

**MINOR SUBDIVISION  
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): 9880-41-892 1 Date: 5-11-2020

**Section A: Project Information**

Project Name: Kazantzeva Subdivision  
Property Address: 105 Highland Drive Zip Code: 27514  
Existing Zoning District: R-1  
Project Description: Division of one existing lot one single family home into two lots. Existing home retained on one lot. Each lot meets LUMO standards for the R-1 Single Family residential district.

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

**Applicant Information** (to whom correspondence will be mailed)

Name: Scott Radway, Radway Design  
Address: 2627 Meacham Road  
City: Chapel Hill State: NC Zip Code: 27516  
Phone: 919-880-5579 Email: scott@radwaydesign.com

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: SCOTT RADWAY Date: April 30, 2020

**Owner/Contract Purchaser Information:**

**Owner**

**Contract Purchaser**

Name: Maria Kazantseva  
Address: 3518 Sheridan Drive  
City: Durham State: NC Zip Code: 27707  
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: Maria Kazantseva Date: April 30, 2020



**Section A: Project Information**

Application Type: Minor Subdivision Date: Rev April 29, 2020  
 Project Name: Kazantzeva Subdivision

**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=	48,221	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 1/2 width of public right-of-way	CSA=	4,822	sq. ft.
	b) Credit Permanent Open Space (total adjacent frontage) x 1/2 public or dedicated open space	COS=	0	sq. ft.
TOTAL: NLA + CSA and/or COS = Gross Land Area (not to exceed NLA + 10%)		GLA=	53,043	sq. ft.

**Section C: Special Protection Areas, Land Disturbance, and Impervious Areas**

**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, all grading, including off-site clearing)	0
Area of Land Disturbance within RCD	0
Area of Land Disturbance within Jordan Buffer	0

Impervious Areas	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Impervious Surface Area (ISA)	6,293			6,293
Impervious Surface Ratio: Percent Impervious Surface Area of Gross Land Area (ISA/GLA) %	11.7%			11.7%
If located in Watershed Protection District, % of impervious surface on 7/1/1993				



**Section D: Dimensions**

Dimensional Unit (sq. ft.)	Existing	Demolition	Proposed	Total
Number of Buildings	2,211			2,211
Number of Floors	1			1
Recreational Space				

Residential Space				
Dimensional Unit (sq. ft.)	Existing	Demolition	Proposed	Total
Floor Area (all floors – heated and unheated)	2,211			2,211
Total Square Footage of All Units				
Total Square Footage of Affordable Units				
Total Residential Density				
Number of Dwelling Units				
Number of Affordable Dwelling Units				
Number of Single Bedroom Units				
Number of Two Bedroom Units				
Number of Three Bedroom Units				

Non-Residential Space (Gross Floor Area in Square Feet)					
Use Type	Existing	Proposed	Uses	Existing	Proposed
<b>Commercial</b>					
<b>Restaurant</b>			# of Seats		
<b>Government</b>					
<b>Institutional</b>					
<b>Medical</b>					
<b>Office</b>					
<b>Hotel</b>			# of Rooms		
<b>Industrial</b>					
<b>Place of Worship</b>			# of Seats		
<b>Other</b>					

Dimensional Requirements		Required by Ordinance	LOT 1 Proposed	Proposed LOT 2
<b>Setbacks (minimum)</b>	Street	28'	75'	≥28'
	Interior (neighboring property lines)	14'	47'	>14'
	Solar (northern property line)	17'	18'	>17'
<b>Height (maximum)</b>	Primary	29'	n/a	29'<
	Secondary	40'	22'	40'<
<b>Streets</b>	Frontages	64'	65'	146'
	Widths - Measured 25' from Setback	80'	125'	88.5'



**Section E: 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
Highland Drive	60'	20'	2	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

**List Proposed Points of Access** (Ex: Number, Street Name):

\*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 F: Parking Information**

Parking Spaces	Minimum	Maximum	Proposed
Regular Spaces	n/a	n/a	n/a
Handicap Spaces	n/a	n/a	n/a
Total Spaces	n/a	n/a	n/a
Loading Spaces			
Bicycle Spaces			
Surface Type			

**Section G: Landscape Buffers**

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



**Section H: Land Use Intensity**

**Existing Zoning District:** R-1  
**Proposed Zoning Change** (if any):

*Note: Refer to Table 3-8-1 (Dimensional Matrix) in the Land Use Management Ordinance for help completing this table.*

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-1	n/a	n/a					
TOTAL							
RCD Streamside		0.01					
RCD Managed		0.019					
RCD Upland							

**Section I: Utility Service**

*Check all that apply:*

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



**MINOR SUBDIVISION APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

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](mailto:planning@townofchapelhill.org). For detailed information, please refer to the Description of Detailed Information handout.

x	Application fee (including <a href="#">Engineering Review fee</a> ) ( <a href="#">refer to fee schedule</a> )	Amount Paid \$	1,952.45
x	Pre-application meeting – with appropriate staff		
x	Digital Files – provide digital files of all plans and documents		
x	Recorded Plat or Deed of Property		
n/a	Recordable Plat of easements, right-of-way, and dedications, if applicable		
x	Deed history of parent tract since October 8, 1956		
x	Project Fact Sheet		
x	Street Addressing (Engineering Department)		
x	Utility Service clearance		
x	Mailing list of owners of property within 1,000 feet perimeter of subject property ( <a href="#">GIS notification tool</a> )		
x	Mailing fee for above mailing list	Amount Paid \$	204.00
x	Written Narrative describing the proposal		
n/a	Jurisdictional Wetland Determination – if applicable		
x	Stream Determination – necessary for all submittals		
	Reduced Site Plan Set (reduced to 8.5" x 11")		

**Plan Sets (3 copies to be submitted no larger than 24" x 36")**

Plans should be legible and clearly drawn. All plan set 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' notification boundary



**MINOR SUBDIVISION APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

**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) Existing topography at minimum 2-foot intervals and finished grade
- h) Natural drainage features & water bodies, floodways, floodplain, RCD, Jordan Buffers, & Watershed boundaries

**Detailed Site Plan**

- a) Proposed building locations and envelopes
- b) Driveway locations
- c) Proposed setbacks

**Landscape Protection Plan**

- a) Rare, specimen, and significant tree survey within 50 feet of construction area
- b) Rare and specimen tree critical root zones
- c) Significant tree stand survey

**Steep Slopes Plan**

- a) Classify and quantify slopes 0-10%, 10-15%, 15-25%, and 25% and greater

RADWAY DESIGN ASSOCIATES



2627 Meacham Road  
Chapel Hill NC 27516  
919-880-5579  
[scott@radwaydesign.com](mailto:scott@radwaydesign.com)  
[jean@radwaydesign.com](mailto:jean@radwaydesign.com)

June 9, 2020

Planning Commission – Town of Chapel Hill  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514

RE: Minor Subdivision – 105 Highland Drive – PIN 9880-41-8921  
Application File No. 20-038

Dear Planning Commission Members:

This application is for a two-lot subdivision that when recorded will meet all of the R-1 Low Density Residential District zoning standards. The existing home and the lot it will be on after the subdivision will meet all zoning standards.

The property has no streams or stream buffers as determined by the Town [reports on file with town].

The applicant has a buyer for the future lot with the existing home. This buyer and the mortgage lender have been patient while the Town has operated in its COVID-19 mode. This has been done by extending the period of loan commitments and the closing dates. Nevertheless, the end of June is a critical date for the loan commitment.

We therefore ask for your approval tonight and will answer as many questions as needed to make sure you have the information you want in order to approve the proposed minor subdivision.

Maria Kazantseva, the property owner, is quarantined in France. She is formerly a UNC Hospital researcher, now privately employed, and ironically employed by a French company working on COVID-19 vaccination research and unable to return to the U.S. for at least another month.

We support Resolution A with what we believe are minor adjustments. We have attached a proposed Resolution A with these adjustments. Our reasons are provided herein and shown on attached exhibits.

Stipulation #4. – Curb-Gutter-Sidewalk The existing road for the entire block of Highland Drive is typical of the roads in the Stateside Neighborhood and was first developed when this property was in Orange County Jurisdiction. The street has no curb or gutter or sidewalk. We believe that the addition of curb/gutter and sidewalk would materially alter the character of the neighborhood, require an extensive rebuild of the street in both directions from the property at question in order to create a storm-pipe drainage system and, of course, be a large expense for the creation of one new lot. We request that stipulation #4 be removed. The Planning Commission has approved other minor subdivisions. Attached are photographs showing the existing street and its character and condition

Stipulation #5 – Certificate of Adequacy of Public Schools or Exemption. This process requires School Board action, not just administrative action and often takes 2 or more months to accomplish. Current conditions suggest several months for this to happen. Because this is one subdivision lot for one new single-family lot, we believe that it is reasonable to alter this stipulation and process, yet still provide for the intent of adequate school capacity provision. Please see the suggested language in our propose modifications to Resolution A.



Stipulation #8 – Signature on Plat. We have not yet figured out how to obtain the notarized signature of Maria in France on an original mylar in a timely fashion to meet the needs of the buyer and mortgage lender. We have asked the town for help, but as of yet had no response about what might be acceptable as an alternative or interim step. We therefore propose alternative language for consideration. Please see or proposed Resolution A suggestions.

Town staff have been of important help in making it possible to provide the Planning Commission with a minor subdivision application for action in this time of processing difficulty. This help is greatly appreciated.

Sincerely,

*Scott Radway*

Scott O. Radway, aicp

**Radway Design Associates**  
**2627 Meacham Road**  
**Chapel Hill, NC 27516**

919.880.5579 (Office & Cell)  
scott@radwaydesign.com

103 Highland Drive



View North from 105 Highland Drive



105 Highland Drive - Existing Home and Driveway



103 Highland Drive  
Immediate Neighbor to North



105 - 109 Highland Drive Street Frontage



**RESOLUTION A**  
(Approving Application)

**A RESOLUTION APPROVING AN APPLICATION FOR A MINOR SUBDIVISION FOR 105 HIGHLAND DRIVE (File No. 20-038)**

BE IT RESOLVED by the Planning Commission of the Town of Chapel Hill that it finds that the 105 Highland Drive Minor Subdivision, proposed by Scott Radway, on the properties identified as Orange County Property Identification Number 9880-41-8921, if subdivided per the preliminary plat revision dated May 27, 2020, and the conditions listed below, would comply with the provisions of the Land Use Management Ordinance:

These findings are based on the following supplemental stipulations:

Stipulation Specific to the Development

1. That this approval shall be valid for one year from the date of approval subject to reapproval by the Town Manager in accordance with the provisions of the Land Use Management Ordinance.
2. That this approval shall authorize the creation of no more than two lots.
3. That future development must comply with *Section 5.4 Stormwater Management* of the Land Use Management Ordinance.
4. ~~That prior to recordation of the Final Plat, the property owner of 105 Highland Drive, at their own expense, will have sidewalk, with curb and gutter, installed on the Highland Drive frontage of future Lots #1 and #2, or provide a payment in lieu, amount to be approved by the Town, to the Town for future sidewalk construction.~~
5. That the final plat include/contain a note stating that "prior to an application for a building permit for any home on Lot 2 [109 Highland Drive] the necessary Certificate of Adequacy of Public Schools or an exemption shall be obtained."
6. That the name of the development and its streets and house numbers be approved by the Town Manager prior to recordation of the Final Plat.
7. That future site improvements or redevelopment of either of the newly created lots requires issuance of a Zoning Compliance Permit.
8. That the property owner provides the necessary owner(s) signatures, notarized, or verified by other means acceptable to the Town Attorney, on a reproducible mylar, with a paper copy, prior to Town Manager approval of the Final Plat.

BE IT FURTHER RESOLVED that the Planning Commission of the Town of Chapel Hill hereby approves the application for a Minor Subdivision for 105 Highland Drive in accordance with the plans and conditions listed above.

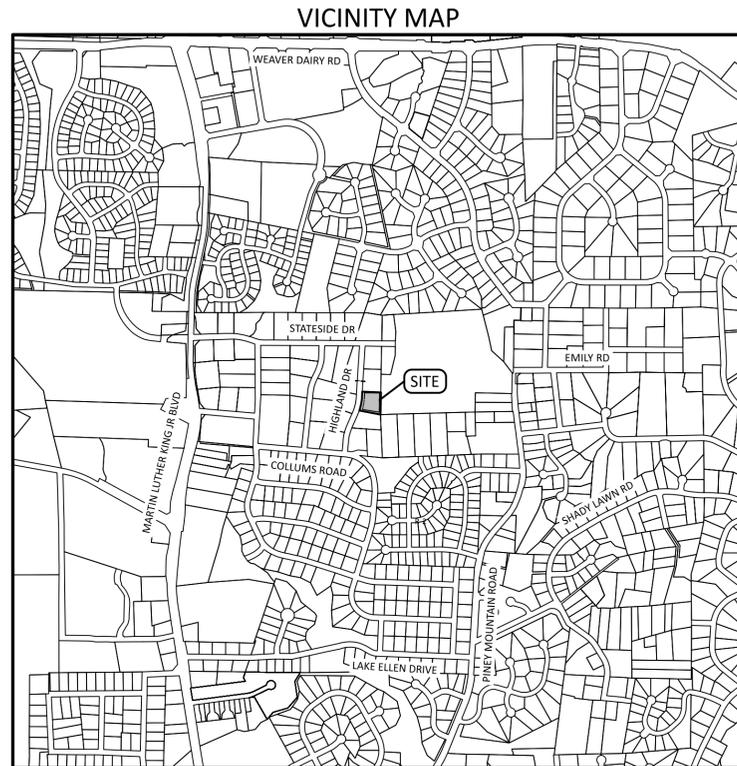
This the 16<sup>th</sup> day of June 2020.

# 105 HIGHLAND DRIVE

MINOR SUBDIVISION APPLICATION

PIN: 9880-41-8921

CHAPEL HILL, NORTH CAROLINA



SCALE: 1"=1000'

DECEMBER 12, 2019  
 APRIL 17, 2020  
 MAY 11, 2020  
 MAY 27, 2020  
 MAY 29, 2020

APPLICANT

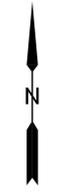
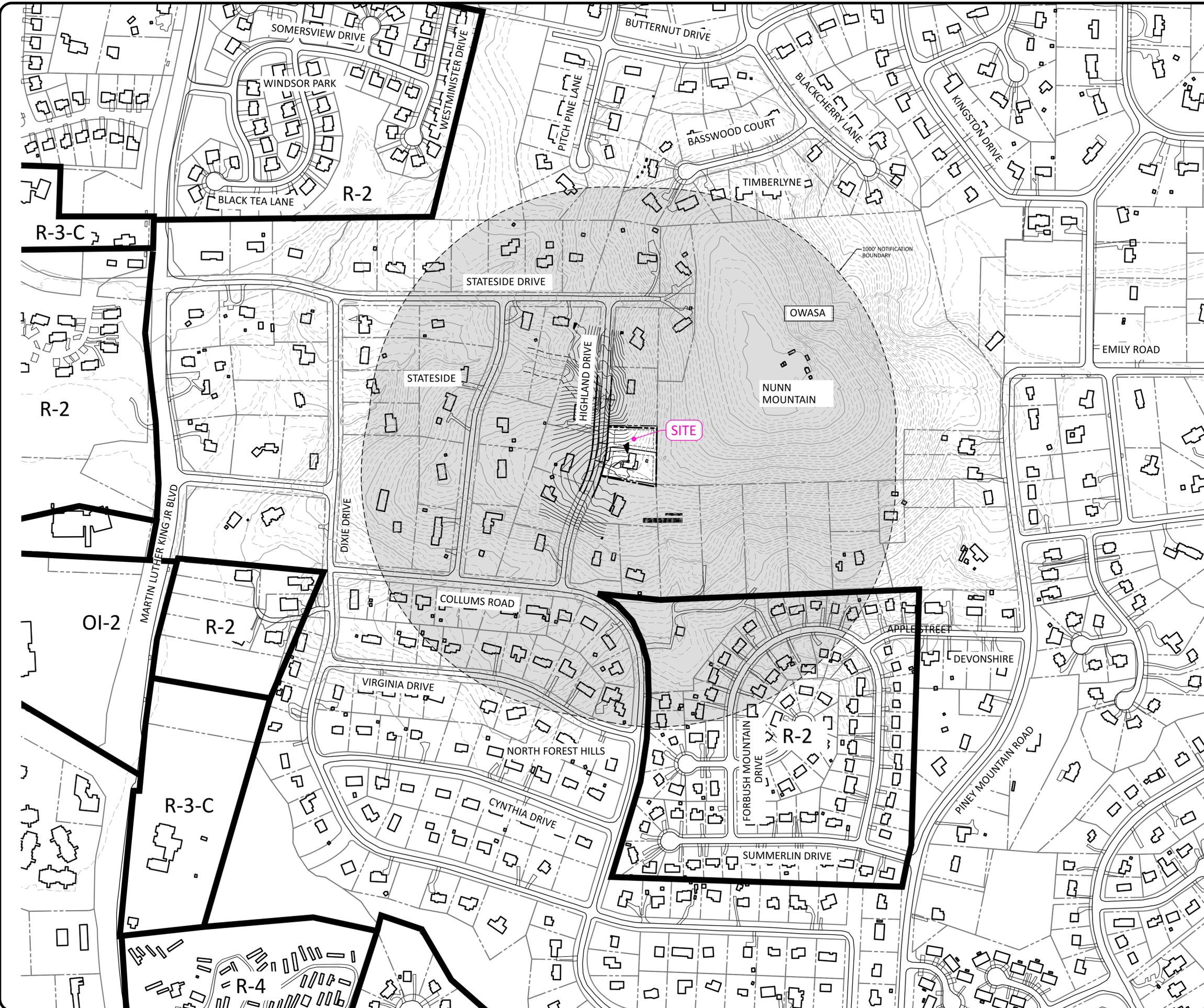
MARIA KAZANTSEVA  
 3518 SHERIDAN DRIVE  
 DURHAM, NC 27707

SHEET INDEX		
SHEET NO.	SHEET NAME	MOST CURRENT REVISION DATE
C1.0	AREA PLAN	5/11/2020
C2.0	AERIAL AREA PLAN	5/11/2020
C2.0	EXISTING CONDITIONS PLAN	5/11/2020
C3.0	SITE PLAN	5/29/2020

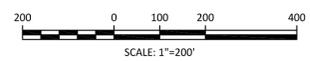


**The Nau Company**  
 Consulting Civil Engineers  
 PO Box 810 | Rolesville, NC 27571  
 919-435-6395  
 NCBELS License P-0751

PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



PROJECT INFORMATION	
PROJECT NAME	105 HIGHLAND DRIVE
PARCEL PIN	9880418921
PROPERTY ADDRESS	105 HIGHLAND DRIVE, CHAPEL HILL NC 27514
EXISTING ZONING	R-1



PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

PREPARED BY:  
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 919-435-6395  
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APPLICANT:  
 MARIA KAZANTSEVA  
 3518 SHERIDAN DRIVE  
 DURHAM, NC 27707

REVISIONS		
NO.	DATE	DESCRIPTION
1	01-29-2020	UPDATES AND REVISIONS
2	04-17-2020	UPDATES AND REVISIONS PER COMMENTS FROM CHAPEL HILL
3	04-17-2020	LOT LINE REVISIONS - CHANGED TO MINOR SUBDIVISION APPLICATION

**105 HIGHLAND  
 MINOR SUBDIVISION APPLICATION**  
 CHAPEL HILL, NORTH CAROLINA  
 AREA PLAN



PROJECT NO:	---
DESIGN BY:	JPE
DRAWN BY:	RSF
SCALE:	1"=200'
DATE:	2019-12-12
SHEET NO:	<b>C1.0</b>



PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

PREPARED BY:  
**The Nau Company**  
 Consulting Civil Engineers  
 PO Box 810 | Rolesville, NC 27571  
 919-435-6395  
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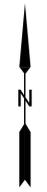
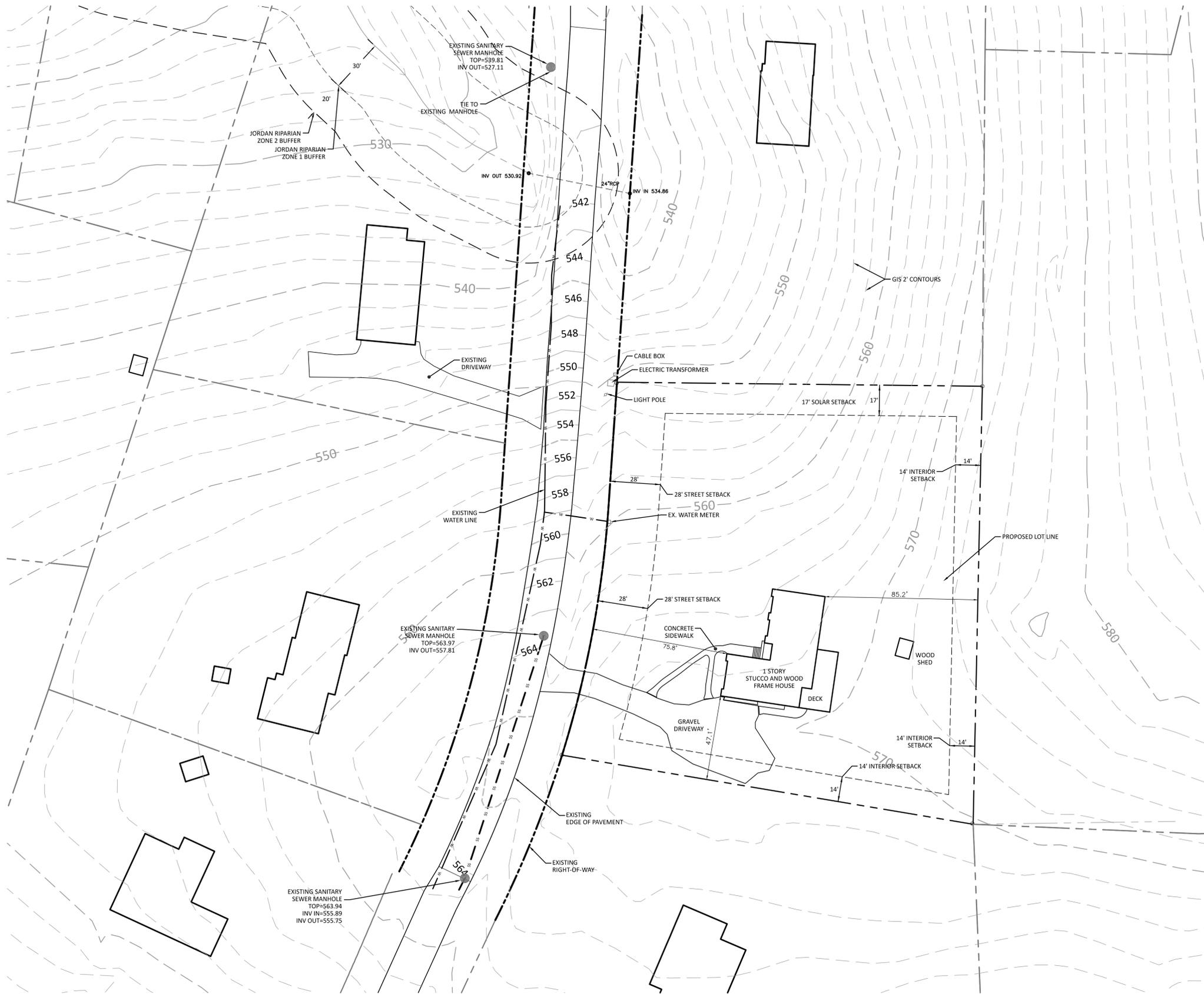
APPLICANT:  
 MARIA KAZANTSEVA  
 3518 SHERIDAN DRIVE  
 DURHAM, NC 27707

REVISIONS	
1	01-29-2020 UPDATES AND REVISIONS
2	04-17-2020 UPDATES AND REVISIONS PER COMMENTS FROM CHAPEL HILL LOT LINE REVISIONS - CHANGED TO MINOR SUBDIVISION APPLICATION
3	04-17-2020

**105 HIGHLAND  
 MINOR SUBDIVISION APPLICATION**  
 CHAPEL HILL, NORTH CAROLINA  
 AERIAL AREA PLAN



PROJECT NO: ---  
 DESIGN BY: JPE  
 DRAWN BY: RSF  
 SCALE: 1"=100'  
 DATE: 2019-12-12  
 SHEET NO: **C1.1**



- PROJECT COORDINATION**
1. LOT SURVEY AND PARTIAL TOPOGRAPHIC SURVEY WERE PERFORMED ON THIS PROPERTY BY ROBINSON & PLANTE, RALEIGH, NC - DATED 5-22-2019
  2. SURVEY LINEWORK AND EXISTING UTILITIES SHOWN ON THIS PLAN WERE PROVIDED IN A CAD FILE BY ROBINSON & PLANTE.
  3. ADJOINING LOTS, ROADS AND RIGHT-OF-WAYS TAKEN FROM ORANGE COUNTY GIS.
  4. EXISTING 2' CONTOURS TAKEN FROM ORANGE COUNTY GIS.

PREPARED BY:  
**The Nau Company**  
 Consulting Civil Engineers  
 PO Box 810 | Rolesville, NC 27571  
 919-435-6395  
 NCBELS License P-0751

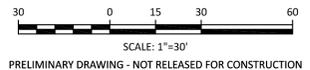
APPLICANT:  
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 3518 SHERIDAN DRIVE  
 DURHAM, NC 27707

REVISIONS	
NO.	DATE
1	01-29-2020
2	04-17-2020
3	04-17-2020

**105 HIGHLAND  
 MINOR SUBDIVISION APPLICATION**  
 CHAPEL HILL, NORTH CAROLINA  
 EXISTING CONDITIONS PLAN



PROJECT NO:	---
DESIGN BY:	JPE
DRAWN BY:	RSF
SCALE:	1"=30'
DATE:	2019-12-12
SHEET NO:	<b>C2.0</b>



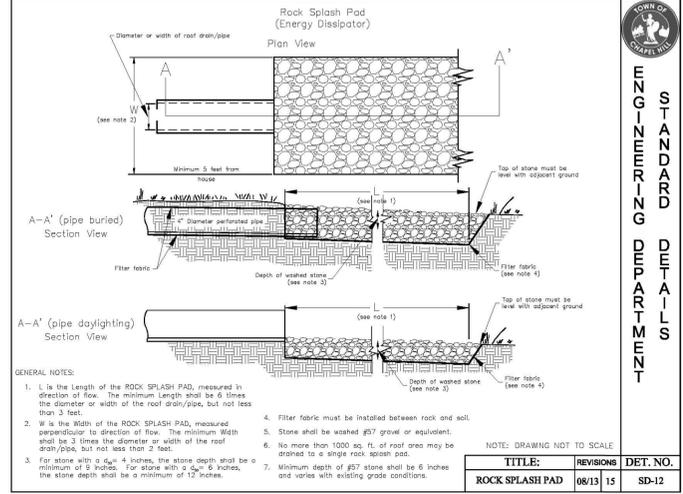
PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



LINE	BEARING	DISTANCE
L1	S 78°52'10" E	15.00'

CURVE	DELTA	RADIUS	ARC	CHORD	TANGENT	CHORD BRG
C1	6°12'25"	600.00'	65.00'	64.97'	32.53'	N 14°14'03" E
C2	7°12'50"	600.00'	75.55'	75.50'	37.82'	N 07°31'25" E
C3	5°19'11"	615.00'	57.10'	57.08'	28.57'	N 08°28'14" E

- PROJECT COORDINATION**
- LOT SURVEY AND PARTIAL TOPOGRAPHIC SURVEY WERE PERFORMED ON THIS PROPERTY BY ROBINSON & PLANTE, RALEIGH, NC - DATED 5-22-2019
  - SURVEY LINEWORK AND EXISTING UTILITIES SHOWN ON THIS PLAN WERE PROVIDED IN A CAD FILE BY ROBINSON & PLANTE.
  - ADJOINING LOTS, ROADS AND RIGHT-OF-WAYS TAKEN FROM ORANGE COUNTY GIS.
  - EXISTING 2' CONTOURS TAKEN FROM ORANGE COUNTY GIS.



PREPARED BY:  
**The Nau Company**  
 Consulting Civil Engineers  
 PO Box 810 | Rolesville, NC 27571  
 919-435-6395  
 NCBELS License P-0751

APPLICANT:  
 MARIA KAZANTSEVA  
 3518 SHERIDAN DRIVE  
 DURHAM, NC 27707

REVISIONS	DATE	DESCRIPTION
1	01-29-2020	UPDATES AND REVISIONS
2	04-17-2020	UPDATES AND REVISIONS PER COMMENTS FROM CHAPEL HILL
3	04-17-2020	LOT LINE REVISIONS - CHANGED TO MAJOR SUBDIVISION
4	05-27-2020	UPDATES AND REVISIONS PER TOWN OF CHAPEL HILL COMMENTS DATED 5/27/2020
5	05-29-2020	UPDATES TO DOWNPOUTS AND SPLASH BLOCK

**105 HIGHLAND**  
**MINOR SUBDIVISION APPLICATION**  
 CHAPEL HILL, NORTH CAROLINA  
 SITE PLAN



PROJECT NO: ---  
 DESIGN BY: JPE  
 DRAWN BY: RSF  
 SCALE: 1"=30'  
 DATE: 2019-12-12  
 SHEET NO: **C3.0**

