



## APPLICATION ACCEPTANCE POLICY

## COMPACT COMMUNITY ORDINANCE AMENDMENTS

Chatham County  
Planning Department

PO Box 54, Pittsboro, NC, 27312  
Telephone 919-542-8204 | Fax 919-542-2698  
[www.chathamcountync.gov/planning](http://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 Zoning Administrator.
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.
3. Application fees must be paid at the time an application is submitted for acceptance. **Please provide ONE complete set of the application and all supporting materials when submitting.** More copies will be requested by the Planning Department (16 sets) once the sufficiency review period has been completed.
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 919-542-8285.



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
AMENDMENT TO THE COMPACT
COMMUNITY ORDINANCE OR MAP

Applicant Information:

NAME: Congruus LLC, a North Carolina limited liability company

ADDRESS: 679 Hillsboro Street

Pittsboro, NC 27312

CONTACT PH: C/O Isabel Mattox (919)828-7171

EMAIL: C/O Isabel Mattox Isabel@mattoxlawfirm.com

Landowner Information:

NAME: Congruus LLC, a North Carolina limited liability company

ADDRESS: 679 Hillsboro Street

Pittsboro, NC 27312

CONTACT PH: ( )

EMAIL:

PROPERTY IDENTIFICATION

Physical (911) Address: Parker Herndon Rd., 1411 Parker Herndon Rd., and 724 Morris Rd.

PARCEL (AKPAR) No.: 0002868, Portion of 0002867, Portion of 0002869, and Portion of 0002842

Township: Baldwin Total Acreage: 236.47 Acreage added to CCO Boundary: 184.04

(Do not round acreage. Use exact acreage from tax record or survey)

Map Amendments to Ordinance:

Provide a map showing the existing compact community boundary including any proposed changes to the boundary and all properties requested to be added.

Text Amendments to Ordinance

Section 6.1 Page 3-4, Section Page, Section Page

Existing Language:

The Compact Community Ordinance applies to the property shown in green as shown on the attached in Exhibits A and A-1.

Requested Language Change:

The Text Amendment proposes the change of CCO map boundaries to include within the CCO the areas shown in yellow in Exhibits A and A-1.

Reasons for requested text amendment:

The current boundary of the property governed by the CCO bisects the Applicant's property. After consultation with County Staff and Planning Board members, applicant elected to request a Text Amendment to expand the boundaries to which the CCO applies to all include all of Applicant's property to allow the development of a mixed-use community including multiple housing types and commercial and recreational development. The property would be allowed more density in defined locations in exchange for preservation of significant open space in accordance with the objectives of the Chatham County Comprehensive Plan.

APPLICATION SUBMITTAL REQUIREMENTS

Attach the following as required in Section 19.4.C of the zoning ordinance:

- 1. Map of the property showing the parcel or portions thereof that are affected by this amendment request.
- 2. Written legal description of such land.
- 3. Mailing labels for all adjoining property owners.

Please address the following on a separate summary attachment:

- 1. Any alleged error in the Ordinance, if any, which would be remedied by the proposed amendment
- 2. The changed or changing conditions, if any, which make the proposed text and map amendments reasonably necessary.
- 3. The manner in which the proposed text and map amendments will carry out the intent and purpose of the Comprehensive Plan or part thereof. **You must note specifics from the plan giving reference to page number and section.**

No application packets will be taken after 4pm. All fees must be paid at the time of application submittal. A mailing list (self-adhesive labels) of all adjoining property owners is required.

Application Fee: \$250.00

Fees are non-refundable once the public hearing notices are sent and even if the request is denied.

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**(3)** I acknowledge that **I am not the landowner OR authorized agent** of the property for which this application is being made, but I do live within the zoned area of the county.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

APPLICATION SUBMITTAL REQUIREMENTS

Attach the following as required in Section 19.4.C of the zoning ordinance:

- 4. Map of the property showing the parcel or portions thereof that are affected by this amendment request.
- 5. Written legal description of such land.
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

(6) I acknowledge that **I am not the landowner OR authorized agent** of the property for which this application is being made, but I do live within the zoned area of the county.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Application No.: PL- \_\_\_\_\_

Date Received: \_\_\_\_\_ 20 \_\_\_\_\_

Payment Received: \$ \_\_\_\_\_

Check No. \_\_\_\_\_

Cash

Credit Card

Money Order

\_\_\_\_\_  
Planning Department

Revised June 2021 hg/ap

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

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

BY:  6/29/2021  
DocuSigned by: 34A2352D7B4246A...

\_\_\_\_\_  
Signature

Keith McRae, Member/Manager  
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, but I do live within the zoned area of the county.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



Portion of parcel 2867

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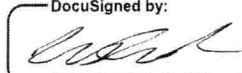
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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

DocuSigned by:  
  
\_\_\_\_\_  
9B2C6E498E8D445...  
Signature

OWEN PARKEIZ  
Print Name

6/30/2021  
\_\_\_\_\_  
Date

(3) I acknowledge that **I am not the landowner OR authorized agent** of the property for which this application is being made, but I do live within the zoned area of the county.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date