



## APPLICATION ACCEPTANCE POLICY

GENERAL USE  
DISTRICTS  
REZONING MAP  
AMENDMENTS

Chatham County  
Planning Department

PO Box 54, Pittsboro, NC, 27312  
Telephone 919-542-8204 | Fax 919-542-2698  
[www.chathamnc.org/planning](http://www.chathamnc.org/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. **PLEASE REVIEW SECTION 19 FOR GENERAL USE REZONINGS IN THEIR ENTIRETY TO MAKE SURE ALL AREAS FOR SUBMISSION ARE COVERED.**
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  
 CHANGE IN **GENERAL USE ZONING**  
**DISTRICTS**

Applicant Information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CONTACT PH: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

Landowner Information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CONTACT PH: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPERTY IDENTIFICATION

Physical (911) Address: \_\_\_\_\_

PARCEL (AKPAR) No.: \_\_\_\_\_

Township: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Acreage to be Rezoned: \_\_\_\_\_

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

**CURRENT ZONING DISTRICT/CLASSIFICATION:** \_\_\_\_\_

**PROPOSED ZONING DISTRICT/CLASSIFICATION:**

- R-1 Residential     R-2 Residential     R-5 Residential     O & I Office & Institutional  
 NB Neighborhood Business     CB Community Business     Regional Business     IL Light Industrial  
 IH Heavy Industrial     Mixed Use

**FEMA Flood Map Information:**

Flood Map No. : \_\_\_\_\_

Map Date: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

**WATERSHED Information:**

Current Watershed Classification: \_\_\_\_\_

Within Jordan Lake Buffer Area:  Yes  No  Unknown

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 rezoning request.
2. Written legal description of such land

*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 rezoning reasonably necessary
  - a) Need and Desirability <Required> The application should describe why there is a need for the proposed use in the area being applied for. Describe how this was determined (for example, an analysis of present or projected demands on existing similar uses). This is an opportunity for the applicant to establish the benefit to the county that will result from approval of this permit. Why is the proposed use more desirable than other uses permitted under the existing zoning?
  - b) Survey of Similar Uses <Required> How many other instances of this use are currently in Chatham or within an adjacent county? Are there similar uses already approved for the requested use on adjacent

- properties? Provide summary of existing similar uses. If there are already a number of such uses allowed in the County or another similar use in reasonably close proximity to the new requested site, why is this new instance of this use essential? Are these other instances currently in operation and successful?
- c) Public Provided Improvements <Required> Identify any public improvements, services, etc., that the county would be required to provide in support of this site if the use is approved. If no additional public improvements are needed, then state this as the case.
  - d) Tax considerations <Optional> If appropriate, or of advantage to the application, provide an estimate of the tax revenue (direct and indirect) to the County that this use would provide. Describe how this estimate was determined. What is the net result of expenditure of County services and facilities required vs. the tax revenue generated?
  - e) Employment <Optional> Discuss the number of jobs that would be created by this use. Designate these positions as full time or part time. If possible, describe the salary ranges of the employees.
3. The manner in which the proposed rezoning will carry out the intent and purpose of the adopted Land Use Plan or part thereof. **You must note specifics from the plan/s giving reference to page number and section.** In support of the Comp Plan, include the following references at a minimum:
- a) CHAPTER TWO: (begins on page 13)
    - a. Issues and Opportunities
  - b) CHAPTER THREE: (begins on page 39)
    - a. Goals and Objectives
    - b. Land Use Descriptions – select the correct designation for your submittal and support the various bullet points as outlined.
  - c) CHAPTER FOUR: (begins on page 51)
  - d) The minimum strategies to address are the following. You may include others as you deem supportive of your application.
    - a. Economic Development (page 53)
    - b. Land Use (page 61)
    - c. Natural Resources (page 103)
    - d. Parks and Recreation (page 117)
4. List all other circumstances, factors, and reason which the applicant offers in support of the proposed amendment
- a. Traffic <Required> Document projected traffic generated by the use. Document current capacity for the road that serves this site (available for all/most roads from NCDOT). What kinds of traffic will this be (car, bus, truck, etc..) and what will be the peak time of day for the traffic? Do you anticipate changes to the speed limit on the principal service road for this site? Are modifications to the road system needed (e.g. a turning lane)? How will these road improvements be financed? A letter of opinion from NCDOT would be required if introduction of significant new traffic loads were expected or there is already a high accident rate at this location. Will the road(s) included in the County Thoroughfare Plan accommodate these anticipated requirements?
  - b. Visual Impact & Screening <Required> Describe the visual presentation of the completed project in context with the adjoining properties. How will fencing and/or plantings alter the future visual presentation?
  - c. Lighting <Required> Will there be lights associated with the use? This includes but is not limited to pole lights whether for security or decorative post mounted lights, lights on buildings/structures, landscape lighting, flood lights, etc. If so, describe the wattage, type, method of support (if on poles, give height of pole), and times of night the lights would be in use. What considerations and methods have been considered to the shielding of the light from adjacent properties? Are similar lights in use elsewhere that can be evaluated?
  - d. Noise <Required> Will there be noise generated by the use? If so, what will be the source of this noise? Provide an estimate of the level of noise in decibels at the property lines of the site. Provide the basis for this estimate. If the noise generated is anticipated to exceed the County Noise Ordinance, a permit must be requested and approved to exceed the ordinance requirements.
  - e. Chemicals, Biological and Radioactive Agents <Required>. Identify types and amounts of chemicals, explosives, biological and radioactive materials that will be utilized by the requested use. What is the estimated amounts of these agents that will be generated as waste; how will they be disposed? Identify the possible biochemical or radioactive hazards that may be associated with this use; how will these be handled? Identify the potential for emissions into the air. Identify the potential for discharges or runoff of liquids that would pollute the surface and/or groundwater sources.

- f. Signs <Required> Will the use include the display of a sign (advertisement or identification)? If so, describe the method of display, lighting, color, size, number and location on the site.
  - g. Emergency Services <Optional>
    - 1. Fire Protection - Document the impact on respective volunteer fire department's ability to service the site with the requested use. This should come from the Chatham County Fire Marshal as a letter.
    - 2. Police Protection - Document the impact to the Chatham County Sheriff Department's ability to provide protection for the site with the requested use. This should come from the Sheriff in the form of a supporting letter.
    - 3. Rescue 911 - Document the impact to rescue and ambulance ability to provide support to the site; provide approximate arrival time to site after a 911 call is placed.
  - h. Impact to surrounding Land Values <Optional> What will be the impact to surrounding land values as a result of the proposed use? Is this impact anticipated to change with time or create possible changes in use of the surrounding properties? Note that if the applicant does choose to provide this information to support the application, then the basis for the information must be provided. For example, if a real estate appraiser's opinion is presented, then the opinion is expected to be derived from an analysis of comparison sites with requested use, some other real estate study or survey.
5. All other information required on this application or as offered by the applicant in support of the request.
- a) Water Source and Requirements <Required>. How much water will the use require? What is the source of the water (county water or private well)? If the supply is to be supplied by the county, then with the help of the Public Works Dept. (542-8270) identify how the water connections are to be provided.
  - b) Wastewater Management <Required>. What is the wastewater capacity needs for this use? Specify the treatment and disposal methods to be used. WWTP, public (i.e. Aqua of NC), or private septic. If individual septic, provide septic improvements permit letter from the Chatham County Environmental Health Department. If other than individual septic systems are to be used, submit a plan for wastewater management. If system requires approval from NCDENR or Aqua of NC or any other state or public source, please provide preliminary approval towards getting approval.
  - c) Water/Sewer Impact Statement <Required>. All applications where a public utility is to be utilized, (water or sewer) must state clearly the amount of usage that is anticipated. The usage estimate must be validated by the County Public Works Director, along with an updated usage vs. capacity statement. The impact statement should provide a projection of the demand after the site is fully developed.
  - d) Access Roads <Required>. Describe the access to and from the site to public highways or private roadways. If the requested use will require a new driveway or enhancement to existing highway(s), address the following questions. If a new driveway access is part of the proposal, has NCDOT approved this access (include copy of the preliminary approval for a commercial driveway permit)? If the site is located on a road designated as a "major collector", is the site accessed by an existing or proposed service road? Describe any upgrades of public or private roads necessary to serve the property.
  - e) Stormwater Runoff <Required>. Detail the methods and various structures that will be used to control stormwater runoff. (If disturbing more than 20,000 square feet of area, a stormwater management plan must be submitted with this application) This information will detail all points of offsite discharge with design techniques used and projected impact on neighboring properties.

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: **DO NOT ROUND ACREAGE**

**Application Fee:** \$500.00 plus \$25/per acre (ex: \$25 x 1.42ac = \$35.50 plus \$500 = \$535.50 total fee)

**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

**FOR OFFICE USE ONLY**

Application No.: PL20 Date Received: \_\_\_\_\_ 20\_\_

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

Check No. \_\_\_\_\_  Cash  Credit Card  Money Order

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

Revised June 2020 adp

**CHATHAM COUNTY**  
**SECTION 6.2.B**  
**Environmental Impact Assessment Requirements**

Pursuant to N.C. Gen. Stat. § 113A-8, the County requires the subdivider to submit an Environmental Impact Assessment for any proposed non-residential development project of two contiguous acres or more in extent that disturbs two or more acres, or for any proposed residential development project of two contiguous acres or more in extent that will include fifty (50) or more dwelling units, whether detached or attached single family residences or in a multifamily structure or structures.

Development activities for which a detailed statement of the environmental impact of the project is required pursuant to N.C. Gen. Stat. § 113A-4(2) or 42 U.S.C. §4332(C), or for which a functionally equivalent permitting process is required by federal or State law, regulation or rule, are exempt from the requirement of Section 6.2 A. However, a copy of such any such statement of environmental impact shall be provided to the County.

The Environmental Impact Assessment document shall include the following information as applicable:

Proposed Project Description and Need

- 1) Describe the overall project in detail, including all proposed phases.
- 2) Provide a project location map showing surrounding areas.
- 3) Provide a project site plan showing existing and proposed facilities.
- 4) Describe how this project fits into larger plans or connects with adjacent projects.
- 5) List and describe any public facilities or public benefits provided by the project.
- 6) Discuss the land acreage to be disturbed during each phase.
- 7) List square footage and height (in stories) of new buildings.
- 8) Describe proposed uses of all buildings and proposed facilities.
- 9) Show number of parking spaces in parking lots and decks.
- 10) Show areas to be cleared, graded, filled, paved, and landscaped.
- 11) Show connections to existing utility and sewer lines or new utilities.
- 12) Show wastewater management systems on a map.
- 13) Show proposed areas of impervious and semi-pervious surfaces.
- 14) Show and describe any proposed stormwater control devices.

Alternatives Analysis

- 1) Discuss and compare all reasonable development alternatives (site selection, facility layout, utilities, stormwater management, construction methods, open space preservation, any other pertinent alternative considerations).

2) Discuss how the preferred alternative was selected and its benefits relative to other alternatives (including a no-build alternative, if applicable).

### Existing Environment and Project Impacts

For each resource topic below, describe:

- A. Existing resources and conditions.
- B. Anticipated impacts (short-term construction impacts, long-term operation impacts, and indirect or secondary impacts).
- C. Discuss how potential impacts to the resource will be avoided and minimized through alternative selection, design strategies, construction methods, and long-term maintenance procedures.
- D. For unavoidable impacts, describe whether any compensatory mitigation is planned or required.

#### 1) Geography

- Discuss the geographic setting, geology, and topography of the project area and adjacent areas.
- Provide a topographic map of the property and surrounding area, use the county GIS website topography (2' contour interval) data at a scale appropriate for the project size, i.e., 1" = 100', etc.).
- Identify any 100-year floodplains (FEMA Special Flood Hazard Areas) on or adjacent to the property. If present, provide an appropriate-scale map of these flood-prone areas defined by the NC Flood Mapping Program.
- Show areas that will be graded or filled, and provide estimated cut/fill volumes.
- If the project includes pond or dam work, show areas that will be flooded.

#### 2) Soils and Prime Farmlands

- Identify dominant soils in the project area (County GIS or NRCS website) and show on a map.
- Discuss any soil constraints (fill, wetland soils, septic suitability, slopes, etc.), and indicate those areas on a map.
- Describe any soil disturbance or contamination expected as a result of this project.
- If contamination is expected, discuss containment plans and procedures.
- If soil will be relocated, specify the number of square yards/feet to be moved, and its relocation site.
- Describe runoff management plans for the project.
- If soil disturbance is proposed, describe the off-site impacts expected from this activity.
- Provide a map of any prime or unique farmland soils in the project or service areas, and include references used to make this determination.

- Describe impacts to prime or unique farmland soils, including acreage estimates of lost farmland soils and retained farmland soils.

### 3) Land Use

- Provide a map showing current use of land on the site and surrounding properties.
- Discuss how the current land use fits into the surrounding area (conservation, development, ecological function, etc).
- Provide the current zoning of the project site and the surrounding area.
- Discuss how the proposed uses fit into the intended land use of the area (conservation, development, ecological function, quality of life).
- Indicate whether zoning or local land use plans will need to be changed after project completion.

### 4) Wetlands

- Indicate whether wetlands are present, describe the basis for this determination and the identity of the person who made the determination.
- Show identified wetlands on a map, and describe all relevant details, such as acreage, types, delineation, function, etc.).
- If wetlands are to be filled, specify the number of acres that will be affected.
- List all required permits and permitting agencies.
- If any diversions/additions/withdrawals of surface water will affect wetlands, describe those activities.

### 5) Public Lands and Scenic, Recreational, and State Natural Areas

- Provide a map of County or municipal parks, scenic, recreational, or state natural areas (SNHAs, State or Federal Forests, etc.) on or adjacent to the site/project area.

### 6) Areas of Archaeological or Historical Value

- Discuss any archaeological or historical studies of the project location; provide relevant references.
- Describe and identify on a map any structures (i.e., walls, buildings, etc.) on the site and provide estimated ages of those structures.
- Describe all impacts to any archaeological or historical resources in the proposed project area.
- Describe plans for demolishing or rebuilding any structures.
- Provide photographs of any significant resources, including all structures older than 50-years.
- Provide relevant correspondence with the Chatham County Historical Association and NC SHPO.



## 7) Air Quality

- Describe the project's impacts on ambient air quality.
- Describe plans for any open burning during or after construction.
- Indicate the number of proposed parking spaces, if applicable.
- Describe whether the project will increase odor levels, or the likelihood of odor complaints.
- Provide a copy of any required traffic studies.

## 8) Noise Levels

- Discuss current noise levels; use a benchmark, if possible.
- Describe any increases in noise levels expected from this project.
- Specify the distance at which the increased noise will be heard.
- Discuss whether surrounding properties will be affected by noise levels.
- If commercial uses are proposed, specify the hours of operation.

## 9) Light Levels

- Describe lighting plans for the project, including how lighting will impact adjacent residents and wildlife.

## 10) Surface and Groundwater Resources (discuss separately)

- Identify and provide a map of surface waters in the project area. Describe groundwater (aquifers) in the project area.
- Include names, locations, classifications, and use support ratings for surface waters.
- Specify and show on a map the river basin in which the project is located.
- Discuss any known groundwater quality issues.
- Discuss drinking water sources.

## 11) Fish and Aquatic Habitats

- Describe fish and aquatic habitats in and adjacent to the site/project area.
- Discuss impacts to fish and aquatic life and their habitats, including a map showing those habitats.

## 12) Wildlife and Natural Vegetation

- Describe and provide a map of natural community types on and adjacent to the site/project area.
- List the species of dominant plants and animals observed on the site that typify those communities.
- Evaluate and discuss whether suitable habitat exists for rare, threatened, and/or endangered species, as described by the NC Natural Heritage Program.
- If wildlife will be displaced, discuss any limitations of adjacent areas to support them.
- Identify, list, and describe the distribution of the invasive species present on the site. Consult the NC Botanical Garden's Web page,

"Plants to Avoid in the Southeast US" for a list of invasive species common to the region.

- If forests will be cleared, discuss the extent of planned deforestation and specify the forestry methods to be used, including BMPs.

### 13) Hazardous Materials

- List all hazardous materials to be stored or introduced during construction or operation.

- For each hazardous material, other than in de minimis quantities or for routine housekeeping purposes, describe the procedures to be used to ensure their proper management, storage, and disposal.

### References

Exhibits (Maps, Figures, Tables, Photos, etc.)

State and Federal Permits Required

**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

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**Chatham County Planning Department  
Administrative Fees  
Effective June 2021**

PO Box 54  
Pittsboro, NC 27312  
Main No. (919) 542-8404  
Fax No. (919) 542-2698

	Minor	Major	Expedited	Appeals	Variance	Subdivision Extension Request	Exempt	Major SD Name Change	
<b>Subdivision</b>	\$250.00 for 5 lots or less	\$100.00 Concept Plan	\$250 for no more than 3 lots	\$50.00	\$100.00	\$250.00	\$50.00	\$500.00	
		\$250.00 First Plat plus \$50.00 per lot							
		Non-residential subdivisions or those that have improvements such as roads, water, or sewer fall into this category							
	Conditional Zoning District	<b>Rezoning</b>	Special Use Permit/Wireless Telecommunication Permit	SUP for Planned Residential Development	Revision to Existing Permit OR Conversion from CUD/SUP to CD District	Zoning Dertermination/Interpretation Letter	Land Use Plan Amendment		
<b>Zoning</b>	\$750.00 plus \$50 per acre	\$500.00 plus \$25.00 per acre	\$500.00 plus \$25.00 per acre	\$500.00 plus \$25.00 acre	\$300.00	\$25.00	\$250.00		
	<b>Appeal</b>	<b>Variance</b>							
<b>Zoning Board of Adjustment</b>	\$500.00	\$500.00							
	<b>Appeal</b>	<b>Variance</b>							
<b>Watershed Review Board</b>	\$50.00	\$100.00							
	Zoning Permit for Building Applications	<b>Flood Determination for Building Applications</b>	<b>Non-Residential Zoning Permit</b>	<b>Home Occupation</b>	<b>Sign</b>	<b>Ordinance TEXT Amendment</b>			
<b>Miscellaneous Permits</b>	\$20.00	\$20.00	\$250.00	\$100.00	\$50.00	\$250.00			