

**MAXIMUM  
VEHICLE PARKING EXCEPTION  
SITE PLAN REVIEW APPLICATION  
NORTHSIDE AND PINE KNOLLS  
NEIGHBORHOOD CONSERVATION  
DISTRICTS**



**TOWN OF CHAPEL HILL**  
**Planning Department**  
405 Martin Luther King Jr. Blvd  
Chapel Hill, NC 27514  
phone (919) 968-2728 fax (919) 969-2014  
www.townofchapelhill.org

Parcel Identifier Number (PIN): \_\_\_\_\_ Date: \_\_\_\_\_

**Section A: Property Information**

Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Existing Zoning District: \_\_\_\_\_

**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/her 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 property owner(s) or contract purchaser(s) hereby certifies that, to the best of his/her knowledge and belief, all information supplied with this application is true and accurate. The undersigned property owner(s) or contract purchaser(s) hereby authorize(s) the filing of this application, and authorize(s) on-site review by authorized staff.

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



MAXIMUM VEHICLE PARKING EXEMPTION APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning Department

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 at (919)968-2728 or at [ncd@townofchapelhill.org](mailto:ncd@townofchapelhill.org).


- 1. **Application fee** ([refer to fee schedule](#)) Amount Paid \$
- 2. **Duplex dwelling unit or multi-family (3 dwelling units)** – tax record
- 3. **Detailed Site Plan**
- 4. **RCD, Jordan Buffer, Floodplains, & Wetland determination** - please contact Planning Department at (919) 968-2728
- 5. **Statement of Justification**
- 6. **Digital Files** - provide digital files of all plans and documents (file size limited to 10 MG)

Detailed Site Plan (2 copies)

- a) Existing structures, driveways and parking areas (confirm compliance with front yard parking requirement), sidewalks, and impervious surface, utility lines, fences, refuse/recycling area, and bike parking
- b) Natural drainage features & water bodies, floodways, floodplain, RCD, Jordan buffers, & Watershed boundaries
- c) Existing and/or proposed easements

Statement of Justification

Provide a written statement justifying the increase of the maximum number of vehicle parking spaces from four (4) to six (6) per zoning lot. The statement should also address how the parking and drive areas shall be limited to thirty (30) or forty (40) percent of the front yard area (depending on the Overlay Zoning District). Access to front yard parking shall be limited to approved curb cuts or other approved access points. All parking areas shall be:

- a) clearly defined and/or marked; and
- b) maintained in a safe and sanitary condition; and
- c) does not contribute to soil erosion or tree damage; and
- d) shall be limited to properly approved curb cuts or other approved access points; and
- e) shall be limited to 40% for Northside and 30% for Pine Knolls of the front yard

Other Evidence

Please provide any documentation (ie. photographs) that illustrates the reasons for the requested exception including environmental constraints.