

**CHATHAM COUNTY  
MAJOR SUBDIVISION  
REVIEW CHECKLIST**

Subdivision Name Parks at Meadowview: Phases 2-4  
 Type of Review: Preliminary X Final \_\_\_\_\_

Attach all supporting documentation regarding these approvals.

	APPROVAL DATE
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	-----
<input checked="" type="checkbox"/> 20 Copies of Plat (folded)	.....
<input checked="" type="checkbox"/> Application	.....
<input type="checkbox"/> Detailed Soils Map and Letter of explanation or D.E.M. approval	<u>No septic</u>
<input type="checkbox"/> Chatham County Environmental Health approval of Soil Scientist report and map	<u>No septic</u>
<input checked="" type="checkbox"/> NCDOT Approval (if public roads)	<u>07/12/2024</u>
<input checked="" type="checkbox"/> DOT Comm. Driveway Permit	<u>07/12/2024</u>
<input checked="" type="checkbox"/> Erosion Control Plan Approval	<u>06/12/2024</u>
<input type="checkbox"/> U.S. Army Corps of Engineers Permit (if applicable )	___/___/___
<input type="checkbox"/> NC Division of Water Quality 401 Permit (if applicable)	___/___/___
<input checked="" type="checkbox"/> <del>County</del> Public Water Approval (if applicable) Aqua NC	<u>01/22/2024</u>
<input checked="" type="checkbox"/> State Public Water Approval (if applicable)	<u>07/12/2024</u>
<input checked="" type="checkbox"/> Chatham Co. Schools' Road Comments (if new roads)	<u>07/11/2024</u>
<input checked="" type="checkbox"/> Stormwater Management Plan Approval	<u>06/28/2024</u>
<input type="checkbox"/> Economic & Environmental Impact Study (if applicable)	___/___/___
<input type="checkbox"/> Water / Sewer Impact Statement (if applicable)	___/___/___
<input checked="" type="checkbox"/> Phasing Plan (if requested)	
<input checked="" type="checkbox"/> Development Schedule (if applicable & requested)	___/___/___
<input checked="" type="checkbox"/> Other permits or approval letters necessary to obtain Preliminary Plat approval	___/___/___
<u>Aqua NC Public Sewer Approval</u>	<u>04/24/2024</u>
<u>State Public Sewer Approval</u>	<u>05/15/2024</u>
<input checked="" type="checkbox"/> 1 electronic copy of all items above (see Digital Document Requirements)	
<b>FINAL PLAT REVIEW</b>	
<input type="checkbox"/> 20 Copies of Plat (folded)	-----
<input type="checkbox"/> Application	.....
<input type="checkbox"/> 1 electronic copy of all items above (see Digital Document Requirements)	___/___/___
<input type="checkbox"/> Chatham County Environmental Health Division septic improvement permits or NCDWQ septic permits for each lot.	___/___/___
<input type="checkbox"/> Road , Utilities, Erosion Control, and/or Stormwater Completion Certificates or engineers cost estimate and documentation for Financial Guarantee & Contract	___/___/___
<input type="checkbox"/> 1 electronic copy of all items above	___/___/___

Date Complete Application Rec'd: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

**Chatham County Planning Department**

P.O. Box 54  
Pittsboro, NC 27312  
Tel: (919) 542-8204  
Fax: (919) 542-2698

**Type of Review**

Preliminary  
 Final

**MAJOR SUBDIVISION APPLICATION – Pre-2008**

Name of Subdivision: Parks at Meadowview: Phases 2-4

Subdivision Applicant:

Subdivision Owner:

Name: CE Group, Inc.

Name: SRE NC LANDCO, LLC

Address: 301 Glenwood Avenue, Suite 220  
Raleigh, NC 27603

Address: 980 N. Michigan Ave., Suite 1700  
Chicago, IL 60611

Phone:(W) 919-367-8790  
Phone:(H) 919-606-7703 Fax: N/A  
E-Mail joe@cegroupinc.com

Phone:(W) 312-544-9636  
Phone:(H) 312-544-9636 Fax: N/A  
E-Mail ckellogg@singermanre.com

Township: Center/Hadley Zoning: PUD

P. I. N. # 9733-17-5918; 9724-90-5476; & 9733-19-8260

Flood Map # 3710972200K & 3400K Zone: X

Parcel # 61935; 10893; & 89726

Watershed: Cape Fear River  
WSIV-PA

Existing Access Road: S.R. # 1680

S.R. road name Parks Meadow Drive

Total Acreage: 261.23

Total # of Lots: 453

Min. Lot Size: 2,420 SF(Townhome)  
5,720 SF(Single Fam)

Ph. 2 Acreage 39.52

Ph. 2 # of lots 146

Max. Lot Size: 3,555 SF(Townhome)  
13,126 SF(Single Far

Ph. 3 Acreage. 31.34

Ph. 3 # of lots 145

Avg. Lot Size: 2,420 SF(Townhome)  
5,720 SF(Single Fam

Ph. 4 Acreage 49.43

Ph. 4 # of lots 162

Name and date of contact with Chatham County Historical Association: 06/07/2022

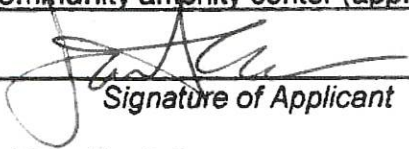
Type of new road:  Private/ Length 0.161 miles  Public/ Length 2.781 miles

Road Surface:  
 paved  
 gravel

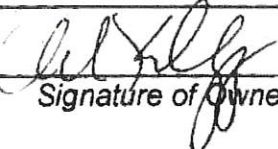
Water System:  
 individual wells  
 community wells  
 public system  
name Chapel Ridge (Aqua NC)

Sewer System:  
 septic systems  
 community system  
 public system  
name Chapel Ridge WWTP (Aqua N

List other facilities: commercial, recreation, etc., and the approximate acreage or square footage:  
Community amenity center (approx. 6 acres)

  
Signature of Applicant

Date 7-11-24

  
Signature of Owner

Date 7-11-24

**For Office Use Only:**

Notes: \_\_\_\_\_

Approved by County Commissioners: Sketch Design \_\_\_\_\_  
Preliminary \_\_\_\_\_  
Final \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

ADJACENT LAND OWNERS (Property owners across a road, easement, or waterway are considered adjacent land owners):

Legal notices are mailed to these owners, please **type or write neatly**, and include zip codes.

1. <b>SEE ATTACHED LIST</b>	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

OBJECTID	AKPAR	PIN	Owner ID	Billing Name 1	Billing Name 2	Billing Address 1	Billing City	Billing State	Billing Zip	Physical Address
1	10892	9724-70-9108.000	1331817	ANDREWS ERIC C		PO BOX 1400	PITTSBORO	NC	27312	5560 NC 87 N
2	10893	9724-90-5476.000	1376149	SRE NC LANDCO LLC		980 N MICHIGAN AVE STE 1700	CHICAGO	IL	60611-7503	5534 NC 87 N
3	5966	9723-87-6056.000	50792	CHALMERS MARVIN	CHALMERS VERNICE B	5207 ANTIGO DR	RICHMOND	VA	23223	4914 NC 87 N
4	10845	9723-88-1642.000	1323817	SPINKS CHRISTOPHER L	SPINKS MIDORI	2007 WINECOTT DR	APEX	NC	27502	5280 NC 87 N
5	10846	9724-70-1292.000	1307976	SIRLS CHARLES DOUGLAS JR	DUFOR WENDY WALTERS	177 FOX RUN	SILER CITY	NC	27344-8574	NC 87 N
6	10857	9723-87-4758.000	1186972	SIRLS CHARLES DOUGLAS JR		424 ALTON ALSTON RD	PITTSBORO	NC	27312-7281	5058 NC 87 N
7	10859	9723-88-3151.000	1376685	BENNETT LEVI		5154 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7281	5154 NC 87 N
8	10860	9723-79-4700.000	1305547	SPANGLER LYANNE SIRLS	GIBSON LAUREN M	PO BOX 1328	PITTSBORO	NC	27312	5475 NC 87 N
9	10863	9723-79-5363.000	1381465	GIBSON CHASE D		5429 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7284	5429 NC 87 N
10	10864	9723-78-4747.000	1381854	SMITH FRANCES C		5291 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7282	OFF NC 87 N
11	10865	9723-89-5012.000	1336444	PUGH BARBARA C		5332 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7283	NC 87 N
12	10876	9724-70-8653.000	56657	JUSTICE JERRY R		2654 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7253	NC 87 N
13	10895	9723-88-0957.000	1336444	PUGH BARBARA C		5332 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7283	5332 NC 87 N
14	10896	9723-78-8903.000	1315328	SMITH GREG	RODGERS-SPEIGHT SHERBY JEAN	4124 GRIMMERSBURG ST	FARMVILLE	NC	27828	NC 87 N
15	63265	9723-96-1817.000	1351135	RODGERS MILLARD A	HOLT LISA B	4874 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7277	4874 NC 87 N
16	70616	9723-05-9552.000	46543	HOLT VAN JACKSON	SMITH MARIANNE	4548 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7274	4548 NC 87 N
17	72507	9723-79-1180.000	57771	SMITH GREGORY C		4124 GRIMMERSBURG ST	FARMVILLE	NC	27828	NC 87 N
18	76748	9723-89-1682.000	1352866	HILL JO E	SALCEDO EURY E CASTRO	5430 NC HIGHWAY 87 N	PITTSBORO	NC	27312-7284	5430 NC 87 N
19	84970	9733-48-4074.000	1380919	CASTRO LAVINIA	ELIURE JOHANA P SUAREZ	1228 THE PARKS DR	PITTSBORO	NC	27312-4183	1228 THE PARKS DR
20	84971	9733-48-4125.000	1380103	MORALES JORGE ANDRES	BOWERS WANDA	1246 THE PARKS DR	PITTSBORO	NC	27312-4183	1246 THE PARKS DR
21	84972	9733-48-3266.000	1380636	PERKINS ANDREW	JACKSON JENNIFER BORDEAUX	1274 THE PARKS DR	PITTSBORO	NC	27312-4183	1274 THE PARKS DR
22	84973	9733-48-3317.000	1379917	SINGH BALJEET	DORSEY JOSH	1298 THE PARKS DR	PITTSBORO	NC	27312-4183	1298 THE PARKS DR
23	84974	9733-48-2497.000	1379616	LABO JAMILA SALIFOU	JACKSON JENNIFER BORDEAUX	1320 THE PARKS DR	PITTSBORO	NC	27312-4181	1320 THE PARKS DR
24	84975	9733-48-2567.000	1380219	JACKSON BRYAN KENT	WHITMAN NICOLE SPRUELL	1338 THE PARKS DR	PITTSBORO	NC	27312-4181	1338 THE PARKS DR
25	84989	9733-39-3149.000	1378423	DORSEY MICHELLE LEIGH	SESSIONS LEILANY	1532 THE PARKS DR	PITTSBORO	NC	27312-4172	1532 THE PARKS DR
26	84990	9733-39-2251.000	1377731	WHITMAN MICHAEL CHARLES		1554 THE PARKS DR	PITTSBORO	NC	27312-4172	1554 THE PARKS DR
27	84991	9733-39-1253.000	1378034	SESSIONS ADAM		1572 THE PARKS DR	PITTSBORO	NC	27312-4172	1572 THE PARKS DR
28	84993	9733-29-9256.000	1377556	JAMES RICHARD SR	LEDFORD CHRISTINA	1614 THE PARKS DR	PITTSBORO	NC	27312-4169	1614 THE PARKS DR
29	84994	9733-29-8258.000	1377379	KERNS JOSHUA	SHARMA SEEMA	1638 THE PARKS DR	PITTSBORO	NC	27312-4169	1638 THE PARKS DR
30	84995	9733-29-7350.000	1377357	SHARMA BIPPIN	CHABALKO MARCIEL	1664 THE PARKS DR	PITTSBORO	NC	27312-4169	1664 THE PARKS DR
31	84996	9733-29-6343.000	1378303	CHABALKO JUSTIN J		1682 THE PARKS DR	PITTSBORO	NC	27312-4169	1682 THE PARKS DR
32	84997	9733-29-6401.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC	OLESKI MALLORY	900 RIDGEFIELD DR STE 335	RALEIGH	NC	27609-8505	1706 THE PARKS DR
33	84998	9733-38-5954.000	1378048	OLESKI MARK		17 SUNNY VISTA CT	PITTSBORO	NC	27312-0467	17 SUNNY VISTA CT
34	84999	9733-38-5834.000	1378810	JAMES CURTIS JOHN	EDWARDS SUQUECIA II	27 SUNNY VISTA CT	PITTSBORO	NC	27312-0467	27 SUNNY VISTA CT
35	85000	9733-38-4792.000	1363637	GORMAN RICHARD A JR	PRICE HALL SHUNTRICE DENICE	39 SUNNY VISTA CT	PITTSBORO	NC	27312-0467	39 SUNNY VISTA CT
36	85001	9733-38-3763.000	1379823	EDWARDS WENDELL II		44 SUNNY VISTA CT	PITTSBORO	NC	27312-0467	44 SUNNY VISTA CT
37	85002	9733-38-2860.000	1379634	HALL JOSEPH WENDELL JR	DISANTO KRISTIN JULIA	36 SUNNY VISTA CT	PITTSBORO	NC	27312-0467	36 SUNNY VISTA CT
38	85003	9733-38-2879.000	1380930	BREASD TIMOTHY SCOTT	KAYTENERWA HONORINE	30 SUNNY VISTA CT	PITTSBORO	NC	27312-0467	30 SUNNY VISTA CT
39	85004	9733-39-3010.000	1378019	MATABARO ALBERT	MILLER JENNILEE L	20 SUNNY VISTA CT	PITTSBORO	NC	27312-0467	20 SUNNY VISTA CT
40	85005	9733-39-1033.000	1377780	BARTLOW SEAN J	SHAW STEPHEN	23 CLOUDVIEW CT	PITTSBORO	NC	27312-0860	23 CLOUDVIEW CT
41	85006	9733-38-1922.000	1378237	SHAW KELSEY		37 CLOUDVIEW CT	PITTSBORO	NC	27312	37 CLOUDVIEW CT
42	85007	9733-38-1801.000	1349720	PARKS AT MEADOWVIEW LOT1LC	C/O SSP SOUTHEAST LAND MGT LLC	C/O SSP SOUTHEAST LAND MGT LLC	CHARLOTTE	NC	28209-1791	49 CLOUDVIEW CT
43	85008	9733-28-9769.000	1380707	SOYOMOKUN OLUBUSOLA	EARLEY CHRISTINE	56 CLOUDVIEW CT	PITTSBORO	NC	27312-0860	56 CLOUDVIEW CT
44	85009	9733-28-8837.000	1365464	EARLEY DANIEL		52 CLOUDVIEW CT	PITTSBORO	NC	27312-0860	52 CLOUDVIEW CT
45	85010	9733-28-8967.000	1376009	CLEVELAND CORPORATION	YI PRISCILLA SUNGSZU	108 ACKWORTH CT	CARY	NC	27519-8351	34 CLOUDVIEW CT
46	85011	9733-29-9008.000	1377028	YI CHRIS CHINSU	BASH AMBER	18 CLOUDVIEW CT	PITTSBORO	NC	27312-0860	18 CLOUDVIEW CT
47	85012	9733-29-7140.000	1375816	BASH ERIC	GAZDA CASEY	25 PARKWAY DR	PITTSBORO	NC	27312	25 PARKWAY DR
48	85013	9733-28-7909.000	1378816	GAZDA STEFAN H		39 PARKWAY DR	PITTSBORO	NC	27312-1449	39 PARKWAY DR
49	85014	9733-28-6848.000	1378208	COURVILLE MARILYN	SCOTT MARK ANTHONY JR	61 PARKWAY DR	PITTSBORO	NC	27312-1449	61 PARKWAY DR
50	85015	9733-28-5769.000	1378212	SCOTT SHAUNTERIA V	HANNAH JENNA LEIGH	73 PARKWAY DR	PITTSBORO	NC	27312	73 PARKWAY DR
51	85016	9733-29-4060.000	1359923	HANNAH WALTER ROSS	FIACCO TAMARA ANNE	64 PARKWAY DR	PITTSBORO	NC	27312-1449	64 PARKWAY DR
52	85017	9733-29-5007.000	1373887	FIACCO THOMAS JOSEPH	BELMONT-NAVANI BRENDA MILAGROS	46 PARKWAY DR	PITTSBORO	NC	27312	46 PARKWAY DR
53	85018	9733-29-5147.000	1378922	NAVANI PRAMOD		20 PARKWAY DR	PITTSBORO	NC	27312-1449	20 PARKWAY DR
54	85019	9733-29-4254.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC		900 RIDGEFIELD DR STE 335	RALEIGH	NC	27609-8505	1691 THE PARKS DR
55	85020	9733-29-4304.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC		900 RIDGEFIELD DR STE 335	RALEIGH	NC	27609-8505	1709 THE PARKS DR
56	85021	9733-29-3494.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC		900 RIDGEFIELD DR STE 335	RALEIGH	NC	27609-8505	1725 THE PARKS DR
57	85031	9733-46-5879.000	1381216	EVANS JULIANNA		1000 THE PARKS DR	PITTSBORO	NC	27312	1000 THE PARKS DR
58	85032	9733-46-5969.000	1381013	MURRAY BRUCE MARGARET A O	ODOGWU COLLINS CHIEDU	1018 THE PARKS DR	PITTSBORO	NC	27312	1018 THE PARKS DR
59	85033	9733-47-5056.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC		900 RIDGEFIELD DR STE 335	RALEIGH	NC	27609-8505	1036 THE PARKS DR

60	85034	9733-47-5138.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC				900 RIDGEFIELD DR STE 335	NC	27609-8505	1050 THE PARKS DR
61	85035	9733-47-5228.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC				900 RIDGEFIELD DR STE 335	NC	27609-8505	1072 THE PARKS DR
62	85036	9733-47-4561.000	1381184	GOODMAN JABORI SHERRON	GOODMAN KATHRYN RUTH			1116 THE PARKS DR	NC	27312	1116 THE PARKS DR
63	85037	9733-47-4620.000	1380843	DOUGLAS SHA MIRR DERMARRICK				1132 THE PARKS DR	NC	27312	1132 THE PARKS DR
64	85038	9733-46-3866.000	1374147	ASHTON RALEIGH RESIDENTIAL LLC				900 RIDGEFIELD DR STE 335	NC	27609-8505	1003 THE PARKS DR
65	85039	9733-46-3956.000	1380948	BEECHARAU KARUNAMRUTHA	BOMMAKANTI KARTHIK			1021 THE PARKS DR	NC	27312	1021 THE PARKS DR
66	85040	9733-47-3035.000	1381055	PATEL VISHALBHAI N	SCURTI KIMBERLY ANN			1039 THE PARKS DR	NC	27312	1039 THE PARKS DR
67	85041	9733-47-3125.000	1380899	SCURTI JASON MICHAEL				1075 THE PARKS DR	NC	27312	1075 THE PARKS DR
68	85042	9733-47-3215.000	1380953	GOITUMUKKALA SRINIVAS SR				5291 NC HIGHWAY 87 N	NC	27312-7282	1075 THE PARKS DR
69	88783	9723-78-8650	1381854	SMITH FRANCES C				5291 NC HIGHWAY 87 N	NC	27312-7282	NC 87 N
70	10848	9723-78-6671	1381854	SMITH FRANCES C				198 MAJOR LEE RD	NC	27312	5291 NC 87 N
71	5909	9733-45-6219.000	1301421	LASSITER MARTHA ELIZABETH	LASSITER MARY JEANETTE			C/O SSP SOUTHEAST LAND MGT LLC	NC	28209-1791	OLD GRAHAM RD
72	85239	9733-48-0342	1349720	PARKS AT MEADOWVIEW LOT LLC				323 L AND W LN	NC	27312-7863	THE PARKS DR
73	64636	9733-24-7680.000	3004	LUTTERLOH CHARLES S				C/O SSP SOUTHEAST LAND MGT LLC	NC	28209-1791	THE PARKS DR
74	89728	9733-48-8019	1349720	PARKS AT MEADOWVIEW LOT LLC				C/O SSP SOUTHEAST LAND MGT LLC	NC	28209-1791	THE PARKS DR
75	89726	9733-19-8260	1349720	PARKS AT MEADOWVIEW LOT LLC				980 N MICHIGAN AVE STE 1700	IL	60611-7503	PARK MEADOWS DR
76	61935	9733-17-5918	1376149	SRE NC LANDCO LLC				C/O SSP SOUTHEAST LAND MGT LLC	NC	28209-1791	THE PARKS DR
77	85043	9733-66-1282	1349720	PARKS AT MEADOWVIEW LOT LLC				C/O SSP SOUTHEAST LAND MGT LLC	NC	28209-1791	THE PARKS DR
78	89725	9733-36-9317	1349720	PARKS AT MEADOWVIEW LOT LLC	DUFOR WENDY WALTERS			424 ALTON ALSTON RD	NC	27312	NC 87 N
79	10849	9723-87-4463.000	1186872	DUFOR JACQUES MARC				1040 CHAPEL RIDGE DR	NC	27312	1040 CHAPEL RIDGE RD
80	83997	9733-19-8805.000	1286838	CHAPEL RIDGE COMM ASSOC INC				4546 NC HIGHWAY 87 N	NC	27312-7274	4774 NC 87 N
81	64637	9733-06-8248.000	3005	HOLT DONNA L				C/O SSP SOUTHEAST LAND MGT LLC	NC	28209-1791	THE PARKS DR
82	5983	9733-29-3505	1349720	PARKS AT MEADOWVIEW LOT LLC					NC		

FOR OFFICE USE ONLY

Date's Adjacent Owner Letters were mailed out

<b>Sketch</b>	/ /	/ /
<b>Preliminary</b>	/ /	/ /

Dates and Actions of Planning Board Meetings

<b>Sketch</b>	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
<b>Preliminary</b>	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
<b>Final</b>	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled

Dates and Actions of Board of Commissioners Meetings

<b>Sketch</b>	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
<b>Preliminary</b>	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
<b>Final</b>	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled

Conditions stipulated by Planning Board or Board of Commissioners (label as sketch, preliminary or final):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Guarantee (if applicable):**

Submitted by: \_\_\_\_\_

Guarantee Type: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Acceptance Date: \_\_\_/\_\_\_/\_\_\_

Expiration Date: \_\_\_/\_\_\_/\_\_\_

Release Date: \_\_\_/\_\_\_/\_\_\_

Release Payable to: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_ / \_\_\_  
*Planning Department*

*Date*

REQUIREMENTS FOR SOIL SCIENTIST REPORT  
SUBDIVISION PRELIMINARY REVIEW

1. Report must be signed and sealed by a NC licensed soil scientist.
2. Include a soils map drawn to a scale showing initial and repair areas for each lot along with an index of how they are marked in the field. (Include any proposed surface discharge systems.
3. Identify proposed septic systems along with proposed loading rates for each lot.
4. Identify proposed easements for all off site septic areas.
5. Include all special testing results for any proposed pretreatment systems.
6. Show proposed or existing set-back restrictions on and adjacent to subject property, ie: water supplies, jurisdictional wetlands, impounded waters, etc.
7. Property lines must be clearly marked and correspond with submitted maps.

# CHATHAM COUNTY PLANNING OFFICE

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## 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 Office 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 will include floppy disks and 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 Office.
- 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 Office at 919/542-8233 or [jason.sullivan@chathamcountync.gov](mailto:jason.sullivan@chathamcountync.gov).