

# MASTER LAND USE PLAN APPLICATION



**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: \_\_\_\_\_  
Use Groups (A, B, and/or C): \_\_\_\_\_ Existing Zoning District: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

## 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: \_\_\_\_\_



**MASTER LAND USE PLAN APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning Department**

The Master Land Use Plan conveys the general intent and system of development. It is a conceptual plan that illustrates and defines land use areas for residential, office, commercial, open space, and special facilities or other land uses. General circulation patterns, both vehicular, pedestrian, and bicycle, are identified and indicated on the conceptual plan. 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.

	<b>Application fee</b> ( <a href="#">refer to fee schedule</a> )	Amount Paid \$ <input type="text"/>
	<b>Pre-Application Meeting – with appropriate staff</b>	
	<b>Digital Files</b> - provide digital files of all plans and documents	
	<b>Mailing list of owners of property within 1,000 feet perimeter of subject property</b> ( <a href="#">see GIS notification tool</a> )	
	<b>Mailing fee for above mailing list</b>	Amount Paid \$ <input type="text"/>
	<b>Written Narrative describing the proposal</b>	
	<b>Statement of Justification</b>	
	<b>Digital photos of site and surrounding properties</b>	
	<b>Concept Plan Summary from Community Design Commission and Town Council, if applicable</b>	
	<b>Phasing Plan (if applicable) indicating phasing boundaries and phasing notes</b>	
	<b>Stream Determination - necessary for all submittals</b>	
	<b>Jurisdictional Wetland Determination – if applicable</b>	
	<b>Resource Conservation District Encroachment Exemption or Variance (determined by Planning)</b>	
	<b>Jordan Buffer Authorization Certificate or Mitigation Plan Approval (determined by Planning)</b>	
	<b>Reduced Site Plan Set (reduced to 8.5"x11")</b>	

**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



### 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 foot 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) 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) Proposed setbacks
- d) Driveway locations