



APPLICATION ACCEPTANCE POLICY

PLAN AMENDMENTS

Chatham County
Planning Department

PO Box 54, Pittsboro, NC, 27312
Telephone 919-542-8204 | Fax 919-542-2698
www.chathamcountync.gov/planning

Chatham County understands that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Planning Department staff to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete review of projects in an accurate and timely manner. Due to the preparation, reviews, and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Planning Director.
2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted. **THE PROCESS FOR AMENDING A PLAN FOLLOW THE PROCEDURES OUTLINED IN SECTION 19.4 (B) OF THE ZONING ORDINANCE.**
3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Department by accepting payment and issuing receipt. Staff will not hold materials for incomplete applications or any monies associated with the submittal of an application. Application fees must be paid at the time an application is submitted for acceptance.
4. In order to allow time to process fees, applications will not be accepted after 4:00 pm each day.
5. For your convenience, applicants may schedule an appointment with staff to review the application package before the official submission.

The Planning Department staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 919-542-8233.



Chatham County Planning Department
 PO Box 54/80-A East Street
 Pittsboro, NC 27312
 Ph: (919) 542-8204
 Fax: (919) 542-2698

**CHATHAM COUNTY APPLICATION
 FOR A PLAN AMENDMENT**

Applicant Information:

Landowner Information:

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CONTACT PH: () _____

CONTACT PH: () _____

EMAIL: _____

EMAIL: _____

PROPERTY IDENTIFICATION

Applicable Plan: _____

Physical (911) Address: _____ PARCEL (AKPAR) No.: _____

Township: _____ Total Acreage (if applicable): _____

CURRENT APPLICABLE PLAN CLASSIFICATION: _____

PROPOSED PLAN CLASSIFICATION: _____

APPLICANT'S JUSTIFICATION STATEMENT FOR THE PLAN AMENDMENT

Explain in detail why you think conditions warrant a Plan Amendment (attach more pages, as needed):



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No application packets will be taken after 4pm. All fees must be paid at the time of application submittal. For the purposes of calculating this application fee, use the following:

Application Fee: \$250

PLEASE SIGN THE MOST ACCURATE SIGNATURE OPTION BELOW (1, 2, OR 3)

(1) I hereby certify that **I am the owner or authorized agent of said property** and that the information provided is complete and the statements given are true to the best of my knowledge.

Signature

Print Name

Date

The owner must sign the following if someone other than the owner is making the application.

(2) I hereby certify that (please print) _____ is an authorized agent for said property and is permitted by me to file this application.

Signature

Print Name

Date

(3) I acknowledge that **I am not the landowner OR authorized agent** of the property for which this application is being made.

Signature

Print Name

Date

FOR OFFICE USE ONLY

Application No.: PL20 Date Received: _____ 20

Payment Received: \$ _____

Check No. _____ Cash Credit Card Money Order

Planning Department
Revised Jan. 21, 2016 apb