

SPECIAL USE PERMIT APPLICATION



TOWN OF CHAPEL HILL
Planning Department
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514
phone (919) 969-5066 fax (919) 969-2014
www.townofchapelhill.org

Parcel Identifier Number (PIN): 9778-93-3103 & 9778-93-4008

Date: 31 Aug 2017

Section A: Project Information

Project Name: Merritt Mill Affordable Housing
Property Address: 800 Merritt Mill Road Zip Code: 27516
Use Groups (A, B, and/or C): A Existing Zoning District: R-3
Project Description: Construction of two apartment buildings with a clubhouse, parking and other site amenities. Approximately 35% the project area is in Chapel Hill with 65% in Carrboro.

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

Applicant Information (to whom correspondence will be mailed):

Name: George J. Retschle, PE
Address: 221 Providence Road
City: Chapel Hill State: NC Zip Code: 27516
Phone: 919-929-0481 Email: georger@bapa.eng.pro

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

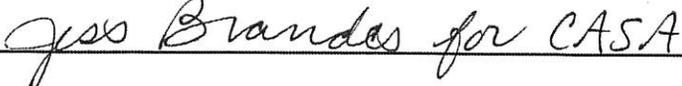
Signature:  Date: 31 Aug 2017

Owner/Contract Purchaser Information:

Owner Contract Purchaser

Name: CASA NC
Address: 624 West Jones Street
City: Raleigh State: NC Zip Code: 27603
Phone: 919-754-9960 x429 Email: jbrandes@casanc.org

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

Signature:  Date: 8-30-2017

Click [here](#) for application submittal instructions.



PROJECT FACT SHEET

TOWN OF CHAPEL HILL
Planning Department

Section A: Project Information

Use Type: (check/list all that apply)

Office/Institutional Residential Mixed-Use Other: _____

Overlay District: (check all that apply)

Historic District Neighborhood Conservation District Airport Hazard Zone

Section B: Land Area

Net Land Area (NLA): Area within zoning lot boundaries		NLA=	*46,656	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=	4,666	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=	**51,322	sq. ft.

*86,888 SF of project in Carrboro (total project NLA = 133,544 SF) **total project GLA = 146,898

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, including off-site clearing)	*135,000
Area of Land Disturbance within RCD	N/A
Area of Land Disturbance within Jordan Buffer	N/A

*For overall project. Includes approximately 25,000 SF of offsite disturbance for utilities & right-of-way improvements.

Impervious Areas	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Impervious Surface Area (ISA)	0	0	*27,500+/-	*27,500+/-
Impervious Surface Ratio: Percent Impervious Surface Area of Gross Land Area (ISA/GLA)%	0%	0%	*53.58%	*53.58%
If located in Watershed Protection District, % of impervious surface on 7/1/1993	N/A	N/A	N/A	N/A

*Chapel Hill side of project area only.



PROJECT FACT SHEET
TOWN OF CHAPEL HILL
 Planning Department

Section D: Dimensions

Dimensional Unit (sq. ft.)	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Number of Buildings	0	0	*1	*1
Number of Floors	0	0	3	3
Recreational Space	0	0	960	960

*Chapel Hill side of project area only.

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)	0	N/A	27,500	27,500
Total Square Footage of All Units	0	N/A	27,500	27,500
Total Square Footage of Affordable Units	0	N/A	27,500	27,500
Total Residential Density	0	N/A	20.34 du/ac	20.34 du/ac
Number of Dwelling Units	0	N/A	24	24
Number of Affordable Dwelling Units	0	N/A	24	24
Number of Single Bedroom Units	0	N/A	24	24
Number of Two Bedroom Units	0	N/A	0	0
Number of Three Bedroom Units	0	N/A	0	0

*Chapel Hill side of project area only.

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					

Dimensional Requirements		*Required by Ordinance	Existing	Proposed
Setbacks (minimum)	Street	10	0	10
	Interior (neighboring property lines)	0	0	0
	Solar (northern property line)	N/A	0	N/A
Height (maximum)	Primary (CORE)	60	0	60
	Secondary	39	0	39
Streets	Frontages	N/A	0	N/A
	Widths	N/A	0	N/A



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
N/A				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
N/A				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

List Proposed Points of Access (Ex: Number, Street Name): One 2-way drive to/from Merritt Mill Road.

*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
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Section G: Parking Information

Parking Spaces	Minimum	Maximum	Proposed
Regular Spaces	23	30	26
Handicap Spaces	1	N/A	4
Total Spaces	24	30	30
Loading Spaces	0	N/A	0
Bicycle Spaces	6	N/A	34
Surface Type	Asphalt		

Section H: Landscape Buffers

Location (North, South, Street, Etc.)	Minimum Width	Proposed Width	Alternate Buffer	Modify Buffer
North	N/A	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
East	N/A	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
South	N/A	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes



PROJECT FACT SHEET

TOWN OF CHAPEL HILL

Planning Department

Section I: Land Use Intensity

Existing Zoning District: R-3

Proposed Zoning Change (if any): R-SS-C

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
R-SS-C	1.10	0.05				56,454 SF	2,567 SF
TOTAL							
RCD Streamside		0.01					
RCD Managed		0.019					
RCD Upland							

Section J: Utility Service

Check all that apply:

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



**SPECIAL USE PERMIT APPLICATION
SUBMITTAL REQUIREMENTS
TOWN OF CHAPEL HILL
Planning Department**

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) 969-5066 or at planning@townofchapelhill.org.

N/A	Application fee (including Engineering Review fee) (refer to fee schedule)	Amount Paid \$	<input type="text"/>
TBD	Pre-application meeting –with appropriate staff		
✓	Digital Files – provide digital files of all plans and documents		
✓	Recorded Plat or Deed of Property		
✓	Project Fact Sheet		
N/A	Traffic Impact Statement – completed by Town’s consultant (or exemption)		
N/A	Description of Public Art Proposal		
✓	Statement of Justification		
✓	Response to Community Design Commission and Town Council Concept Plan comments		
✓	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)		
N/A	Mailing fee for above mailing list (mailing fee is double due to 2 mailings)	Amount Paid \$	<input type="text"/>
✓	Written Narrative describing the proposal		
✓	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” x 11”)		

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