

## Redline for Concept Plan Revisions

**Concept Plan** – The initial map and supporting documentation submitted by a subdivision applicant for use by County staff, other agencies, and the public. This map will show general concepts and layout of streets, lots, open space, environmental constraints, and major easements for utilities or other associated common use such as drainage or pedestrian access. The Concept Plan is less detailed than the First Plat, which follows sequentially in the subdivision process. **All concept plans submitted on or after November 18<sup>th</sup>, 2024, will be subject to a six (6) month deadline. The first plat application must be submitted within six months of the concept plan submittal date. If not, another concept plan submittal is required.**

### **B. Concept Plan**

#### **(1) Purpose**

The concept plan is a process by which the applicant engages the community in discussion regarding the goals of the development. Environmental documentation showing existing site conditions will be required. Data layers available from the Chatham County GIS office will meet this requirement, unless additional documentation is required to show existing site conditions.

#### **(2) Process for Concept Plan Review**

- a. Pre-application meeting - This initial consultation with County staff is to provide information on the subdivision regulations and processes, including required environmental information and checklists.
- b. Initial Environmental Documentation Conducted - Utilizing the guidelines provided by the Planning and Environmental Quality Departments, the applicant will develop an overview of the constraints on the site that will need to be addressed during the process.
- c. Draft Initial Concepts - This is a horizontal plan giving general overviews of suggested layouts for development. It is encouraged that one of the concept drafts (if more than one is offered) be a sustainable development plan with a conservation design incorporating Low Impact Development (LID) options.
- d. Mandatory Meeting with Neighbors/Community - This is to offer an open dialogue between applicant and neighbors/community for better communication, to share goals of the development and gather information from neighbors about any concerns about the land, the goal being to achieve a balance for the environment, neighborhood/community and applicant. The result is a better overall plan up front that is, as much as possible, embraced by the community and county and also saves applicant from spending money on multiple plans, surveying and engineering. There are specific public notice requirements:

- (1) Posting of the property with a "Development Input Meeting" sign along every road frontage. The signs will be the same dimensions and letter sizes as the County's notification signs for other land use notification requirements.

(2) Mail notification letters to residents within four hundred feet (400') of the property to be developed (adjacent right-of-way widths not counted as part of the 400') 20 days prior to the Meeting. The applicant will supply the addressed, stamped envelopes and letters to the planning department and the planning department will send the letters.

(3) Post the meeting notice on the County website.

- e. Revised Draft Concept Plan - This is still a horizontal plan by the applicant that may be revised based on previous meetings and discussions.
- f. Technical Review Committee - Applicant presents draft concept plan (and development timeline, if necessary) to Planning Department for scheduling to go before the Technical Review Committee (TRC). The TRC will meet with the applicant to go over the concept plan for conflicts with existing ordinances and policies.
- g. Applicant prepares First Plat - With feedback from above, applicant now prepares First Plat for submitting to Planning Board with the documentation required by these regulations and then to the Board of Commissioners for approval.
- h. All concept plans submitted on or after November 18th, 2024, will be subject to a six (6) month deadline. The first plat application must be submitted within six months of the concept plan submittal date. If not, another concept plan submittal is required.