SPECIAL USE PERMIT APPLICATION

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): 9788 54 3697 Date: 1.23.2017

Section A: Project Information

Project Name: SECU FAMILY HOUSE EXPANSION

Property Address: 123 OLD MASON FARM ROAD Zip Code: 27517

Use Groups (A, B, and/or C): B Existing Zoning District: OI-2

Project Description: ADDITION TO EXISTING FACILITY INCLUDING 36 ROOMS, 52 PARKING SPACES, STORMWATER TREATMENT, LANDSCAPING

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

Applicant Information (to whom correspondence will be mailed)

Name: COULTER JENELL THAMES PA, ATTN: WENDI RAMSDEN

Address: 111 WEST MAIN STREET

City: DURHAM State: NC Zip Code: 27701

Phone: 919.682.0368 Email: wramsden@cjtpa.com

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: Wendi Ramsden Date: 1.23.2017

Owner/Contract Purchaser Information:

☒ **Owner** ☐ **Contract Purchaser**

Name: UNC FACILITIES SERVICES ATTN: ANNA WU

Address: 103 AIRPORT DRIVE CAMPUS BOX 1090

City: CHAPEL HILL State: NC Zip Code: 27599-1090

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:

Permit Number:

PROJECT FACT SHEET

TOWN OF CHAPEL HILL
Planning Department

Section A: Project Information

Application type: SPECIAL USE PERMIT Date: 1.23.2017

Project Name: SECU FAMILY HOUSE EXPANSION

Use Type: *(check/list all that apply)*

☐ Office/Institutional ☐ Residential ☐ Mixed-Use ☑ Other: RESIDENTIAL SUPPORT

Overlay District: (check all those that apply)

☐ Historic District ☐ Neighborhood Conservation District ☐ Airport Hazard Zone

Section B: Land Area

Net Land Area (NLA): Area within zoning lot boundaries		NLA=	410,738	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=	451,812	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, all grading, including off-site clearing)	108,331 SF
Area of Land Disturbance within RCD	
Area of Land Disturbance within Jordan Buffer	

Impervious Areas	**Existing (sq ft)**	**Demolition (sq ft)**	**Proposed (sq ft)**	**Total (sq ft)**
Impervious Surface Area (ISA)	78 309 SF			116,914 SF
Impervious Surface Ratio: Percent Impervious Surface Area of Gross Land Area (ISA/GLA) %	.173			.259
If located in Watershed Protection District, % of impervious surface on 7/1/1993				

Revised 02.04.14

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Section D: Dimensions

Dimensional Unit (sq ft)	Existing (sq ft)	Demolition (sq ft)	Proposed (sq ft)	Total (sq ft)
Number of Buildings	34,336	0	26,135	60,471
Number of Floors	2		3	3
Recreational Space	N/A			N/A

Residential Space				
Dimensional Unit (sq ft)	**Existing (sq ft)**	**Demolition (sq ft)**	**Proposed (sq ft)**	**Total (sq ft)**
Floor Area (all floors – heated and unheated)				
Total Square Footage of All Units				
Total Square Footage of Affordable Units				
Total Residential Density				
Number of Dwelling Units				
Number of Affordable Dwelling Units				
Number of Single Bedroom Units				
Number of Two Bedroom Units				
Number of Three Bedroom Units				

Non-Residential Space *(Gross Floor Area in Square Feet)*					
Use Type	**Existing**	**Proposed**	**Uses**	**Existing**	**Proposed**
Commercial					
Restaurant			**# of Seats**		
Government					
Institutional					
Medical					
Office					
Hotel			**# of Rooms**		
Industrial					
Place of Worship			**# of Seats**		
Other	34,336	26,135 ADDITIONAL			

Dimensional Requirements		Required by Ordinance	Existing	Proposed
Setbacks (minimum)	Street	22'	143'	143'
	Interior (neighboring property lines)	8'	48'	110'
	Solar (northern property line)	9'	172'	110'
Height (maximum)	Primary	34'		
	Secondary	60'		
Streets	Frontages	40'	446'	662'
	Widths	40'	451'	640'

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Section F: Adjoining or Connecting Streets and Sidewalks

(Note: For approval of proposed street names, contact the Engineering Department)

Street Name	Right-of-way Width	Pavement Width	Number of Lanes	Existing Sidewalk*	Existing curb/gutter
OLD MASON FARM ROAD	60'	24'	2	☑ Yes	☑ Yes
				☐ Yes	☐ Yes

PARTIAL

List Proposed Points of Access (Ex: Number, Street Name):

*If existing sidewalks do not exist and the applicant is adding sidewalks, please provide the following information:

Sidewalk Information			
Street Names	**Dimensions**	**Surface**	**Handicapped Ramps**
OLD MASON FARM ROAD	221 LF x 5' WIDE	CONCRETE	☐ Yes ☐ No ☑ N/A
			☐ Yes ☐ No ☐ N/A

Section G: Parking Information

Parking Spaces	Minimum	Maximum	Proposed
Regular Spaces	44		44
Handicap Spaces	3		8
Total Spaces	52	74	52
Loading Spaces	N/A		
Bicycle Spaces	14		4
Surface Type	CONC		

Section H: Landscape Buffers

Location (North, South, Street, Etc.)	Minimum Width	Proposed Width	Alternate Buffer	Modify Buffer
NORTH	20'	20'	☑ Yes	☐ Yes
EAST	10'	10'	☑ Yes	☐ Yes
SOUTH / STREET	20'	20'	☑ Yes	☐ Yes
WEST	10'	10'	☑ Yes	☐ Yes

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Section I: Land Use Intensity

Existing Zoning District:
Proposed Zoning Change *(if any)*:

Note: Refer to Table 3.8-1 (Dimensional Matrix) in the Land Use Management Ordinance for help completing this table.

Zoning – Area – Ratio			Impervious Surface Thresholds			Minimum and Maximum Limitations	
Zoning District(s)	**Floor Area Ratio (FAR)**	**Recreation Space Ratio (RSR)**	**Low Density Residential (0.24)**	**High Density Residential (0.50)**	**Non-Residential (0.70)**	**Maximum Floor Area (MFA) = FAR x GLA**	**Minimum Recreation Space (MSR) = RSR x GLA**
OI-2	.264	N/A				119,278	N/A
TOTAL							
RCD Streamside		0.01					
RCD Managed		0.019					
RCD Upland							

Section J: Utility Service

Check all that apply				
Water	☐ OWASA	☐ Individual Well	☐ Community Well	☐ Other
Sewer	☐ OWASA	☐ Individual Septic Tank	☐ Community Package Plant	☐ Other
Electrical	☐ Underground	☐ Above Ground		
Telephone	☐ Underground	☐ Above Ground		
Solid Waste	☐ Town	☑ Private - TRASH		

☑ COUNTY - RECYCLING

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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.

✓	**Application fee** (including Engineering Review fee) (refer to fee schedule) Amount Paid $ 15,645.00
✓	**Pre-application meeting** – with appropriate staff 11·15·2016 NOTES ATTACHED
✓	**Digital Files** - provide digital files of all plans and documents
✓	**Recorded Plat or Deed of Property**
✓	**Project Fact Sheet**
✓	**Traffic Impact Statement** – completed by Town's consultant (or exemption)
✓	**Description of Public Art Proposal**
✓	**Statement of Justification**
✓	**Response to Community Design Commission and Town Council Concept Plan comments**
N/A	**Affordable Housing Proposal, if applicable**
N/A	**Provide existing Special Use Permit, if Modification**
✓	**Mailing list of owners of property within 1,000 feet perimeter of subject property** (see GIS notification tool)
✓	**Mailing fee for above mailing list (mailing fee is double due to 2 mailings)** Amount Paid $ 32.80
✓	**Written Narrative describing the proposal**
N/A	**Resource Conservation District, Floodplain, & Jordan Buffers Determination** - necessary for all submittals
N/A	**Jurisdictional Wetland Determination – if applicable**
N/A	**Resource Conservation District Encroachment Exemption or Variance (determined by Planning)**
N/A	**Jordan Buffer Authorization Certificate or Mitigation Plan Approval (determined by Planning)**
✓	**Reduced Site Plan Set (reduced to 8.5"x11")**

Stormwater Impact Statement (1 copy to be submitted)

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) Existing and proposed Impervious surface area in square feet for all subareas and project area
d) Ground cover and uses information
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) Backwater elevations and effects on existing drainage conveyance facilities
l) Location of jurisdictional wetlands and regulatory FEMA Special Flood Hazard Areas

m) Water quality volume calculations
n) Drainage areas and sub-areas delineated
o) Peak discharge calculations and rates (1, 2, and 25-year storms)
p) Hydrographs for pre- & post-development without mitigation, post-development with mitigation
q) Volume calculations and documentation of retention for 2-year storm
r) 85% TSS removal for post-development stormwater run-off
s) Nutrient loading calculations
t) BMP sizing calculations
u) Pipe sizing calculations and schedule (include HGL & EGL calculations and profiles)

Plan Sets (10 copies to be submitted no larger than 24"x36")

Plans should be legible and clearly drawn. All plan sets sheets should include the following:

- Project Name
- Legend
- Labels
- North Arrow (North oriented toward top of page)
- Property Boundaries with bearing and distances
- Scale (Engineering), denoted graphically and numerically
- Setbacks
- Streams, RCD Boundary, Jordan Riparian Buffer Boundary, Floodplain, and Wetlands Boundary, where applicable
- Revision dates and professional seals and signatures, as applicable

Cover Sheet

a) Include Project Name, Project fact information, PIN, Design team

Area Map

a) Project name, applicant, contact information, location, PIN, & legend
b) Dedicated open space, parks, greenways
c) Overlay Districts, if applicable
d) Property lines, zoning district boundaries, land uses, project names of site and surrounding properties, significant buildings, corporate limit lines
e) Existing roads (public & private), rights-of-way, sidewalks, driveways, vehicular parking areas, bicycle parking, handicapped parking, street names.
f) 1,000' notification boundary

Existing Conditions Plan

a) Slopes, soils, environmental constraints, existing vegetation, and any existing land features
b) Location of all existing structures and uses
c) Existing property line and right-of-way lines

d) Existing utilities & easements including location & sizes of water, sewer, electrical, & drainage lines
e) Nearest fire hydrants
f) Nearest bus shelters and transit facilities
g) Existing topography at minimum 2-foot intervals and finished grade
h) Natural drainage features & water bodies, floodways, floodplain, RCD, Jordan Buffers & Watershed boundaries

Detailed Site Plan

a) Existing and proposed building locations
b) Description & analysis of adjacent land uses, roads, topography, soils, drainage patterns, environmental constraints, features, existing vegetation, vistas (on & off-site)
c) Location, arrangement, & dimension of vehicular parking, width of aisles and bays, angle of parking, number of spaces, handicapped parking, bicycle parking . Typical pavement sections & surface type
d) Location of existing and proposed fire hydrants
e) Location and dimension of all vehicle entrances, exits, and drives
f) Dimensioned street cross-sections and rights-of-way widths
g) Pavement and curb & gutter construction details
h) Dimensioned sidewalk and tree lawn cross-sections
i) Proposed transit improvements including bus pull-off and/or bus shelter
j) Required landscape buffers (or proposed alternate/modified buffers)
k) Required recreation area/space (including written statement of recreation plans)
l) Refuse collection facilities (existing and proposed) or shared dumpster agreement
m) Construction parking, staging, storage area, and construction trailer location
n) Sight distance triangles at intersections
o) Proposed location of street lights and underground utility lines and/or conduit lines to be installed
p) Easements
q) Clearing and construction limits
r) Traffic Calming Plan – detailed construction designs of devices proposed & associated sign & marking plan

Stormwater Management Plan

a) Topography (2-foot contours)
b) Existing drainage conditions
c) RCD and Jordan Riparian Buffer delineation and boundary (perennial & intermittent streams, note ephemeral streams on site)
d) Proposed drainage and stormwater conditions
e) Drainage conveyance system (piping)
f) Roof drains
g) Easements
h) BMP plans, dimensions, details, and cross-sections
i) Planting and stabilization plans and specifications

Landscape Protection Plan

a) Rare, specimen, and significant tree survey within 50 feet of construction area
b) Rare and specimen tree critical root zones
c) Rare and specimen trees proposed to be removed
d) Certified arborist tree evaluation, if applicable
e) Significant tree stand survey
f) Clearing limit line
g) Proposed tree protection /silt fence location
h) Pre-construction/demolition conference note
j) Landscape protection supervisor note
k) Existing and proposed tree canopy calculations, if applicable

Planting Plan

a) Dimensioned and labeled perimeter landscape bufferyard
b) Off-site buffer
c) Landscape buffer and parking lot planting plan (including planting strip between parking and building, entryway planting, and 35% shading requirement

Steep Slope Plan

a) Classify and quantify slopes 0-10%, 10-15%, 15-25% and 25% and greater
b) Show and quantify areas of disturbance in each slope category
c) Provide/show specialized site design and construction techniques

Grading and Erosion Control Plan

a) Topography (2-foot contours)
b) Limits of Disturbance
c) Pertinent off-site drainage features
d) Existing and proposed impervious surface tallies

Streetscape Plan, if applicable

a) Public right-of-way existing conditions plan
b) Streetscape demolition plan
c) Streetscape proposed improvement plan
d) Streetscape proposed utility plan and details
e) Streetscape proposed pavement/sidewalk details
f) Streetscape proposed furnishing details
g) Streetscape proposed lighting details

Solid Waste Plan

a) Preliminary Solid Waste Management Plan
b) Existing and proposed dumpster pads
c) Proposed dumpster pad layout design
d) Proposed heavy duty pavement locations and pavement construction detail

Construction Management Plan

a) Construction trailer location
b) Location of construction personnel parking and construction equipment parking
c) Location and size of staging and materials storage area
d) Description of emergency vehicle access to and around project site during construction
e) Delivery truck routes shown or noted on plan sheets

Energy Management Plan

a) Description of how project will be 20% more energy efficient than ASHRAE Standards
b) Description of utilization of sustainable forms of energy (Solar, Wind, Hydroelectric, and Biofuels)
c) Participation in NC GreenPower program
d) Description of how project will ensure indoor air quality, adequate access to natural lighting, and allow for proposed utilization of sustainable energy
e) Description of how project will maintain commitment to energy efficiency and reduced carbon footprint over time
f) Description of how the project's Transportation Management Plan will support efforts to reduce energy consumption as it affects the community

Exterior Elevations

a) An outline of each elevation of the building, including the finished grade line along the foundation (height of building measured from mean natural grade).