

SINGLE-FAMILY/TWO-FAMILY EXPRESS 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)	

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			



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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				
Garage building area				
Other enclosed building area (storage, etc.)				

Section F: Utility Service

Check all that apply

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.

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| | 1. Application fee (Refer to fee schedule) |
| | 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. RCD, Jordan Buffer, Floodplains, & Wetland determination - please contact Planning Department at (919) 968-2728 |
| | 8. Reduced Site Plan Set (reduced to 8.5"x11") |

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