

Single-Family / Two-Family Residential Permit Application Worksheet

SEE NOTES ON BACK

ZONING COMPLIANCE PERMIT		
(Questions? 919-969-5066 or developmentservices@townofchapelhill.org) ⁱ		
STEP 1 – Where Activity is Proposed (Address or PIN):		
STEP 2 – Determine Zoning District & Overlay Districts:		
Check All Overlay Districts Or Limits of Work ⁱⁱ That Apply		
	YES	Neighborhood Conservation District. <i>Name of NCD:</i>
	YES	Resource Conservation District (RCD)
	YES	Historic District (HD)
	YES	Primary Fire District - Downtown
	YES	Jordan Watershed Protection District
	YES	100-Year Floodplain (FP)
	YES	Jordan Watershed Riparian Buffer (JWRB)
	YES	Proposing Septic System and/or Well (may require Utility Variance) ⁱⁱⁱ
STEP 3 – Describe Type and Extent of Proposed Activity, Including: Area (s.f.) of Proposed 1) Impervious Surface and 2) Land Disturbance (e.g. Screen Porch, 250 s.f. impervious surface, and 450 s.f. land disturbance).		
Work Description:		
Zoning Review Based on Type and Extent of Activity		
	Regular Residential ZBP (5-working day decision target)*	Minor Projects Residential ZBP^{iv} (5-working day decision target)*
	<ul style="list-style-type: none"> Impervious Surface >1,500 s.f. and Land Disturbance >5,000 s.f. ^v Land Disturbance >20,000 s.f. ^{vi} 	<ul style="list-style-type: none"> Impervious Surface >500 – 1,500 s.f. and Land Disturbance >1,500 – 5,000 s.f. > 5' from RCD, FP or JWRB
E X A M P L E S	<ul style="list-style-type: none"> New Houses (Single-Family, SF Accessory or Duplex Units) Accessory Dwelling Units Additions In-Ground Pools 	<ul style="list-style-type: none"> Accessory Dwelling Units Decks & Porches Additions Accessory Structures, including, Garages, Carports, Sheds, Stoops, Gazebos, Patios, etc. Above-Ground Pools
S I T E	<ul style="list-style-type: none"> Tree Removal & Landscaping Driveways Geothermal, Wells, or Septic Systems^{vii} 	<ul style="list-style-type: none"> Tree Removal & Landscaping Driveways Demolition
		Fee Exempt Residential ZBP ^{iv} (same day decision target) <ul style="list-style-type: none"> Impervious Surface <500 s.f. and Land Disturbance <1,500 s.f. No Grading or Filling > 5' from RCD, FP, JWRB, setbacks, & not in NCD or HD <ul style="list-style-type: none"> Remodels & Renovations Additions Decks & Porches Accessory Structures (Garages, Carports, Sheds, Stoops, Gazebos, Patios, etc.) Retaining Wall < 4 ft. tall Typically Exempt Applications <ul style="list-style-type: none"> Fencing <6 ft. tall Maintenance & Repair Irrigation Systems Water & Sewer Laterals Solar panels
		<ul style="list-style-type: none"> Tree Removal & Landscaping Driveways Demolition Wells

NOTES - Some projects require a Zoning Review but not a Building permit; some require a Building permit but no Zoning review; most require both Zoning review and Building permit. (ZBP = Zoning Building Permit)

ⁱ Walk-In Help by appointment available for zoning and building questions: Development Services Division, Chapel Hill Town Hall – First Floor, 405 Martin Luther King Jr. Blvd., Monday-Friday 8:30 a.m. to 5:00 p.m.
(*A Pre-Application conference is urged for projects in Historic Districts, Neighborhood Conservation Districts, or impacted by Resource Conservation District, Floodplain, Jordan Riparian Buffer, or if applicant is new to working in Chapel Hill or has a complicated project or site.**)

ⁱⁱ Limits of Work: Proposed work within 10 feet of an overlay district boundary or within 2 feet of setback boundaries or height limits may require a regular Zoning Compliance Permit application and/or an as-built survey prior to obtaining a Certificate of Occupancy.

ⁱⁱⁱ Septic Systems proposed inside the Town Urban Services Boundary require a variance from the Board of Adjustment prior to submittal of a Zoning-Building Permit application.

^{iv} Thresholds that differentiate Minor and Express ZCPs are clarified in [LUMO Section 4.9.1\(c\)](#).

^v Land Disturbance or Tree Removal over 5,000 s.f. requires a tree protection plan and review by the Town Forester.

^{vi} Land Disturbance over 20,000 s.f. requires a county approved erosion control plan, structural stormwater controls and review by the Town Stormwater Division. Therefore, review time may exceed 5-day review target in some circumstances.

^{vii} Septic System leach fields do not have to be included in the land disturbance calculation.

Updated September 3, 2019