

SINGLE-FAMILY/TWO-FAMILY APPLICATION



TOWN OF CHAPEL HILL

Planning Department

405 Martin Luther King Jr. Blvd
phone (919) 968-2728 fax (919) 969-2014
www.townofchapelhill.org

Parcel Identifier Number (PIN): _____ Date: _____

Section A: Project Information

Property Address: _____

Zoning District: _____

Project Description: _____

Section B: Applicant, Owner and/or Contract Purchaser Information

Applicant Information (to whom correspondence will be mailed)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _____

Owner/Contract Purchaser Information:

Owner

Contract Purchaser

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate. ***I hereby acknowledge receipt of information concerning occupancy limits, as defined by the Land Use Management Ordinance for dwelling units, single family, two family, and two-family-duplex.***

Signature: _____ Date: _____



SUBMITTAL REQUIREMENT

TOWN OF CHAPEL HILL
Planning Department

Section A: Project Information

Overlay District: (check all those that apply)

- Historic District
 Neighborhood Conservation District
 Airport Hazard Zone

Section B: Land Area

Date lot was originally created			
Net Land Area (NLA): Area within zoning lot boundaries		NLA=	sq. ft.
Choose one, or both, of the following (a or b,) not to exceed 10% of NLA	a) Credited Street Area (total adjacent frontage) x ½ width of public right-of-way	CSA=	sq. ft.
	b) Credited Permanent Open Space (total adjacent frontage) x ½ public or dedicated open space	COS=	sq. ft.
TOTAL: NLA + CSA and/or COS = Gross Land Area (not to exceed NLA + 10%)		GLA=	sq. ft.

Section C: Special Protection Areas, Land Disturbance and Impervious Area

Special Protection Areas: (check all those that apply)

- Jordan Buffer
 Resource Conservation District
 100 Year Floodplain
 Watershed Protection District

Land Disturbance	Total (sq ft)
Area of Land Disturbance (Includes: footprint of proposed activity plus work area envelope, staging area for materials, access/equipment paths, and all grading)	
Area of Land Disturbance within RCD	
Area of Land Disturbance within Jordan Buffer	

Impervious Area	Existing (sq ft)	Demolition (sq ft)	Proposed (sq ft)	Total (sq ft)
Impervious Surface Area (ISA)				
Impervious Surface Ratio: Percent Impervious Surface Area of Gross Land Area (ISA/GLA) %				
If located in Watershed Protection District, % of impervious surface on 7/1/1993				

Section D: Dimensions

Dimensional Requirements		Required by Ordinance	Existing	Proposed
Setbacks (minimum)	Street			
	Interior (neighboring property lines)			
	Solar (northern property line)			
Height (maximum)	Primary			
	Secondary			



SUBMITTAL REQUIREMENT

TOWN OF CHAPEL HILL
Planning Department

Section E: Land Use Intensity

Floor Area	Existing (sq ft)	Demolition (sq ft)	Proposed (sq ft)	Total (sq ft)
Floor area of main dwelling unit				
Floor area of accessory apartment				
If duplex, floor area on each side of duplex				
Garage building area				
Other enclosed building area (storage, etc.)				

Section F: Utility Service

<i>Check all that apply</i>				
Water	<input type="checkbox"/> OWASA	<input type="checkbox"/> Individual Well	<input type="checkbox"/> Community Well	<input type="checkbox"/> Other
Sewer	<input type="checkbox"/> OWASA	<input type="checkbox"/> Individual Septic Tank	<input type="checkbox"/> Community Package Plant	<input type="checkbox"/> Other
Electrical	<input type="checkbox"/> Underground	<input type="checkbox"/> Above Ground		
Telephone	<input type="checkbox"/> Underground	<input type="checkbox"/> Above Ground		
Solid Waste	<input type="checkbox"/> Town	<input type="checkbox"/> Private		

Submittal Requirements

The following must accompany your application. Failure to do so will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning Department (Planning) at (919)968-2728 or at planning@townofchapelhill.org. For detailed information, please refer to the Description of Detailed Information handout.

- | | |
|--|--------------------------------------------------------------------------------------------------------------------------------|
| | 1. Application fee (Refer to fee schedule) Please note that the RCD fee is higher |
| | 2. Recorded plat or deed verifying property current ownership |
| | 3. Public Water/Sewer Confirmation – from OWASA or Orange County Health Department approval |
| | 4. Recorded Plat of easements, right-of-way, and dedications , if applicable |
| | 5. Building Elevation (label building height from top of roof to finished grade line) two copies |
| | 6. Digital Files – provide digital files of all plans and documents |
| | 7. Floor Plan , only if accessory apartment or within Neighborhood Conservation District |
| | 8. Mailing List of Property Owners , (electronic copy), if applicable |
| | 9. Number of addresses , if applicable Mailing fee <input type="text"/> |
| | 10. RCD, Jordan Buffer, Floodplains, & Wetland determination - please contact Planning Department at (919) 968-2728 |
| | 11. Resource Conservation District Encroachment Exemption or Variance (determined by Planning) |
| | 12. Jordan Buffer Notice of Exemption , Authorization Certificate or Mitigation Plan Approval (determined by Planning) |
| | 13. Erosion Control Permit (Orange or Durham County, or State only if land disturbance greater than 20,000 sq ft) |
| | 14. Reduced Site Plan Set (reduced to 8.5"x11") |



SUBMITTAL REQUIREMENT

TOWN OF CHAPEL HILL
Planning Department

Existing Conditions Plan

- a) Location of all existing structures and setbacks
- b) Property lines and right-of-way lines
- c) Location of Resource Conservation District (RCD), Jordan Buffer, Floodplain, and Wetlands
- d) Stream determination, if not done within past 5 years

Detailed Site Plan (5 copies)

- a) Existing and proposed structures, driveways, sidewalks, impervious surface, and stormwater
- b) Indicate location of water, sewer, electric, cable, telephone, and gas lines
- c) Area of land disturbance (include grading, construction, staging, utility lines, access areas, and stormwater facilities)
- d) Proposed utility lines, fences
- e) Existing roads (public & private), rights-of-way, sidewalks, driveways, vehicular parking areas, bicycle parking, handicapped parking, street names.

Steep Slope Plan (classifying slopes 0-10%, 10-15%, 15-25%, 25% and greater if lot created after 1/27/03)

Landscape Protection Plan (3 copies) for lots with greater than 5,000 square feet of land disturbance

- a) Tree survey (trees greater than 18" diameter at 4 feet in height)
- b) Rare and specimen tree critical root zones
- c) Rare and specimen trees proposed to be removed
- d) Proposed tree protection/silt fence location
- e) Pre-construction/demolition conference notes
- f) Existing and proposed tree canopy calculations, if applicable

Land Disturbance within the Resource Conservation District (or Encroachment Exemption approval)

- a) Utilities Plan;
- b) Grading Plan showing existing and final contours;
- c) Sedimentation and Erosion Control Plan;
- d) Stormwater Management Plan;
- e) Soils Analysis;
- f) Plan view including topography of the site; location of streams, watercourses, stormwater runoff channels; floodway and floodplain; existing or proposed storm and sanitary sewers and sewer outfalls; septic tanks systems; existing and proposed structures; the 100-year flood and RCD elevations and limits; and existing and proposed tree lines;
- g) Profile view including elevations of the watercourse beds; waterway openings of existing and proposed culverts and bridges within or near the site; size and elevation of existing or proposed sewer and drain outlets; 100-year water surface elevations and limits; and elevations of the RCD;
- h) Description of existing vegetation, including significant trees and shrubs; and a landscape plan;
- i) Description of wildlife habitats;
- j) Description of proposed storage of materials and of waste disposal facilities;
- k) Certificate from a registered professional engineer or architect with respect to floodproofing;
- l) Copies of notifications to and responses by adjacent communities, the North Carolina Department of Crime Control, and Public Safety, and the Federal Emergency Management Agency, regarding any proposed alteration or relocation of a riverine watercourse;
- m) The increase in elevation of the 100-year flood upstream from the development, velocity changes and rate of rise changes, runoff, water quality change, sediment deposit rate changes, and duration of flood;
- n) A list of owners of properties located within five hundred (500) feet of the subject property boundaries with the full name and address of each property owner, with stamped, pre-addressed mailing envelopes for each owner on the mailing list.



SUBMITTAL REQUIREMENT

TOWN OF CHAPEL HILL
Planning Department

For lots created prior to January 27, 2003 and greater than 5,000 square feet of land disturbance, the stormwater plans must control for stormwater rate and quality. For lots created after January 27, 2003, with any amount of land disturbance, the plan must control for stormwater rate, quality, and volume.

Stormwater Management Plan (2 copies)

- a) Topography (2-foot contours)
- b) Existing drainage conditions
- c) Proposed drainage and stormwater conditions
- d) Drainage conveyance system (piping)
- e) Roof drains
- f) Easements
- g) BMP plans, dimensions, details, and cross-sections
- h) Planting and stabilization plans and specifications

Stormwater Management Report (2 copies)

- a) Written narrative describing existing & proposed conditions, anticipated stormwater impacts and management structures and strategies to mitigate impacts
- b) Description of land uses and area (in square footage)
- c) Impervious surface area
- d) Ground cover
- e) Soil Information (classification, infiltration rates, depth to groundwater and bedrock)
- f) Time of concentration calculations and assumptions
- g) Topography (2-foot contours)
- h) Pertinent on-site and off-site drainage conditions
- i) Upstream and/or downstream volumes
- j) Discharges and velocities
- k) Drainage areas and sub-areas delineated
- l) Backwater elevations and effects on existing drainage conveyance facilities
- m) Location of jurisdictional wetlands and regulatory FEMA Special Flood Hazard Areas
- n) Water quality volume calculations
- o) RCD delineation and boundary (perennial & intermittent streams, post-development with mitigation)
- p) Hydrographs for pre- & post-development without mitigation, post-development with mitigation
- q) Peak discharge calculations and rates (1, 2, and 25-year storms)
- r) Volume calculations and documentation of retention for 2-year storm
- s) 85% TTS for post-development stormwater run-off
- t) Nutrient loading calculations
- u) BMP sizing calculations
- v) Pipe sizing calculations and schedule (including HGL & EGL calculations and profiles)