

# MINOR SUBDIVISION APPLICATION (TOWNHOUSE)



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

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

## Section A: Project Information

Project Name: \_\_\_\_\_  
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 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 applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

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



**MINOR SUBDIVISION TOWNHOUSE APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning Department**

**Submittal Requirements**

Townhouse Minor Subdivisions do not require Planning Board approval. 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](mailto:planning@townofchapelhill.org). For detailed information, please refer to the Description of Detailed Information handout.


**Application fee** ([refer to fee schedule](#))

Amount Paid \$

**Digital Files** - provide digital files of all plans and documents

**Recorded Plat or Deed of Property**

**Pre-application meeting** – with appropriate staff

**Written narrative describing the proposal**

**Stream determination** - necessary for all submittals

**Street Addressing** – Engineering Department

**Recordable plat of easements, right-of-way, and dedications**

**Documentation of entity designated to be legally responsible for maintenance and control of common land areas**

**Plan Sets (3 copies to be submitted no larger than 24"x36")**

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

- 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

**Existing Conditions Plan**

- a) Location of all existing structures and uses
- b) Existing property line and right-of-way lines
- c) Existing utility easements
- d) Natural drainage features & water bodies, floodways, floodplain, RCD, Jordan Buffers & Watershed boundaries
- e) Driveway locations