



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: _____

Property Owner/Applicant:

Representative (Surveyor, Engineer, Etc.):

Name: _____

Name: _____

Address: _____

Company Name: _____

Address: _____

Phone: (W) _____

(H) _____

Phone: (W) _____

(C) _____

(C) _____

Fax: _____

Fax: _____

Email: _____

Email: _____

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

PROPOSAL

Parcel # (AKPAR): _____ P.I.N. # _____ Zoning District: _____

Flood Map # _____ Zone: _____ Watershed District: _____

Existing Access Road (S. R. # and name): _____

Total Acreage _____ Total # of Lots _____ Min. Lot Size (Acres) _____

Max. Lot Size _____ Avg. Lot Size _____ # Exempt Lots (over 10 ac.) _____

Phased Development/Development Schedule? YES [] NO [] 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 [] Multi-Family (Townhomes, Apts., etc.) YES [] NO []

Proposed Number of Lots: Residential _____ Commercial _____ Other _____

If Other, Specify (i.e. recreation) _____

Wastewater Disposal: Individual Septic [] Community Septic [] Public System []

Water System: Individual Well [] Community Well(s) [] Public System []

Public Water System Name: _____

Public Wastewater System Name (ex. Aqua NC): _____

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

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

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

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.):

Date of Community Meeting: _____ Location: _____

Once the Planning Department has determined sufficiency, the applicant shall provide time(s) during at least two (2) separate days for site visits by county staff, advisory board, and elected officials.

DATE

TIME(S)

Please See Attached for Submittal Requirements

Signature of Property Owner/Applicant Date

For Staff Use Only		PL _____
Date Received _____	By _____	
Date Fee Paid _____	Received By _____	
Date Review Completed _____	Date Applicant Contacted _____	



First Plat Submission Checklist

Subdivision Name: _____

Submit the following with this application:

- _____ 1 digital copy of all documents conforming to Digital Document Submission Guideline
- _____ 1 Reduced copy of plat (8.5" x 11")
- _____ List (1 copy) of all property owners names and mailing addresses **within 400 feet** of property boundaries. A Microsoft Excel spreadsheet listing the names and addresses shall be submitted with the digital submission. If more than 10 property owners, provide mailing labels.
- _____ Completed Flood Plain Determination Application.

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

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

Submit 4 packets of the following information: The remaining 16 packets shall be submitted within one week after Staff Sufficiency review.

- _____ **Folded** Plat showing proposed subdivision (minimum size 18" x 24") *See Section 6.1 of Subdivision Regulation for information required to be on Plat*
- _____ Completed First Plat Review Application (2 Pages)
- _____ Location Map (with Aerial Photo) from County GIS System (8.5" x 11")
- _____ 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.
- _____ Comments from Chatham County Historical Association from Concept Review (If any)
- _____ Comments from Chatham County Schools from Concept Review (If any)
- _____ Copy of General Environmental Documentation & approval letter from Watershed Protection or Environmental Impact Assessment-(50 lots or more).
- _____ Community Meeting Report Form
- _____ Recommendation(s) from Technical Review Committee Meeting at Concept (If any)
- _____ Detailed Soil Scientist Report, Soils Map, and e-mail correspondence from Environmental Health
- _____ Road name submittal form from Chatham County Emergency Operations office
- _____ Copy of Riparian Buffer Review
- _____ Army Corps of Engineers Permit, if required
- _____ NC Division of Water Quality Permit, if required

If submitting a Conservation Subdivision, must also submit the following documentation along with 2 paper copies and 1 digital copy: The remaining 13 packets shall be submitted within one week after Staff Sufficiency review.

- _____ Documentation (i.e. deed, easement document) of Ownership of Conservation Space
- _____ Conservation Space Management Plan (See Section 7.7 [G])
- _____ Legal Instrument for Permanent Protection (See Section 7.7 [H])
- _____ Fragmentation Map and On-Site Inventory Map
- _____ Confirmation letter from Watershed Protection Department

Revised 7/21/2021

For Questions, Contact Kimberly Tyson, Subdivision Administrator (Kimberly.Tyson@chathamcountync.gov) or (919) 542-8283



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@chathamcountync.gov.

For Questions, Contact Kimberly Tyson, Subdivision Administrator (Kimberly.Tyson@chathamcountync.gov) or (919) 542-8283

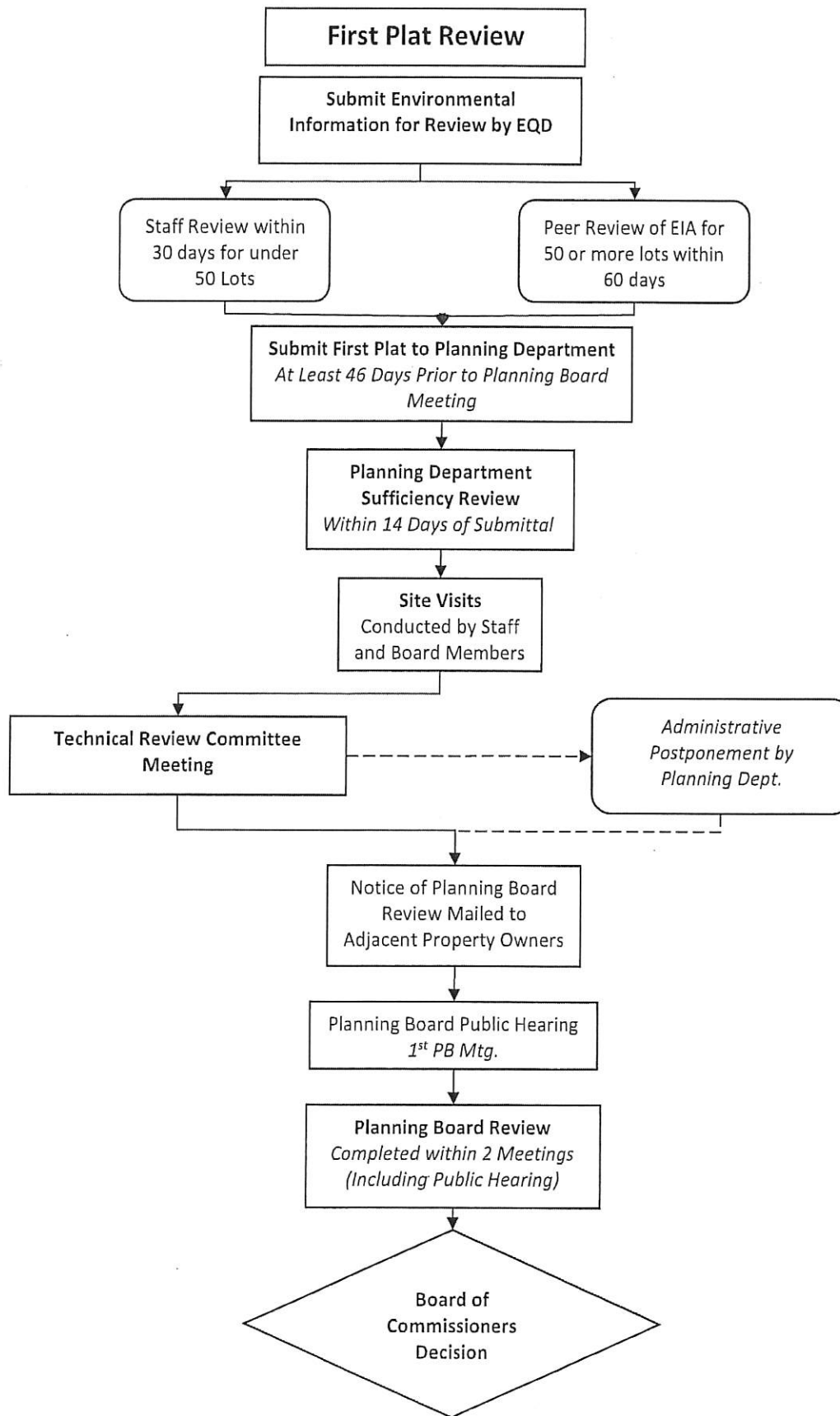


Figure 2. First Plat Review Process Diagram