adjacent right-of-way widths are not counted as part of the 400 foot requirement. The applicant shall provide these letters in self-addressed stamped envelopes to the Planning Department a minimum of 30 days prior to the scheduled meeting date. The letters must include the date, time and location of the meeting, detailed directions to the meeting location, a copy of the proposed development plan, and a map showing the approximate location of the subdivision shall be included with the letters. The applicant shall also provide the Planning Department with one copy of the letter and preliminary plan for the Department's file. The Planning Department will verify the addresses, notify the applicant if additional letters need to be provided, and mail the notices out no less than 20 days prior to the community meeting.

Please see Attachment D for a Sample Notification Letter.

Posting of Notification on the County Website

The applicant shall provide the Planning Department with a short announcement (with the notification letters) that the Department will post on the County website. A digital copy, on a compact disc (CD) in PDF format, of the preliminary plan to be shown at the meeting, location map of the property, and detailed directions to the meeting location, shall also be included to be posted on the website. The Planning Department will post this information on its website no less than 20 days prior to the date of the Community Meeting (www.chathamnc.org/planning).

Please see Attachment B for a Sample Announcement.

Community Input Meeting Report

The applicant shall provide a Community Input Meeting Report to the Planning Department with the submittal of the Concept Plan for TRC review and with the First Plat submittal.

Please see Attachment E for the Community Input Meeting Report Form.

Attachment A

Further Guidance on Community Input Meetings

The following is strongly recommended, but not required, for holding a Community Input Meeting:

- It is recommended that the meeting is held at a location as close as possible to the proposed subdivision, preferably within Chatham County. Some possible meeting sites:
 - Restaurants
 - Local church Fellowship Halls/Gymnasiums
 - Public Library
 - Community Centers
 - Community College Campus
 - Public/Private Club (i.e. Golf Course clubhouse)
- **Some locations may charge a rental fee for meeting space****
- It is recommended that the meeting location is fully accessible to all persons (i.e. ADA Compliant).
 - It is recommended that the meeting is held at times most interested parties would be able to attend.
 - There is no time limit on the meeting, however it is recommended that the applicant strive to address any and all concerns of the parties in attendance.
 - It is recommended that the applicant have a large-scale (minimum 18"x24") plan showing the proposed subdivision and any public improvements. Handouts are also encouraged.

Attachment B

Sample Meeting Announcement for County Website

(Fill in highlighted areas with information for proposed meeting/development)

A Community Input Meeting will be held on **Thursday, April 16, 2009** at **7:00 pm** to discuss a proposed subdivision located on **US 15-501**, approximately **one mile south of Manns Chapel Road**. The meeting will be held at the **Chatham County Public Library in Pittsboro**, and is scheduled to last approximately **1 hour**. The proposed subdivision will consist of **30 lots on 50 acres**, with an average lot size of **1.50 acres**, with lots proposed to be served by **County water and private septic systems**. A representative will be available to answer any questions there may be, and all interested parties are encouraged to attend to offer feedback. A location of the property to be subdivided, detailed directions to the meeting site, and the proposed development plan are available below. Please contact **John Doe** at **(919) 555-1234** for more information.

Attachment C

Community Development Input Meeting Notification Sign

Sign Dimension and Type Requirements (Minimum)

Yellow or White Background, Black Block Letters

24 Inches Wide by 18 Inches Tall

Letters 1.50 – 2 Inches Tall

Maximum 8 Lines

Required Information:

Community Meeting Notice for Proposed Subdivision

Meeting Location, Date and Time

Contact Information (Name, Phone Number) for Applicant

County Planning Department website (where letter and plan are posted)

**Development Input Meeting Notice
To Discuss Proposed Subdivision
Meeting Location: XXXX
Meeting Time: XX/XX/XX at XXXX pm
Contact XXXX
(XXX) XXX-XXXX
For More Information
Proposal: www.chathamnc.org/planning**



Sample – County Public Hearing Notice Sign

Attachment D
Sample Notification Letter

Date

Developer/Applicant Name

Developer Address

Developer Address

Re: **Development Input Meeting** for _____ (*Proposed Subdivision Name*) located at _____ (*Location of Subdivision*) on ____ (*date*)

Dear Adjacent Property Owner:

This letter is to invite you to a community meeting regarding a # *lot residential (and/or commercial) subdivision* on _____ acres we are proposing on _____ (*road/street name*) near your property, on Parcel Number _____. An informal community meeting will be held on _____ (*date*) beginning at _____ (*time*) at _____ (*location of meeting*), and lasting approximately _____ hour(s). Detailed directions are attached. The proposed lots will be served by _____ (*water*) and _____ (*wastewater*), with an average lot size of _____ acres. Plans of our proposed development will be shown and you will have the opportunity to voice your concerns and ask questions of people knowledgeable about the details of our project. Our plans may be revised based on your input before we submit to the County.

This meeting is required as part of the County subdivision process; however County staff will not participate in the meeting. We are planning to submit our official plans to the County Planning Department in the near future. You will receive a notice from the County about this submittal once the application has been made.

We would appreciate your attendance and input at the community meeting. If you have questions before the meeting you may contact the person noted below. A copy of the map showing our proposed subdivision is attached and can also be viewed on the Chatham County web site at www.chathamnc.org/planning under the Planning Links & News, Concept Plans.

Sincerely,

For More Information, Please Contact:

Name

Phone Number

Email Address

Attachment E
Community Meeting Report Form

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

To: Kimberly Tyson, Chatham County Subdivision Administrator/Planner II

Subdivision Name: _____

Approximate Location (or Address): _____

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

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) _____.
A photo of the sign posted is recommended to be attached to this form.

The meeting was held at the following time and place: _____

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**): _

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

Date: _____
Applicant: _____
By: _____

Please submit this Report to the Chatham County Planning Department located at 80-A East Street or mail it to Kimberly Tyson, Subdivision Administrator, PO Box 54, Pittsboro, NC 27312-0054. If you have any questions, please contact Kimberly Tyson at (919) 542-8283 or kimberly.tyson@chathamnc.org.