

# **Major Subdivision Information Packet**

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**Information also Available at**

**[www.chathamnc.org/planning](http://www.chathamnc.org/planning)**

**Under Applications and Checklists**

## **SECTION 5 Procedure for Subdivisions**

### **5.1 General Purpose**

The purpose of this section is to establish the procedure that shall be followed by the developer in submitting plats to the Planning Board and other agencies. Major and Minor Subdivisions follow different procedures outlined below. Exempt subdivisions are not regulated by this ordinance.

### **5.2 Major Subdivision**

#### **A. General Procedure**

The procedure consists of four main steps:

- (1) Concept Plan
- (2) First Plat
- (3) Construction Plan
- (4) Final Plat

The overriding consideration in having a four step procedure is to assure that subdivisions develop soundly. Other objectives are as follows:

- (1) Assist the developer in the sound, environmentally appropriate, and economical development of his/her property through the examination of the suitability of the property for subdivision development before surveying expenses and improvement costs are incurred.
- (2) All appropriate county departments, state and federal agencies, administrative and utility agencies aid in the design of proposed subdivisions.
- (3) The community is engaged and is informed through the process.
- (4) Adequate time is allowed for the review of the proposed subdivision.
- (5) Environmental concerns are adequately and completely addressed.
- (6) Adequate time is allowed at the onset of the process to provide feedback before the proposed subdivision is designed.

## **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.

The developer has the choice to design conventionally, or present a conservation design with Low Impact Development (LID) and Best Management Practice (BMP) features. A Conservation Subdivision (see Section 7.7) encourages the preservation of open space. This voluntary preservation allows for a density bonus giving the applicant more lots than would be allowed under conventional patterns.

Chatham County staff will review the concept designs. However, limited surveying and engineering are required by applicant. The goal is to achieve a better site plan for the developer and the public that reduces environmental impacts.

Developers are encouraged to be innovative with their design and go beyond minimum regulations for safe and orderly growth by advocating sustainable planning and development practices that encourage the types and patterns of land development that will preserve and enhance what is best about our community.

### **(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) Mailed 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'). 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.

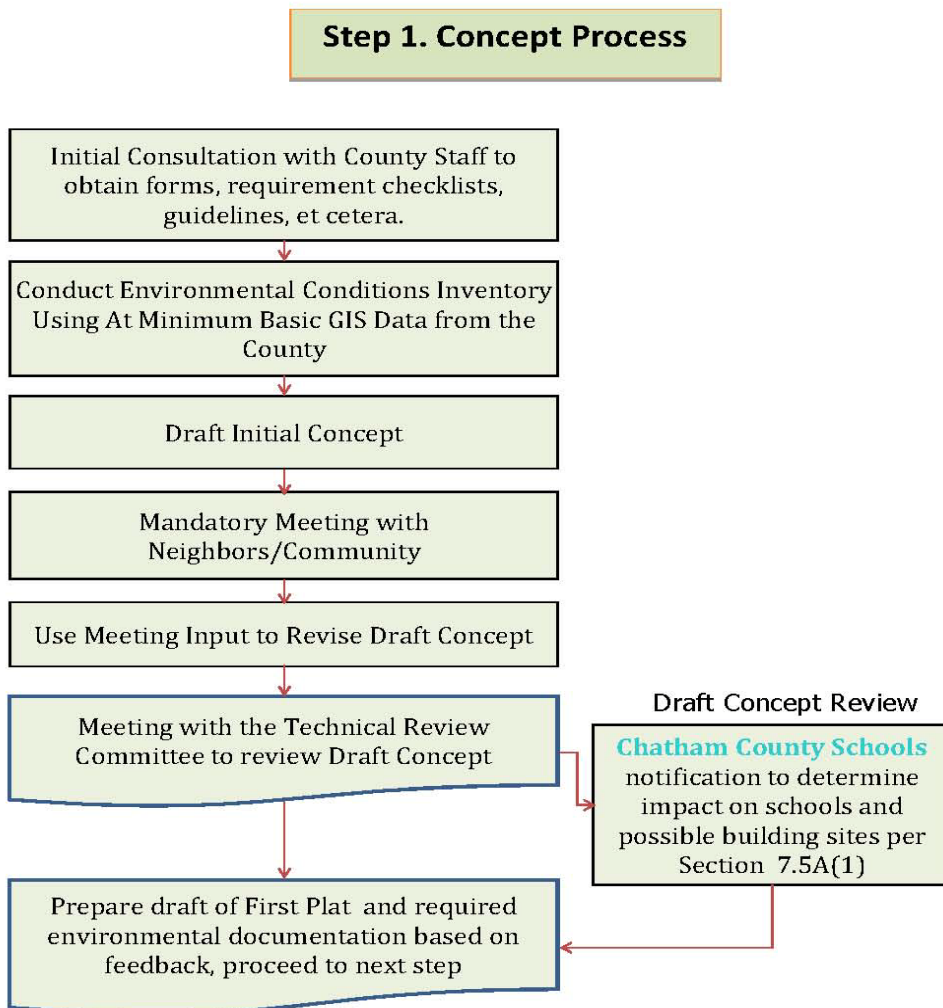


Figure 1: Concept Plan Process

**C. First Plat**

**(1) Purpose**

The First Plat is the point at which the applicant submits the detailed proposal to the County for review and approval by the Planning Board and Board of Commissioners. Approval of the First Plat allows the applicant to complete the engineering necessary to receive all required permits and submit the Construction Plan to the Planning Department for approval.

**(2) Review of Environmental, Historical Structures and Cemeteries Information**

Prior to submittal of the First Plat to the Planning Department, the applicant shall submit the required environmental information to the Environmental Quality Department for review. Depending on the number of proposed lots, the applicant is required to submit either general environmental documentation or an Environmental Impact Assessment. At this time the applicant shall also notify the Chatham County Historical Association of the presence of any historical structures or cemeteries on or adjacent to the property.

*a. General Environmental Documentation Review Process*

Environmental Documentation is required to be submitted for all major subdivisions consisting of less than 50 lots.

(1) The applicant shall submit the General Environmental Documentation packet to the Environmental Quality Department for review.

(2) Within 30 days of submittal, the Environmental Quality Department shall review the information and forward a report to the applicant and Planning Department.

*b. Environmental Impact Assessment Review Process*

An Environmental Impact Assessment is required to be submitted for all major subdivisions consisting of 50 lots or more. See Section 6.2(A).

(1) The applicant shall submit the Environmental Impact Assessment to the Environmental Quality Department for review.

(2) The Environmental Quality Department will forward the Environmental Impact Assessment to an environmental consultant hired by the county for a peer review. The cost of this peer review shall be paid by the applicant prior to submittal of the First Plat to the Planning Department.

(3) Within 60 days, the Environmental Quality Department shall forward a report to the applicant and Planning Department.

*c. Historical Structures and Cemeteries Notification*

(1) The applicant shall notify the Chatham County Historical Association when structures of greater than 50 years in age or having historical significance are on the property or within 100 feet of the development on adjacent property.

(2) If there is evidence of presence of a cemetery on the property, the applicant shall notify the Chatham County Historical Association.

(3) The Chatham County Historical Association may forward recommendations for the historical structures or cemeteries to the Planning Department.

**(3) Planning Department Review**

a. Applicant submits First Plat to Planning Department. This is to be received by the Planning Department at least forty-six (46) days prior to the Planning

Board meeting, but not longer than six (6) months from the date of the Environmental Resources Department report.

- b. The Planning Department shall have 14 days from the date of submittal to notify the applicant if the First Plat contains detailed supporting information that is sufficient to allow for the review of the proposed subdivision under these regulations.
    - (1) If the Planning Department determines the information is not sufficient for review, the Department shall notify the applicant of the specific information that is required for review.
    - (2) The Planning Department shall take no further action on the First Plat until the applicant submits the required information.
    - (3) Once the applicant corrects the identified deficiencies, the applicant shall resubmit to the Planning Department at least forty-six (46) days prior to the next Planning Board meeting, and the Department shall have 14 days to review the information and notify the applicant that the information is sufficient for review.
    - (4) A determination that an application contains sufficient information for review as provided in this subsection (b) does not limit the ability of other county agencies, the Planning Board or the Board of Commissioners to request additional information during the review process.
  - c. Once the Planning Department has determined sufficiency, the applicant shall provide time(s) during at least two separate days for site visits by County staff, advisory board and elected officials. This shall not limit County staff from making additional site visits at other times.
  - d. The submittal is reviewed by the Technical Review Committee prior to the Planning Board meeting for comments and recommendations from other agencies, including the Chatham County Schools.
    - (1) The Planning Department may postpone review of the proposal by the Planning Board for one month prior to notification to the adjacent property owners.
    - (2) The Department shall notify the applicant within ten (10) days of the Technical Review Committee meeting of postponement.
  - e. The Planning Department shall notify the applicant and adjoining property owners of the Planning Board review pursuant to Section H below.
  - f. The Planning Department forwards the staff recommendation to the Planning Board and applicant.
- (4) Planning Board Review**
- a. The first Planning Board meeting shall include a Public Hearing to receive public comment on the proposed subdivision.
  - b. Following the Public Hearing, the Planning Board shall review the proposal, staff recommendation and public comments and indicate their recommendation for approval, disapproval or approval subject to modifications. If the Board recommends disapproval or approval subject to

modifications, the necessary reasons or modifications will be specified in the minutes of the meeting.

- c. The Planning Board shall have two (2) meetings in which to act on a proposal.

**(5) Board of Commissioners Review**

- a. The Board of Commissioners shall review the proposal and the record, including the staff recommendation, public comments and Planning Board recommendation.
- b. The Board of Commissioners shall have a maximum of four (4) regularly-scheduled meetings to approve, approve with modifications or disapprove the First Plat. If the Board of Commissioners gives approval subject to modifications or disapproval to the First Plat, the necessary reasons or modifications will be specified in the minutes of the meeting.
- c. If the Board of Commissioners denies the approval of the First Plat, the applicant must wait six months from the date of denial before resubmitting a new Concept Plan.
- d. Once the Board of Commissioners decision is filed, the applicant may begin working on the Construction Plan.

**(6) Time limit on validity of First Plat approval**

Approval of a First Plat shall be valid for a period of twelve (12) months following the date of approval by the Board of Commissioners. Approval shall remain valid provided the Construction Plan application is submitted during this time period. A one-year extension may be granted if the applicant demonstrates that delays beyond their control are responsible for the lapse and have the extension submitted and reviewed following the process outlined in Section 5.2(D)(4) prior to the expiration of approval.

If First Plat approval expires the subdivision shall not be considered for construction approval until and unless another First Plat approval is granted according to applicable regulations and appropriate additional administrative fees are paid.

This time limit on the validity of First Plat approval shall not apply for Planned Unit Developments, also referred to as Planned Residential Developments, or subdivisions of 50 lots or more when a development schedule is submitted and approved. First Plat approval shall not expire for developments in these categories provided the development continues according to the overall phasing and time schedule established when First Plat is approved. The first phase of phased subdivision must submit Construction Plans within two (2) years of approval of First Plat. The Board of Commissioners can grant extension of one year for phases using the same criteria listed above.

**(7) Deadline for Submission of First Plat**

Applicant submits First Plat to Planning Department. This is to be received by the Planning Department at least forty-six (46) days prior to the Planning Board meeting, but not longer than six (6) months from the Environmental Resources Department report. The Planning Department staff can then postpone the request for up to one regular meeting. The application can be continued for one regular meeting, then the Planning Board will indicate their approval, disapproval, or approval subject to modification. Failure of the Planning Board to act on the First Plat within two meetings will be deemed a favorable recommendation for approval of the plat by the Planning Board.

Boards may call special meetings to accommodate heavy case loads in order to meet these deadlines.

First Plats shall be submitted to the Board of Commissioners for consideration not later than thirty (30) days after the Planning Board has acted or its time to act has expired. The Board of Commissioners shall review the First Plat and indicate its approval, disapproval or approval subject to modifications within four (4) regular meetings of the official submission date to the Board of Commissioners. Failure of the Board of Commissioners to act on the First Plat within four (4) regular meetings will be deemed approval of the plat as submitted. If the Planning Board or the Board of Commissioners disapproves or approves subject to modifications, the necessary reasons or modifications will be specified in the minutes of the meeting.

The approval of the First Plat by the Board of Commissioners serves as permission to begin acquiring permits according to the plans and as a basis for preparation of the construction plan.

**(8) County review of water plans for acceptance into County system**

Please see the [Chatham County Water System Operating Policies](#) for applicable rules and regulations.



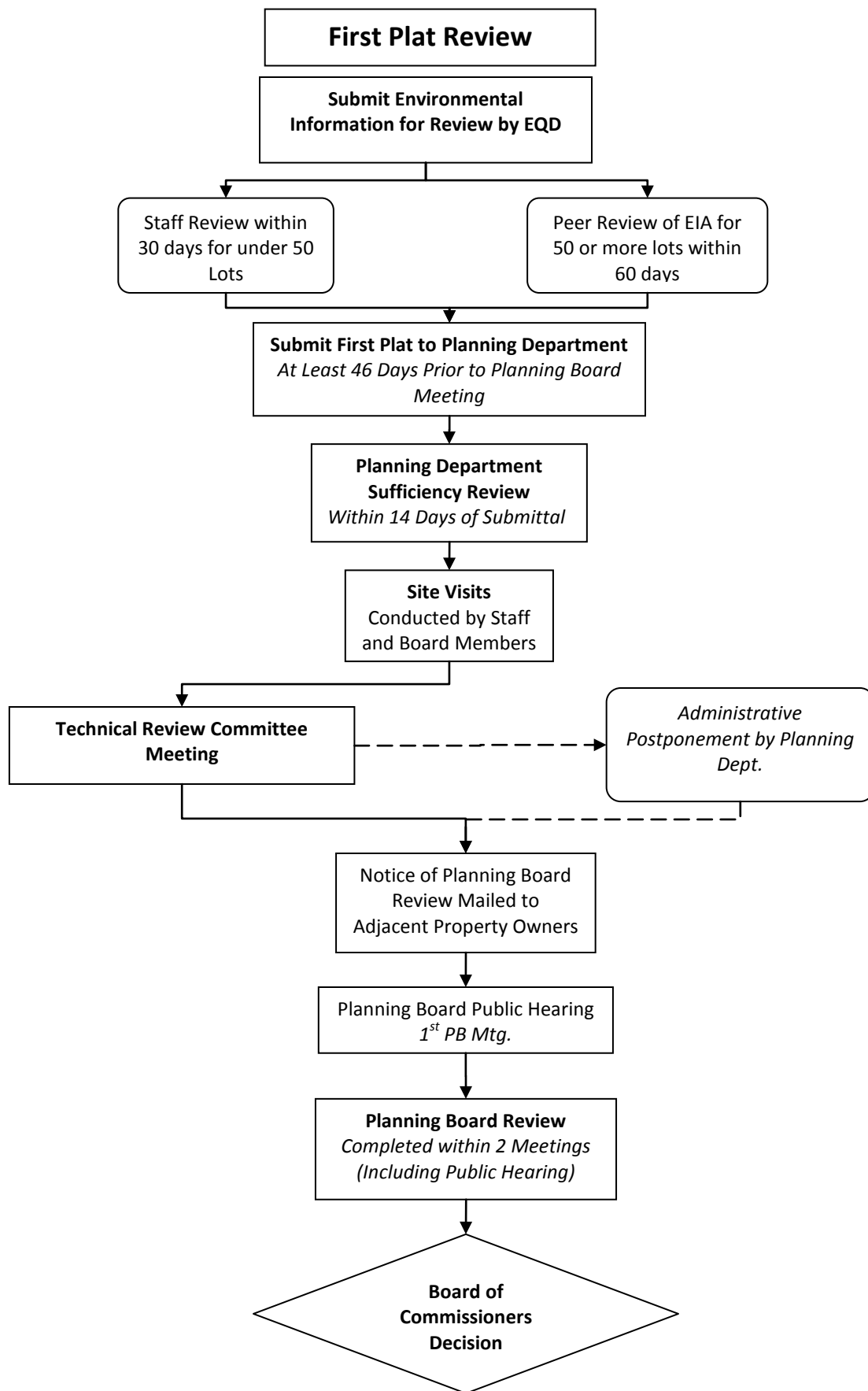


Figure 2. First Plat Review Process Diagram

## **D. Construction Plan**

### **(1) Purpose**

The construction plan review is required to properly identify the design standards for all public improvements and the layout of the development set forth in the First Plat are adhered to. This plan is used to begin construction of improvements.

### **(2) Additional Permits**

The approved First Plat will be used to obtain any additional permits (Local, State and/or Federal) or approval letters that are required to obtain a valid Construction Plan. Approval is done by County Staff unless staff deems there are significant changes from the approved First Plat. The Staff shall approve the submitted Construction Plan or require approval of the Construction Plan by the Board of Commissioners if the following significant changes from the first plat are present:

- Increase in the number of lots by five percent (5%) or more
- Increase in the number of stream crossings
- Number of road lanes increases on any segment except where providing for turning, acceleration or deceleration lanes pursuant to recommendation of NCDOT
- Linear feet of road increases by five percent (5%) or more.
- Discovery of historically-significant structures or cemeteries after First Plat that may alter the overall design or layout of the subdivision.

If staff requires review of the Construction Plan by the Board of Commissioners due to significant changes, the Planning Board and Board of Commissioners will review the plan. Review of the Construction Plan by the Planning Board and Board of Commissioners shall follow the following process.

### **(3) Process for Construction Plan Review by Planning Department**

- a. The applicant shall submit the Construction Plan and all required permits to the Planning Department at least twenty-one (21) days prior to the Technical Review Committee meeting at which the Construction Plan will be reviewed.
- b. The Planning Department shall have 14 days from the date of submittal to notify the applicant if the Construction Plan contains detailed supporting information that is sufficient to allow for review under these regulations, or if there are significant changes as defined in Section (2) above. If the Department determines that there are significant changes, the applicant shall follow the review process outlined in Section (4) below.
  - (1) If the Planning Department determines the information is not sufficient for review, the Department shall notify the applicant of the specific information that is required for review.
  - (2) The Planning Department shall take no further action on the Construction Plan until the applicant submits the required information.
  - (3) Once the applicant corrects the identified deficiencies, the applicant shall resubmit to the Planning Department at least twenty-one (21) days prior to the next Technical Review Committee meeting, and the Department shall have 14 days to review the information and notify the applicant that the information is sufficient for review.
  - (4) A determination that an application contains sufficient information for review as provided in this subsection (b) does not limit the ability of other

county agencies to request additional information during the review process.

- c. The Technical Review Committee shall review the Construction Plan for compliance with the approved First Plat and required permits.
- d. Once the Technical Review Committee completes its review, the Planning Department shall notify the applicant of any required changes to the Plan or give the applicant notice to proceed.
- e. If there are any changes required to the Construction Plan, the applicant shall re-submit the Construction Plan for review by the Technical Review Committee.
- f. If the applicant wishes to appeal any decision by the Planning Department concerning the Construction Plan, the appeal shall follow the process outlined below in Section (4) for review by the Board of Commissioners.

**(4) Process for Construction Plan Review by Board of Commissioners**

If the Planning Department determines that the Construction Plan must be reviewed by the Board of Commissioners due to significant changes from First Plat, the following process shall apply.

- a. The applicant shall submit the Construction Plan to the Planning Department no less than twenty-three (23) days prior to the Planning Board meeting at which the proposal will be reviewed.
- b. The submittal is reviewed by the Technical Review Committee prior to the Planning Board meeting for comments and recommendations from other agencies.
- c. Notice of the review shall be sent to the applicant and adjoining property owners as required in Section H below.
- d. The Planning Department forwards the staff recommendation to the Planning Board and applicant.
- e. The Planning Board shall review the Construction Plan and indicate their recommendation for approval, disapproval or approval subject to modifications. If the Board recommends disapproval or approval subject to modifications, the necessary reasons or modifications will be specified in the minutes of the meeting.
- f. The Planning Board forwards the recommendation to the Board of Commissioners for review. The recommendation shall be submitted to the Board of Commissioners for consideration not later than thirty (30) days after the Planning Board has acted or its time to act has expired.
- g. The Board of Commissioners shall review the Construction Plan and indicate approval, approval with modifications or disapproval of the Construction Plan. If the Board of Commissioners gives approval subject to modifications or

disapproval to the Construction Plan, the necessary reasons or modifications will be specified in the minutes of the meeting.

**(5) Deadline for Submission of Construction Plan for Board of Commissioners Review**

If the Board of Commissioners is required to review the Construction Plan due to significant changes, the following apply. The Construction Plan shall be submitted twenty-three (23) days prior to the day on which approval is requested for subdivisions. Within sixty (60) days after the official submission date of the Construction Plan, the Planning Board will review it and indicate their recommendation for approval, disapproval, or approval subject to modification. Failure of the Planning Board to act on the Construction Plan within this sixty (60) day period will be deemed a favorable recommendation for approval. The Construction Plan shall be forwarded to the Board of Commissioners. The Board of Commissioners will review the Construction Plan and indicate their approval, disapproval, or approval subject to modifications within four (4) regular meetings of the official submission date to the Board of Commissioners. Failure of the Board of Commissioners to act on the Construction Plan within four (4) regular meetings will be deemed approval of the Plan as submitted. If the Planning Board recommends or the Board of County Commissioners gives disapproval or approval subject to modifications, the necessary reasons or modifications will be specified in the minutes of the meeting.

**(6) Time Limit On Validity Of Construction Plan Approval**

Approval of a Construction Plan shall be valid for a period of twenty-four (24) months following the date of approval by the Board of County Commissioners unless a request for an extension has been submitted and reviewed following the process outlined in Section (4) above prior to the expiration of approval. Approval shall remain valid provided the Final Plat application is submitted during this time period. Upon expiration of Construction Plan approval, a Final Plat of the same subdivision shall not be considered by the Board of County Commissioners unless said Construction Plan (or First Plat, if necessary) is submitted for approval based on standards in effect at the time of resubmission.

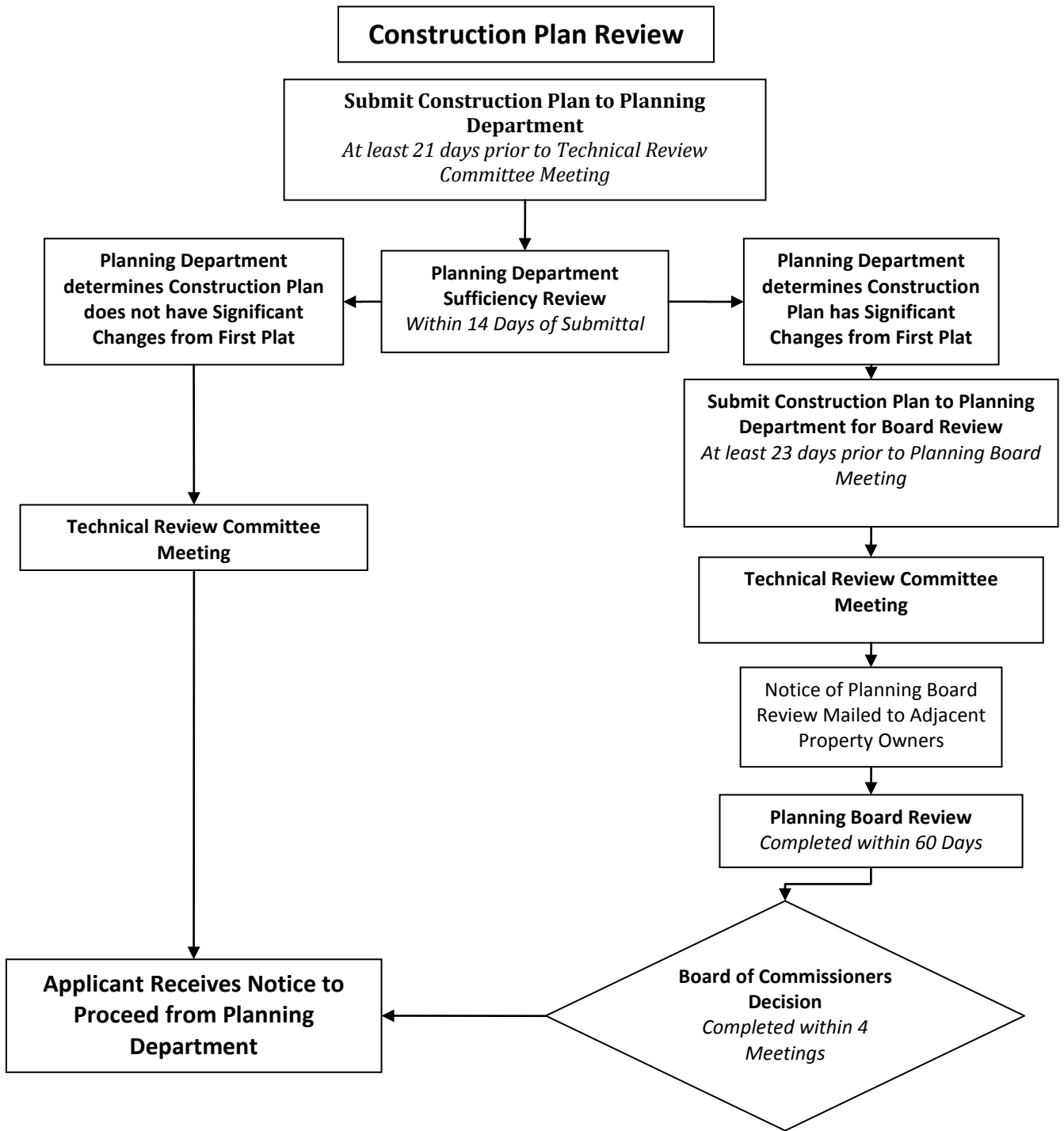


Figure 3. Construction Plan Process Review Diagram

**E. Final Plat**

**(1) Purpose**

The approved Final Plat, filed with the Register of Deeds, is the permanent record of the subdivision as constructed. It shows all property lines and other dimensions important for the accurate and legal transfer of property, and records the location of street lines, and easements.

**(2) Preparation and Approval of Final Plat**

The Final Plat shall be prepared in conformance with these regulations by a surveyor licensed in the State of North Carolina. Said plat may be submitted when the required improvements have been installed or appropriate financial assurance for completion of improvements has been filed. Applicants shall pay all required fees as established by the County. Review and approval of the Final Plat by the Planning Department shall follow the process outlined in Section (3) below. The Planning Department shall approve the Final Plat if it is in substantial conformance with the approved Construction Plan, and it shall be signed by authorized Planning Department staff. If the Planning Department determines that the Final Plat is not in compliance with the Construction Plan approval then this shall result in a denial of the Final Plat. Any decision by Staff can be appealed to the Board of Commissioners using the process outline in Section (F) below.

**(3) Process for Final Plat Review by Planning Department**

- a. The applicant shall submit the Final Plat and all required certifications to the Planning Department at least twenty-one (21) days prior to the Technical Review Committee meeting at which the Final Plat will be reviewed.
- b. The Planning Department shall have 14 days from the date of submittal to notify the applicant that the Final Plat contains detailed supporting information that is sufficient to allow for review under these regulations.
  - (1) If the Planning Department determines the information is not sufficient for review, the Department shall notify the applicant of the specific information that is required for review.
  - (2) The Planning Department shall take no further action on the Final Plat until the applicant submits the required information.
  - (3) Once the applicant corrects the identified deficiencies, the applicant shall resubmit to the Planning Department at least twenty-one (21) days prior to the next Technical Review Committee meeting, and the Department shall have 14 days to review the information and notify the applicant that the information is sufficient for review.
  - (4) A determination that an application contains sufficient information for review as provided in this subsection (b) does not limit the ability of other county agencies to request additional information during the review process.
  - (5) If the Department determines during this review that the Final Plat does not substantially conform to the Construction Plan or these Regulations, the Department shall deny the Final Plat.
- c. The Technical Review Committee shall review the Final Plat for compliance with the approved Construction Plat, required permits and certifications.

- d. Once the Technical Review Committee completes its review, the Planning Department shall notify the applicant of any required changes to the Final Plat or give the applicant notice of approval.
- e. If there are any changes required to the Final Plat, the applicant shall re-submit the Final Plat for review by the Technical Review Committee.
- f. After approval of the Final Plat, the reproducible plat shall be returned to the subdivider for his/her records and for filing with the County Register of Deeds as the official plat of record. One copy of the plat exhibiting certifications shall be retained by the Planning Department for its records.

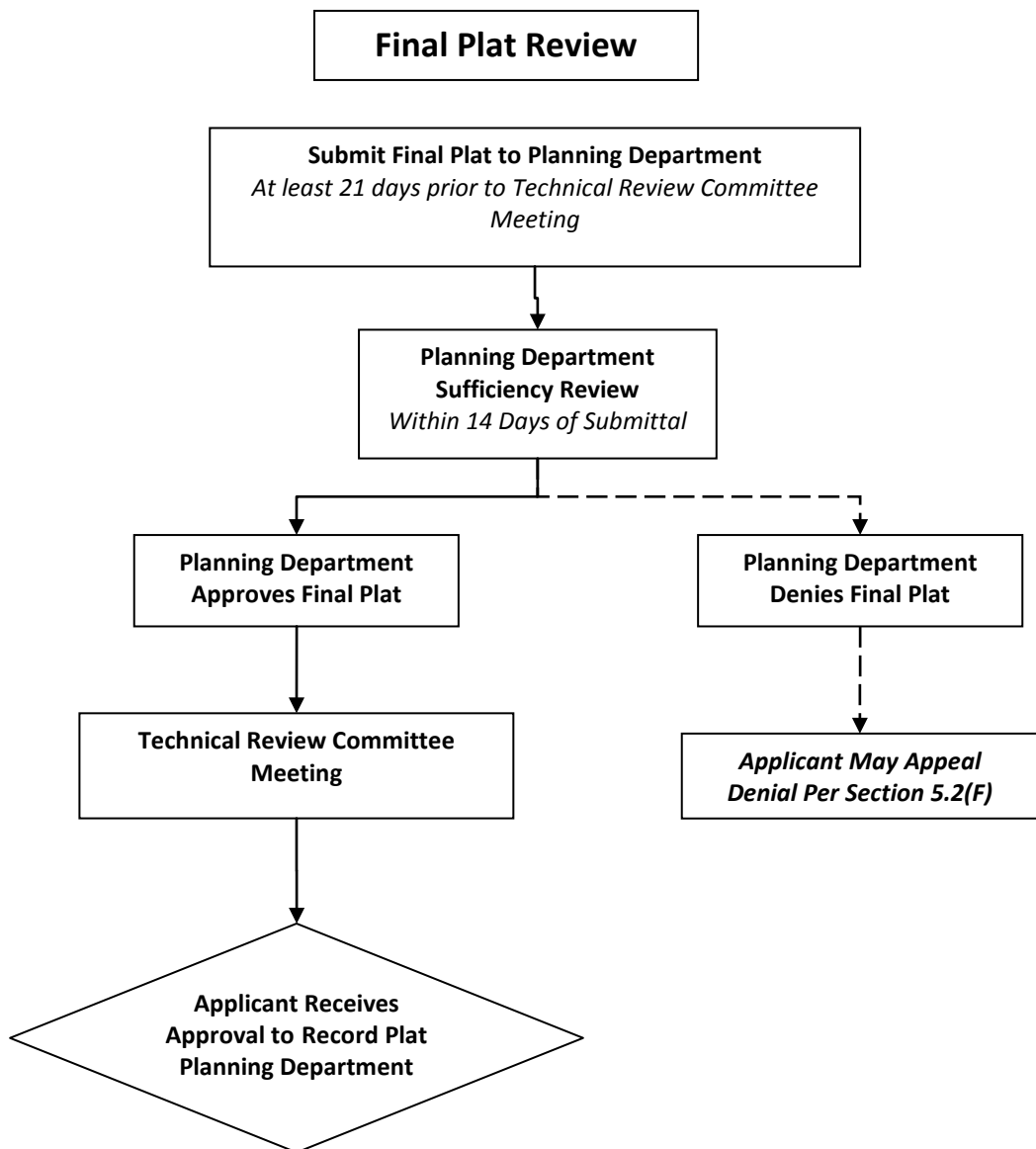


Figure 4. Final Plat Review Process Diagram

#### **(4) Recording**

The subdivider shall file the approved Final Plat with the Chatham County Register of Deeds for recording within sixty (60) days of the date of approval or such approval shall be null and void and the plat will be denied recordation, except as provided below. Final Plats not recorded in the Register of Deeds Office within sixty (60) days may be reviewed by the Planning Department for compliance with current regulations. Plats found to be in compliance may be approved by signature of the Planning Department authorized personnel, dated, and allowed to be recorded. Plats not in compliance shall not be approved by the Planning Department or recorded prior to review and approval outline in Section D(4).

#### **F. Appeals**

- (1)** The disapproval of a Final Plat by the Planning Department may be appealed to the Board of Commissioners if filed with the Planning Department within fifteen (15) days of notice of disapproval. The administrative fee for appeal is required in order to perfect the appeal. Any appeal shall follow the following process:
- (2)** The applicant shall submit the Final Plat to the Planning Department no less than twenty-three (23) days prior to the Planning Board meeting at which the proposal will be reviewed.
- (3)** The submittal is reviewed by the Technical Review Committee prior to the Planning Board meeting for comments and recommendations from other agencies.
- (4)** Notice of the review shall be sent to the applicant and adjoining property owners as required in Section H below.
- (5)** The Planning Department forwards the staff recommendation to the Planning Board and applicant.
- (6)** The Planning Board shall review the Final Plat and indicate their recommendation for approval, disapproval or approval subject to modifications. If the Board recommends disapproval or approval subject to modifications, the necessary reasons or modifications will be specified in the minutes of the meeting.
- (7)** The Planning Board forwards the recommendation to the Board of Commissioners for review. The recommendation shall be submitted to the Board of Commissioners for consideration not later than thirty (30) days after the Planning Board has acted or its time to act has expired.
- (8)** The Board of Commissioners shall review the Final Plat and indicate approval, approval with modifications or disapproval. If the Board of Commissioners gives approval subject to modifications or disapproval to the Final Plat, the necessary reasons or modifications will be specified in the minutes of the meeting.
- (9)** If the Final Plat is approved by the Board of Commissioners, the reproducible plat shall be returned to the subdivider for his/her records and for filing with the County Register of Deeds as the official plat of record. One copy of the plat



exhibiting certifications shall be retained by the Planning Department for its records.

- (10) If the Board of Commissioners is required to review the Final Plat due to substantial changes, the following applies: within sixty (60) days after the official submission date of the Final Plat, the Planning Board will review it and recommend its approval, disapproval or conditional approval. Grounds for disapproval or conditional approval shall be stated upon the records of the Planning Board. Failure of the Planning Board to act on the Final Plat within this sixty (60) day period shall be deemed recommendation of approval of the plat. Final Plats shall be forwarded to the Board of Commissioners. The Board of Commissioners will review the Final Plat and indicate their approval, disapproval or approval subject to modifications within four (4) regular meetings of the official submission date to the Board of Commissioners. Failure of the Board of Commissioners to act on the Final Plat within four (4) regular meetings will be deemed approval of the plat as submitted. If the Board of County Commissioners gives disapproval or approval subject to modifications, the necessary reasons or modifications will be specified in the minutes of the meeting.
- (11) The disapproval of any plat by the Board of Commissioners may be appealed to the courts, following exhaustion of the review procedures specified herein.

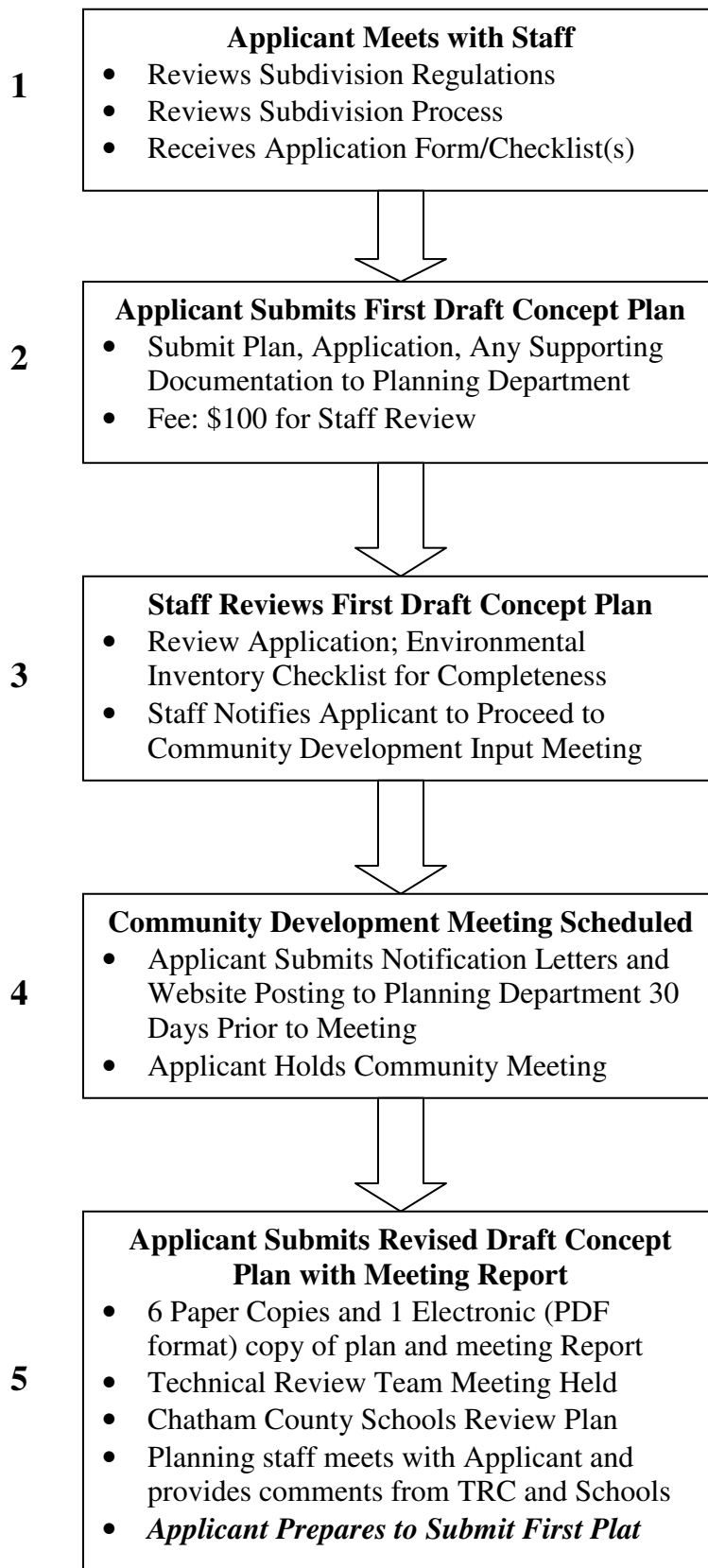
#### **G. Submission Dates**

The official submission date shall be considered the date of the Planning Board or Board of Commissioners meeting at which a plat is considered for approval. This is not the date upon which the plat is submitted to the Planning Department for review.

#### **H. Notice of Review**

The Planning Department shall give reasonable notice of the time and place of any review by the Planning Board for major subdivisions. Notice shall also be given when a request is made for the extension of approval. Notice shall be sent by regular mail not less than fourteen (14) days prior to the date specified thereon and shall be mailed to the address of the adjacent property owners as specified on the plat or application. Failure to receive notice by the subdivider or adjacent property owners shall not be grounds for disapproval by the Board of Commissioners.

## Major Subdivision Concept Process



## **Community Input Meeting Information and Procedure**

During the Concept Plan step of the major subdivision process in Chatham County, all applicants are required to hold a Community Input Meeting to allow adjacent property owners and other interested members of the public an opportunity to review the development plans and offer feedback to the applicant. This meeting is intended to allow the applicant to present a better overall plan to the County, thus saving the applicant, public and County money, time and effort.

*Please see Attachment A for further guidance on the meeting.*

Several things are required by the County for the Community Input Meeting. The applicant must post the property on which the development is to take place, provide notification letters of the meeting to the Planning Department to mail to the adjoining property owners, and provide the necessary information to allow the Planning Department to post notice of the meeting on the County website. After the Community Input Meeting, the applicant will submit the concept plan, with any revisions based on the meeting, to the Planning Department for review by the Technical Review Committee (TRC). A Community Input Meeting Report shall also be submitted.

### **Posting of the Property to be Subdivided**

The applicant is required to post the property with a “Development Input Meeting” sign along every road frontage of the property to be subdivided. The signs will be double-sided and the same dimensions and letter sizes as the County’s Public Hearing Notice signs.

*Please see Attachment C for further Sign Requirements and a Sample.*

### **Notification Letters for Adjacent Property Owners**

The applicant is required to provide notification letters for all property within 400 feet of the proposed subdivision. Adjacent right-of-way widths are not counted as part of the 400 foot requirement. The applicant shall provide these letters in self-addressed stamped envelopes to the Planning Department a minimum of 30 days prior to the scheduled meeting date. The letters must include the date, time and location of the meeting, detailed directions to the meeting location, a copy of the proposed development plan, and a map showing the approximate location of the subdivision shall be included with the letters. The applicant shall also provide the Planning Department with one copy of the letter and preliminary plan for the Department’s file. The Planning Department will verify the addresses, notify the applicant if additional letters need to be provided, and mail the notices out no less than 20 days prior to the community meeting.

*Please see Attachment D for a Sample Notification Letter.*

### **Posting of Notification on the County Website**

The applicant shall provide the Planning Department with a short announcement (with the notification letters) that the Department will post on the County website. A digital copy, on a compact disc (CD) in PDF format, of the preliminary plan to be shown at the meeting, location map of the property, and detailed directions to the meeting location, shall also be included to be posted on the website. The Planning Department will post this information on its website no less than 20 days prior to the date of the Community Meeting ([www.chathamnc.org/planning](http://www.chathamnc.org/planning)).

*Please see Attachment B for a Sample Announcement.*

### **Community Input Meeting Report**

The applicant shall provide a Community Input Meeting Report to the Planning Department with the submittal of the Concept Plan for TRC review and with the First Plat submittal.

*Please see Attachment E for the Community Input Meeting Report Form.*

**Attachment A**  
**Further Guidance on Community Input Meetings**

The following is strongly recommended, but not required, for holding a Community Input Meeting:

- It is recommended that the meeting is held at a location as close as possible to the proposed subdivision, preferably within Chatham County. Some possible meeting sites:

- Restaurants
- Local church Fellowship Halls/Gymnasiums
- Public Library
- Community Centers
- Community College Campus
- Public/Private Club (i.e. Golf Course clubhouse)

***\*\*Some locations may charge a rental fee for meeting space\*\****

- It is recommended that the meeting location is fully accessible to all persons (i.e. ADA Compliant).
- It is recommended that the meeting is held at times most interested parties would be able to attend.
- There is no time limit on the meeting, however it is recommended that the applicant strive to address any and all concerns of the parties in attendance.
- It is recommended that the applicant have a large-scale (minimum 18"x24") plan showing the proposed subdivision and any public improvements. Handouts are also encouraged.

**Attachment B**

**Sample Meeting Announcement for County Website**

*(Fill in highlighted areas with information for proposed meeting/development)*

A Community Input Meeting will be held on **Thursday, April 16, 2009** at **7:00 pm** to discuss a proposed subdivision located on **US 15-501**, approximately one mile south of **Manns Chapel Road**. The meeting will be held at the **Chatham County Public Library** in **Pittsboro**, and is scheduled to last approximately **1 hour**. The proposed subdivision will consist of **30 lots on 50 acres**, with an average lot size of **1.50 acres**, with lots proposed to be served by **County water and private septic systems**. A representative will be available to answer any questions there may be, and all interested parties are encouraged to attend to offer feedback. A location of the property to be subdivided, detailed directions to the meeting site, and the proposed development plan are available below. Please contact **John Doe** at **(919) 555-1234** for more information.

**Attachment C**

**Community Development Input Meeting Notification Sign**

Sign Dimension and Type Requirements (Minimum)

Yellow or White Background, Black Block Letters

24 Inches Wide by 18 Inches Tall

Letters 1.50 – 2 Inches Tall

Maximum 8 Lines

Required Information:

Community Meeting Notice for Proposed Subdivision

Meeting Location, Date and Time

Contact Information (Name, Phone Number) for Applicant

County Planning Department website (where letter and plan are posted)

**Development Input Meeting Notice  
To Discuss Proposed Subdivision  
Meeting Location: XXXX  
Meeting Time: XX/XX/XX at XXXX pm  
Contact XXXX  
(XXX) XXX-XXXX  
For More Information  
Proposal: [www.chathamnc.org/planning](http://www.chathamnc.org/planning)**



*Sample – County Public Hearing Notice Sign*

**Attachment D**  
**Sample Notification Letter**

Date

*Developer/Applicant Name*  
*Developer Address*  
*Developer Address*

**Re: Development Input Meeting** for \_\_\_\_\_ (*Proposed Subdivision Name*)  
located at \_\_\_\_\_ (*Location of Subdivision*) on \_\_\_\_\_ (*date*)

Dear Adjacent Property Owner:

This letter is to invite you to a community meeting regarding a # *lot residential (and/or commercial) subdivision* on \_\_\_\_\_ acres we are proposing on \_\_\_\_\_ (*road/street name*) near your property, on Parcel Number \_\_\_\_\_. An informal community meeting will be held on \_\_\_\_\_ (*date*) beginning at \_\_\_\_\_ (*time*) at \_\_\_\_\_ (*location of meeting*), and lasting approximately \_\_\_\_\_ hour(s). Detailed directions are attached. The proposed lots will be served by \_\_\_\_\_ (*water*) and \_\_\_\_\_ (*wastewater*), with an average lot size of \_\_\_\_\_ acres. Plans of our proposed development will be shown and you will have the opportunity to voice your concerns and ask questions of people knowledgeable about the details of our project. Our plans may be revised based on your input before we submit to the County.

This meeting is required as part of the County subdivision process; however County staff will not participate in the meeting. We are planning to submit our official plans to the County Planning Department in the near future. You will receive a notice from the County about this submittal once the application has been made.

We would appreciate your attendance and input at the community meeting. If you have questions before the meeting you may contact the person noted below. A copy of the map showing our proposed subdivision is attached and can also be viewed on the Chatham County web site at [www.chathamnc.org/planning](http://www.chathamnc.org/planning) under the Rezoning & Subdivision Cases link, 2009 Cases.

Sincerely,

For More Information, Please Contact:  
*Name*  
*Phone Number*  
*Email Address*

**Attachment E**  
**Community Meeting Report Form**

**REPORT OF DEVELOPMENT INPUT MEETING REQUIRED BY  
THE CHATHAM COUNTY SUBDIVISION ORDINANCE**

To: Lynn Richardson, Chatham County Subdivision Administrator

Subdivision Name: \_\_\_\_\_

Approximate Location (or Address): \_\_\_\_\_

Proposed Number Lots: \_\_\_\_\_ Residential (Y/N): \_\_\_\_\_

The undersigned hereby certifies that the required sign(s) was posted on the property proposed for subdivision, on each road frontage of said subdivision on (date) \_\_\_\_\_.

**A photo of the sign posted is recommended to be attached to this form.**

The meeting was held at the following time and place: \_\_\_\_\_

The persons in attendance at the meeting: **See attached Attendance sheet**

The following issues were discussed at the meeting (**Attach additional sheet(s) if needed**): \_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a result of the meeting, the following changes were made to the subdivision proposal (**Attach additional sheet(s) if needed**): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Please submit this Report to the Chatham County Planning Department located at 80-A East Street or mail it to Lynn Richardson, Subdivision Administrator, PO Box 54, Pittsboro, NC 27312-0054. If you have any questions, please contact Lynn Richardson at (919) 542-8207 or [lynn.richardson@chathamnc.org](mailto:lynn.richardson@chathamnc.org).



Chatham County Planning Department  
 80-A East Street  
 P.O. Box 54, Pittsboro, NC 27312-0054  
 Phone: 919-542-8204  
**Concept Plan Review Fee: \$100.00**

**CONCEPT PLAN REVIEW APPLICATION**

**Property Owner/Applicant:**

**Representative (Surveyor, Engineer, Etc.):**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: (W) \_\_\_\_\_  
 (H) \_\_\_\_\_  
 (C) \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: (W) \_\_\_\_\_  
 (C) \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Who should staff contact (circle one)?**      **Property Owner/Applicant**                      **Consultant**

**PROPOSAL**

**Project Title:** \_\_\_\_\_

**Mixed-Use**    YES     NO       **Multi-Family (Townhomes, Apts., etc.)**    YES     NO

**Proposed Number of Lots:**    Residential \_\_\_\_\_      Commercial \_\_\_\_\_      Other \_\_\_\_\_

**If Other, Specify (i.e. recreation)** \_\_\_\_\_

**Average Subdivision Lot Size (Acres)** \_\_\_\_\_      **Total Acreage** \_\_\_\_\_

**Number Lots Over 10 Acres** \_\_\_\_\_      **Wastewater Disposal Type** \_\_\_\_\_

**Access Type** \_\_\_\_\_      **Water Source** \_\_\_\_\_

**Will this be a Conservation Subdivision (See Section 7.7 of Subdivision Ordinance)**    YES     NO

**Will this Subdivision be Phased?**    YES     NO       **If Yes, how many Phases?** \_\_\_\_\_

**Will this Subdivision have a Development Schedule (50 Lots or more)?**      YES     NO

**When do you Expect Full Build-Out of this Subdivision (Year)?** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Property Owner/Applicant**

\_\_\_\_\_  
**Date**



**PROPERTY INFORMATION**

Parcel # (AKPAR): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Flood Map # \_\_\_\_\_

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

Watershed District: \_\_\_\_\_

S. R. road name: \_\_\_\_\_

Will a Rezoning or Conditional Use Permit be Requested? YES  NO

Has Property Been Timbered in Last 5 Years? YES  NO  If YES, what year? \_\_\_\_\_

Is the Property Adjacent to Public Lands (i.e. State, County, Non-Profit or Federal) YES  NO   
(CIRCLE ALL THAT APPLY)

Is the Property Adjacent to any Voluntary Agricultural District(s) YES  NO

Environmental Features (Use County GIS [[www.chathamgis.com](http://www.chathamgis.com)] to determine if features are present)

Water Bodies (Rivers, Streams, Ponds, Lakes) YES  NO

Wetlands YES  NO

Steep Slopes YES  NO

Significant Natural Heritage Area (SNHA) YES  NO

Prime Farmland Soils YES  NO

Cemeteries YES  NO

Other known Historical Features (i.e. structures over 50 years in age) YES  NO

**Please Attach the Following:**

\_\_\_\_\_ Vicinity Map showing the subject property, surrounding area, labels for access roads, and any water bodies on or near the property (available from [www.chathamgis.com](http://www.chathamgis.com))

\_\_\_\_\_ List of Adjacent Property Owners (within 400 feet of subject property) for Community Meeting Notifications

\_\_\_\_\_ Draft Concept Plan (minimum 18"x24" size) – This is a Horizontal plan giving a general overview of suggested layout(s) for development. If more than one plan is offered, it is suggested that at least one be a sustainable development plan with a conservation design incorporating Low Impact Development (LID) options.

*For Staff Use Only*

Date Received \_\_\_\_\_ By \_\_\_\_\_

Date Fee Paid \_\_\_\_\_ Received By \_\_\_\_\_

Date Review Completed \_\_\_\_\_ Date Applicant Contacted \_\_\_\_\_

## **Environmental Documentation Required by Chatham County** **Subdivision Regulations**

### **All Subdivision Applications Require the Following Information at First Plat:**

- The approximate location of any significant cultural and/or historical sites as defined by NC Office of Archaeology, Department of Cultural Resources and/or Chatham Historical Association on the property.
- Indicate whether a Non-Discharge Permit for a land application waste disposal system is necessary.
- Indicate whether a permit for any subsurface wastewater disposal system of 3000 gallons/day or larger is necessary.
- Indicate whether a 404 permit/401 certification is necessary.
- Indicate the water supply watershed district.
- Indicate any state designated Well Head Protection Areas.
- Indicate any element occurrences (“EO”) of natural diversity, including rare species, as determined by and tracked by the NC Natural Heritage Program, NC Wildlife Resources Commission (WRC), and US Fish and Wildlife Service (FWS).
- Indicate any whether the property contains or is adjacent to (shares at least one boundary with) a Significant Natural Heritage Area (SNHA) as recognized by the NC Natural Heritage Program.
- Indicate whether the property is located within a designated 14 digit Hydrologic Unit drainage basin that supports aquatic species that are federally listed or listed as Federal Species of Concern.
- Identify any steep slopes as defined in the Chatham County Soil Erosion and Sedimentation Control Ordinance.

## **Environmental Impact Assessment Information**

### **An Environmental Impact Assessment Will Be Required At First Plat in Certain Circumstances, As Specified Below:**

*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 twenty-five or more dwelling units, whether detached 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.*

### **An Environmental Impact Assessment Shall Include the Following (As Applicable):**

#### **❖ Proposed Project Description and Need**

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

#### **❖ Alternatives Analysis**

- Discuss and compare all reasonable development alternatives (site selection, facility layout, utilities, stormwater management, construction methods, open space preservation, any other pertinent alternative considerations).
- 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:
  - Existing resources and conditions.
  - Anticipated impacts (short-term construction impacts, long-term operation impacts, and indirect or secondary impacts).
  - Discuss how potential impacts to the resource will be avoided and minimized through alternative selection, design strategies, construction methods, and long-term maintenance procedures.
  - 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

# 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@ncmail.net](mailto:jason.sullivan@ncmail.net).