



Technical Review Schedule

Conditional Zoning, Major Subdivision, Site Plan Review, Special Use Permit, and Final Plan Applications

A	B	C	D	E	F
Submittal Deadline	Public Information Meeting	Applicant/TRT Meeting	Resubmittal Deadline	Advisory Boards and Commission Meetings	Town Council Public Hearing
Last Thursday of month at Noon	Thursday 5:15-6:15 pm	Thursday 10:30 or 11:15 am	6-8 weeks prior to 1 st Advisory Board or Commission meeting	Tuesday evenings	Wednesday 7:00 pm
1/30/2020	2/20/2020	2/27/2020	3/5/2020	May/June	September
2/27/2020	3/19/2020	3/26/2020	4/2/2020	June/August	September
3/26/2020	4/16/2020	4/23/2020	4/30/2020	August/Sept	October
4/30/2020	5/21/2020	5/28/2020	5/4/2020	August/Sept	October
5/28/2020	6/18/2020	6/25/2020	7/2/2020	Sept/Oct	November
6/25/2020	7/16/2020	7/30/2020	8/6/2020	Oct/Nov	January
7/30/2020	8/20/2020	8/27/2020	9/3/2020	Nov/Dec	January
8/27/2020	9/17/2020	9/24/2020	10/1/2020	Dec/Jan	February
9/24/2020	10/15/2020	10/29/2020	11/5/2020	Jan/Feb	March
10/29/2020	11/19/2020	11/26/2020	12/3/2020	Feb/Mar	April
11/26/2020	12/17/2020	12/31/2020	1/7/2021	Mar/April	May
12/31/2020	1/21/2021	1/28/2021	2/4/2021	April/May	June
1/28/2021	2/18/2021	2/25/2021	3/4/2021	May/June	September

*Dates on or near Town holidays to be adjusted on a case-by-case basis.
 All dates are approximate*

All meetings held in the Chapel Hill Town Hall 1st Floor Conference Room or Council Chamber unless otherwise indicated.



A. Application Submittal Deadline: *Last Thursday of the month at noon:* Applicant to submit materials to the Development Services Desk at Town Hall. Applicants must also distribute hard copies to outside agencies, including NCDOT and OWASA. A list of outside agencies is on the final page of this document.
>The following Monday, noon: Deadline to notify applicant of application completeness.

B. Public Information Meeting: *Thursday 5:15-6:15 pm:* Meeting between the applicant and public. This is not required for Final Plans applications. Meeting day/week subject to change.

C. Applicant / TRT Meeting to Review Comments: *Tuesday 2 or 3 pm or Thursdays at 10:30 or 11:15 am:* Applicants meet with members of the Technical Review Team to discuss the application. *TRT Dates Subject to staff availability.* **Review comments are provided to the applicant prior to meeting.**

D. Resubmittal Deadline: This is the deadline to stay on the same row of the review schedule. Revised applications are due 6-8 weeks prior to the first Advisory Board meeting. If this application does not meet the resubmittal deadline, then the application will go to the next row/cycle of Advisory Board meetings at least 6 weeks after resubmittal.

E. Advisory Board Meetings: *Various Tuesdays:* Four to five Advisory Boards will review the application and make a recommendation to Council. If the Advisory Board does not make a recommendation, the application will return to the Advisory Board one month later. **NOTE: July and August** meetings may be cancelled or adjusted. Meetings near holidays are rescheduled on a case-by-case basis.

F. Town Council Public Hearing: *Wednesday:* The Town Council will review the application at a public hearing the month following the Advisory Board recommendation. Following the Public Hearing, the application will return to Council for consideration at a following meeting.

NOTE: A complete 2020 – 2021 schedule of Council public hearings has not yet been adopted. Meeting dates on or near holidays are rescheduled on a case-by-case basis at the same time the Council adopts a meeting schedule. Some meetings will be held on alternate Wednesdays of the month. Refer to Town calendar.



Technical Review Submittals

Conditional Zoning Permit, 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. Applications for Council Decisions are due on the last Thursday of the month. Refer to Form District Permit Application Form for deadline information.

<input checked="" type="checkbox"/>	First Submittal:	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. No size limit.		
	4. One Reduced or Split Plan Set: Maximum File Size: 20 MB		
	Plan Set Packets , to include the following:	10 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:	Town Staff	External Agencies
	<i>*Confirm number of copies with Planner</i>		
	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. No size limit.		
	4. One Reduced or Split Plan Set: Maximum File Size: 20 MB		
	Plan Set Packets , to include the following:	10 copies	1 per agency
	1. Project Fact Sheet (portion filled out by applicant; 4-9 pages)	*confirm with Planner*	
	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 		



External Contacts:

1. All Applications:

Please deliver plan sets to:

a. OWASA (Water / Sewer):

Orange & Durham Counties

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

b. 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

Durham County:

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

c. Durham City – County Planning

101 City Hall Plaza
Durham, NC 27701
(919) 560-4137
planning@durhamnc.gov

**only projects in Durham County*

d. Orange County – Planning

131 W. Margaret Lane
Hillsborough, NC 27278
(919) 245-2575

**only projects in Transition Area*

2. Final Plans, Form District and Development Agreement Compliance Applications:

a. Erosion Control

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

b. Certificates of Adequate Public Schools:*

Catherine Mau
Chapel Hill-Carrboro City Schools
919-967-8211 X2894
cmou@chcss.k12.nc.us

c. Contacts for Utilities:**

Duke Energy Carolinas (Electric):

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

Dominion Energy (formerly 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

Google (Fiber)

<https://fiber.google.com/properties/>

Spectrum (Telephone / Cable)

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

**All residential projects occurring in Orange County require a Certificate of Adequate Public Schools (CAPS).*

***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 and/or Service Availability Letters*