

**CHATHAM COUNTY
MAJOR SUBDIVISION
REVIEW CHECKLIST**

Subdivision Name Chapel Oaks

Review For

Final Plat

Attach all supporting documentation regarding these approvals.

	APPROVAL DATE

FINAL PLAT REVIEW	
<input checked="" type="checkbox"/> 6 copies of plat if staff reviewed (folded)
<input type="checkbox"/> 20 copies of plat if Board reviewed (folded)
<input checked="" type="checkbox"/> Major Subdivision Application	<u>10 / 01 / 24</u>
<input type="checkbox"/> Chatham County Environmental Health approval of Soil Scientist report and map	___/___/___
<input type="checkbox"/>	___/___/___
<input type="checkbox"/>	___/___/___
<input type="checkbox"/>	___/___/___
<input checked="" type="checkbox"/> <u>Road, Utilities, Erosion Control, and/or Stormwater Completion Certificates or engineers cost estimate and documentation for Financial Guarantee & Contract</u>	<u>9 / 16 / 24</u>
<input type="checkbox"/> 1 electronic copy of all items above	___/___/___
<input checked="" type="checkbox"/> Contract for Subdivision Improvements (County signatures pending)	<u>9 / 16 / 24</u>
<input type="checkbox"/> Draft copy of financial guarantee and draft copy of contract	___/___/___
<input type="checkbox"/> County attorney approval of financial guarantee and contract (staff info)	___/___/___
<input type="checkbox"/>	___/___/___
	___/___/___
Fees Paid: Summary of fees attached Recreation Fee: <u>\$28,706.00 Check #1138</u>	<u>9 / 30 / 24</u>
X Receipt of payment of Recreation Fees paid and shipping receipt	<u>9 / 30 / 24</u>
	___/___/___
Other:	

X Improvement Permits for Lots 20-24, & 30 plus layouts for remainder of lots	<u>9 / 10 / 24</u>
X Water System As-built Submittal with all required attachments	<u>10 / 01 / 24</u>
	___/___/___
	___/___/___

Date Complete Application Rec'd: _____/_____/_____ By: _____

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

[X] Final

MAJOR SUBDIVISION APPLICATION

Name of Subdivision: Chapel Oaks

Subdivision Applicant:

Subdivision Owner:

Name: CE Group, Inc. - Jeff Foster, PE

Name: Chapel Oaks Developers, LLC

Address: 367 Freedom Pkwy, Suite 220
Pittsboro, NC 27312

Address: 6131 Falls of Neuse Rd, Suite 200
Raleigh, NC 27609

Phone:(W) 919-367-8790 x-105

Phone:(W) 919-247-1932

Phone:(H) _____ Fax: _____

Phone:(H) _____ Fax: _____

E-Mail jeff@cegroupinc.com

E-Mail joe@tbmpartners.net

Township: Williams Zoning: R-1

P. I. N. # 9776-00-5372-50

Flood Map # 3710977600K Zone: X

Parcel # 18661

Watershed: Upper New Hope

Existing Access Road: S.R. # 1724

S.R. road name Old Lystra Road

Total Acreage: 76.09

Total # of Lots: 31

Min. Lot Size: 0.923 AC

Ph. I Acreage 76.09

Ph. I # of lots 31

Max. Lot Size: 3.989 AC

Ph. II Acreage. _____

Ph. II # of lots _____

Avg. Lot Size: 1.829 AC

Ph. III Acreage _____

Ph. III # of lots _____

Type of new road: [] Private/ Length _____ [X] Public/ Length 4162 LF

Road Surface:

Water System:

Sewer System:

[X] paved

[] individual wells

[X] septic systems

[] gravel

[] community wells

[] community system

[X] public system

[] public system

name North Chatham

name _____

List other facilities: commercial, recreation, etc., and the approximate acreage or square footage:

Open Space (2) = 10.78 AC

< see attached > _____ Date _____

< see attached > _____ Date 10 / 1 / 24

Signature of Applicant

Signature of Owner

For Office Use Only:

Notes: _____

Approved by County Commissioners: First Plat _____

Construction _____

Final _____

Fee Paid: _____ Date: _____

Sketch	/ /	/ /
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Preliminary	/ /	/ /
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Dates and Actions of Planning Board Meetings

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

Dates and Actions of Board of Commissioners Meetings

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

**CHATHAM COUNTY
PLANNING OFFICE**

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.

Applicant/Owner

Chapel Oaks Developers, LLC
A North Carolina limited liability company

By: TBM Partners, LLC
A North Carolina limited liability company
Its Manager

By: Robuck Homes Inc.
A North Carolina corporation
Its Manager

By:  _____

Name: Jessica Head

Title: Treasurer

Applicant for Owner

CE Group, Inc
A North Carolina Professional Corporation

By: 

Name: Jeff Foster, PE

Title: Civil Engineer