



Technical Review Submittals

*Development Agreement Compliance Permit, Form District Permit, Major Subdivision,
Site Plan Review, Special Use Permit, and Final Plans Applications*

Instructions: All submittals and resubmittals must include the following paper and electronic materials.

- Submit all Town Staff copies to the Development Services Desk on the 1st Floor of Town Hall.
- Submit External Agency copies directly to the agencies listed on the reverse of this document.

Deadline: Thursdays, 12pm. [See review schedules for Monthly deadlines for first submittals.](#)

<input checked="" type="checkbox"/>	First Submittal: Required Documents	Town Staff	External Agencies
	Complete set of documents required on application form	1 copy	No copies
	Transmittal Sheet (Confirm submittal to External Agencies)	1 copy	1 per agency
	Electronic Files , to include the following:	1 copy	No copies
	1. One for each document required on application form		
	2. One file for each plan sheet, name must match sheet title/number		
	3. One “bundled” plan set file. If this file exceeds 20MB, it must be broken into multiple files with a maximum size of 20MB		
	Plan Set Packets , to include the following:	8 copies	1 per agency
	1. Project Fact Sheet (portion filled out by applicant; 4-9 pages)		
	2. Plan sets, with the following requirements: <ul style="list-style-type: none"> • Coversheet with project name, location, contact info, contents • Each sheet must be numbered and titled according to contents • Folded, collated plans are preferred, when possible. 		

<input checked="" type="checkbox"/>	All Subsequent Submittals: Required Documents – <i>Confirm number of copies with Planner</i>	Town Staff	External Agencies
	Revised Documents	1 copy	No copies
	Transmittal Sheet (Confirm submittal to External Agencies)	1 copy	1 per agency
	Electronic Files , to include the following:	1 copy	No copies
	1. One for each document required on application form		
	2. One file for each plan sheet, name must match page title/number		
	3. One “bundled” plan set file. If this file exceeds 20MB, it must be broken into multiple files with a maximum size of 20MB		
	Plan Set Packets , to include the following:	8 copies	1 per agency
	1. Project Fact Sheet (portion filled out by applicant; 4-9 pages)		
	2. Comment Response Letter		
	3. Plan Sets, with the following requirements: <ul style="list-style-type: none"> • Include revision date on each revised sheet • Changes must be bubbled, called out, listed or otherwise noted 		



TOWN OF CHAPEL HILL
Office of Planning and Sustainability

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Chapel Hill, NC 27514-5705

phone (919) 968-2728 fax (919) 969-2014
www.townofchapelhill.org

External Contacts

Projects in Orange County:

Orange County Erosion Control:

Steve Kaltenbach
Orange County Erosion Control
Physical: 131 W. Margaret lane
Mailing: PO box 8181
Hillsborough, NC 27278
skaltenbach@orangecountync.gov

NCDOT – Orange County:

Chuck Edwards / DeAngelo Jones
NCDOT
Physical: 115 E. Crescent Square Dr.
Mailing: PO Box 766
Graham, NC 27253-0766
cnedwards@ncdot.gov
djjones1@ncdot.gov

Projects in Durham County:

Durham County Planning:

City – County Planning
101 City Hall Plaza
DURHAM, NC 27701
(919) 560-4137
planning@durhamnc.gov

NCDOT – Durham County:

Mark Craig, Jason Watson, Mike Goodwin
NCDOT
1069 Prison Camp Rd
Durham, NC 27705
mwcraig1@ncdot.gov
jwatson@ncdot.gov
mkgoodwin@ncdot.gov

Durham County Erosion Control:

Durham Stormwater and Erosion Control Division
120 East Parrish St, First Floor
Durham, NC 27701
919-560-0735
engineering@dconc.gov

All Projects:

OWASA (Water / Sewer):

Nick Parker
OWASA
400 Jones Ferry Rd
Carrboro, NC 27510
919-537-4201
NParker@owasa.org

Contacts for Utility Clearance Letters:

**See note below.*

Duke Energy Carolinas (Electric):

Development Planning
1-800-454-3853
<http://www.duke-energy.com/builders-developers/development-planning.asp>

PSNC (Gas):

Property & Building
1-888-547-1288
psncbuildergroup@scana.com
<https://www.psnenergy.com/for-my-business/property-building/builders-contractors>

AT&T (Telephone / Cable)

Send request email to:
Att.nc.private.row@att.com

Time Warner (Telephone / Cable)

Tony Jordan
919-573-7077
Tony.jordan@twcable.com

**The Town does not coordinate plan review with these utilities unless they maintain an easement across the property, thus it is not necessary to send materials to them as part of your application to the Town. Check with each utility regarding requirements for development planning and Utility Clearance Letters.*