

31 October 2019

Town of Chapel Hill  
Office of Planning and Sustainability  
405 Martin Luther King Jr. Boulevard  
Chapel Hill, North Carolina 27514

Re: Phi Gamma Delta Conditional Rezoning Application for 108 W. Cameron Ave.

To Whom It May Concern,

Please find enclosed the required Conditional Rezoning Application and application materials, submitted by Epsilon of Phi Gamma Delta (hereinafter, the "Applicant"). Additionally, this letter is intended to provide a brief explanation of the procedural history of this property and of the Applicant's efforts to correct certain zoning violations.

Sometime prior to February 22, 1947, a structure was built at 108 W. Cameron Avenue (hereinafter, the "Subject Property") which came to be used as a fraternity house for Epsilon of Phi Gamma Delta. In May of 1996 the structure burned down during a tragic fire, leaving only portions of the exterior façade standing. On July 7, 1997, the Town of Chapel Hill Town Council issued a Special Use Permit, recorded in the Orange County Registry in Book 1776 at Page 335, to the Applicant for the construction or reconstruction of a fraternity house located at the Subject Property. Construction began sometime in 1998 and was completed in the summer of 1999. The Special Use Permit required, in relevant part, that the Applicant be limited to 23,769 square feet of Gross Land Area and 10,870 square feet of Floor Area and required the Applicant to provide eight to twelve parking spaces.

The Applicant's proposed rezoning to OI-3-CZ is made at the recommendation of Town Staff and is intended to remedy certain violations of the Town's Land Use Management Ordinance (hereinafter, the "LUMO") currently existing on the Subject Property. Currently, the Subject Property violates the Floor Area limitation and on-site parking requirement imposed by the existing Special Use Permit.

After first securing a Zoning Compliance Permit and Building Permit from the Town, the Applicant constructed a "[r]aised patio (loggia) with screened porch below[.]" However, as a

result of post-construction practical difficulties with drainage and rain water accumulating inside of the structure, the Applicant installed glass windows in place of the approved screened panels. This resulted in an increase in Floor Area beyond that permitted by the Special Use Permit. Additionally, as part of the project, the Applicant removed the on-site parking lot. This was done in an effort to eliminate parking and vehicle congestion on site—an issue which the Applicant is especially sensitive to, following the 1996 fire.

The installation of glass windows on the new structure, as well as other improvements to the property (including the removal of on-site parking, the installation of an exterior stairway from the top deck to ground level, and the installation of a fieldstone patio at the rear of the Subject Property) were approved by the Town’s Historic District Commission at the Commission’s September 10, 2019 meeting. At that time, the Commission issued an After-the-Fact Certificate of Appropriateness for those improvements and also recommended approval of the Applicant’s Concept Plan, pursuant to Section 8.4.6(q) of the LUMO. As of the date of this letter, the Town Council (or a subcommittee, appointed pursuant to Section 4.3.2(e)(1) of the Land Use Management Ordinance) has not yet reviewed the Applicant’s Concept Plan.

The Applicant proposes to rezone the Subject Property, which is currently zoned OI-1, to OI-3-CZ. The Applicant proposes to subject the Subject Property to the same standards applicable to the parallel OI-3 district with no modifications or variations, except to limit the use of the Subject Property to Fraternity Dwelling use, which is a permitted use in the OI-3 district and is permitted with a Special Use Permit in the OI-1 district. The Applicant does not intend to change the use of the Subject Property, nor does the Applicant intend to further develop the Subject Property at this time. Rather, the Applicant simply seeks a rezoning of the Subject Property and to continue to use the Subject Property for the purposes for which it is already used.

Due to the unique procedural posture of the Applicant’s proposed Conditional Zoning of the Subject Property, much of the information requested in the Conditional Zoning Application is irrelevant. As a result, the Applicant has not included a Stormwater Impact Statement, a formal Area Map, an Existing Conditions Plan, a Detailed Site Plan, a Stormwater Management Plan, a Landscape Protection Plan, a Planting Plan, a Steep Slope Plan, a Grading and Erosion Control Plan, a Streetscape Plan, a Solid Waste Plan, a Construction Management Plan, or an Energy Management Plan. Instead, the Applicant has included the exterior elevations of the structure, as it currently exists, and an As-Built Survey of the Subject Property. These documents should be sufficient to demonstrate the existing condition of the Subject Property and the structure located thereon. The Applicant does not seek approval to perform additional construction on the Subject Property as part of this Application.

Pursuant to Section 4.4.5(d) of the LUMO, the Town Council’s review of the Applicant’s proposed rezoning to OI-3-CZ shall be based on the criteria described in Section 4.4.3(f)(2) of the LUMO. Those criteria are:

- “a. The conformity of the application with the applicable provisions of [the Land Use Management Ordinance] and town Code.
- b. The conformity of the application with the comprehensive plan.
- c. The compatibility of the proposed application with adjoining uses.

- d. The impacts of the proposed application on the surrounding properties and town as a whole.
- e. The relationship of the application to existing and proposed built systems including utility infrastructure, transportation facilities, police and fire coverage, and other public services and facilities. [and]
- f. The relationship of the application to natural systems such as hydrology, topography, and other environmental constraints.”

In response to the criteria requiring “conformity of the application with the applicable provisions of [the Land Use Management Ordinance] and town Code,” the Applicant submits that the Applicant does not intend to perform any additional development on the Subject Property at this time. The Subject Property and structure located thereon conform to all standards and provisions of the LUMO for the OI-3 district. The Applicant does not seek to increase or vary those standards in this Application. Therefore, it is clear that the Applicant’s proposal conforms with the applicable provisions of the LUMO and Town Code.

In response to the criteria requiring “conformity of the application with the comprehensive plan,” the Applicant submits that the Applicant’s proposed rezoning conforms with the Town’s 2020 Comprehensive Plan. The proposed rezoning is consistent with the Goals identified under Theme 6, found on Page 37 of the Comprehensive Plan. Specifically, the proposed rezoning will help to provide “[h]ousing for students that is safe, sound, affordable, and accessible and meets a demonstrated need conducive to educational and maturational needs of students, and housing for Town, University, and the Health Care System employees that encourages them to reside in the community (TGC.4).” The proposed rezoning provides additional space for students residing at the Phi Gamma Delta fraternity house through the increase in permitted floor area, provides additional green space for those same students through the removal of impervious on-site parking, and promotes safety of those students residing on the Subject Property by removing a congested parking area. Therefore, it is clear that the Applicant’s proposal conforms with the Town’s 2020 Comprehensive Plan.

In response to the criteria requiring “compatibility of the proposed application with adjoining uses,” the Applicant submits that the proposed rezoning is compatible with adjoining uses, all of which are also “Fraternity Dwelling” uses, because the proposed rezoning does not include a change in use of the Subject Property. The Applicant proposes to rezone the Subject Property to OI-3-CZ in an effort to achieve increased permitted floor area and to eliminate the on-site parking requirement while assuring the Town that the existing “Fraternity Dwelling” use, which is permitted in the current zoning OI-1 district and in the OI-3 district, will remain unchanged. Therefore, it is clear that the Applicant’s proposal is compatible with the adjoining uses.

In response to the criteria asking the Town Council to consider the “impacts of the proposed application on the surrounding properties and town as a whole,” the Applicant submits that the proposed rezoning will have little or no effect on the surrounding properties and Town as a whole. The proposed rezoning will not change the current use of the property as a “Fraternity Dwelling.” The proposed rezoning will permit the increased floor area resulting from the “enclosure” of the covered patio area with glass windows, which has no impact on surrounding properties or on the

Town as a whole. Further, the proposed rezoning will eliminate the on-site parking requirement imposed by the Special Use Permit. This will have little impact, if any, on surrounding properties or the Town as a whole due to the fact that the Applicant already requires residents to park at off-site parking areas leased by the Applicant for its residents. The proposed rezoning would simply eliminate an unnecessary requirement imposed by the Special Use Permit. Therefore, it is clear that the Applicant's proposal will have no significant impact on the surrounding properties or the Town as a whole.

In response to the criteria asking the Town Council to consider the "relationship of the application to existing and proposed built systems including utility infrastructure, transportation facilities, police and fire coverage, and other public services and facilities," the Applicant submits that the relationship of the Subject Property to existing and proposed built systems will not be affected by the proposed rezoning. The Applicant does not intend to use or develop the Subject Property in a way which may place additional burdens on existing and proposed built systems like utility infrastructure, transportation facilities, police and fire coverage, and other public services and facilities. From a practical perspective, the status quo will remain unchanged by the Applicant's proposed rezoning. Therefore, it is clear that the Applicant's proposal will not affect the relationship of the Subject Property and existing "Fraternity Dwelling" use to existing and proposed built systems.

In response to the criteria asking the Town Council to consider the "relationship of the application to natural systems such as hydrology, topography, and other environmental constraints," the Applicant submits that the relationship of the Subject Property to natural systems will not be affected by the proposed rezoning. The Applicant does not intend to use or develop the Subject Property in a way which may place additional burdens on natural systems such as hydrology, topography, and other environmental constraints on the Subject Property and surrounding properties. From a practical perspective, the status quo will remain unchanged by the Applicant's proposed rezoning. Therefore, it is clear that the Applicant's proposal will not affect the relationship of the Subject Property and existing "Fraternity Dwelling" use to natural systems.

For the foregoing reasons, it is clear that the Applicant's proposed rezoning of the Subject Property from OI-1 to OI-3-CZ meets all criteria for approval described in Section 4.4.3(f)(2) of the LUMO.

In addition to the Conditional Zoning request, the Applicant also requests that, if the Town Council approves the rezoning, the Town Council also approve the abandonment of the 1996 Special Use Permit pursuant to Section 4.5.5(d)(1)(B.) of the LUMO. If the Town Council approves the rezoning of the Subject Property to OI-3-CZ, the Fraternity Dwelling use located on the Subject Property will no longer require a SUP. In the event that the Town Council approves the rezoning, the Applicant will submit an affidavit formally stating the Applicant's intent to abandon the 1996 Special Use Permit and requesting approval of such abandonment by the Town Council, in accordance with Section 4.5.5(d)(2) of the LUMO.

If you have any questions, or require anything further from my client, please feel free to contact me at [khornik@broughlawfirm.com](mailto:khornik@broughlawfirm.com) or at (919) 929-3905.

Sincerely,

THE BROUGH LAW FIRM, PLLC

A handwritten signature in black ink, appearing to read 'KHORNIK', with a stylized flourish at the end.

Kevin R. Hornik

# CONDITIONAL ZONING APPLICATION



**TOWN OF CHAPEL HILL**  
**Planning Department**  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514  
phone (919) 969-5040 fax (919) 969-2014  
www.townofchapelhill.org

Parcel Identifier Number (PIN): 9788364372

Date: 31 October 2019

## Section A: Project Information

Project Name: Conditional Zoning of Phi Gamma Delta Fraternity House to OI-3-CZ  
Property Address: 108 W. Camberon Ave., Chapel Hill Zip Code: 27516  
Use Groups (A, B, and/or C): B Existing Zoning District: OI-1  
Project Description: Conditional Zoning of Property to allow increased floor area ratio, and removal of on-site parking.

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

### Applicant Information (to whom correspondence will be mailed):

Name: Kevin R. Hornik, The Brough Law Firm, PLLC  
Address: 1526 E. Franklin St., Suite 200  
City: Chapel Hill State: NC Zip Code: 27514  
Phone: (919) 929-3905 Email: khornik@broughlawfirm.com

The undersigned applicant hereby certifies that, to the best of their knowledge and belief, all information supplied with this application and accurate.

Signature:  Date: 10/31/2019

### Owner/Contract Purchaser Information:

Owner  Contract Purchaser

Name: Epsilon of Phi Gamma Delta, Inc.  
Address: 1801 Greak Oaks Dr.  
City: Raleigh State: NC Zip Code: 27608  
Phone: (919) 593-2841 Email: jhughes@newhopetech.org

The undersigned applicant hereby certifies that, to the best of their knowledge and belief, all information supplied with this application and accurate.

Signature: See attached signature page from John Hughes Date: \_\_\_\_\_

Click [here](#) for application submittal instructions.

# CONDITIONAL ZONING APPLICATION



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Planning Department  
405 Martin Luther King Jr. Blvd.  
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Signature: John W. Hughes III, Board Member Date: 10-16-19

Click [here](#) for application submittal instructions.



## CONDITIONAL ZONING

TOWN OF CHAPEL HILL  
Planning and Development Service

Conditional Rezoning applications are reviewed by staff, Planning Commission, and Town Council. The application is part of an open public process that enables Town Council to discuss and decide on the key issues of a rezoning proposal. If a rezoning is approved, the applicant may then submit a detailed final plan application to staff for compliance review with the technical development standards and with the Council rezoning approval.

The establishment of a Conditional Zoning District shall be consistent with the Land Use Plan in the Comprehensive Plan. A proposed Conditional Zoning District is deemed consistent if the proposed District will be located in conformance with an adopted small area plan and/or in one of the following Land Use Categories:

- Medium Residential
- High Residential
- Commercial
- Mixed Use, Office/Commercial Emphasis
- Mixed Use, Office Emphasis
- Town/Village Center
- Institutional
- Office
- University
- Development Opportunity Area
- Light Industrial Opportunity Area

If the proposed conditional zoning districts is located in a Low Residential or a Rural Residential Land Use Category, the Town Council must approve a Land Use Plan amendment prior to proceeding.

**SIGNED CONDITIONS:** All conditions shall be in writing, prepared by the owner of the property or an attorney and must be signed by all property owners and contract purchasers, if applicable. The Town Attorney may require additional signatures if necessary and will determine whether or not the conditions statement is legally sufficient. Within thirty (30) days after receipt of the conditions the Planning Division Manager will notify the applicant of any deficiencies in the conditions statement or if any additional information is needed. The applicant may make changes to the written conditions statement provided it is submitted at least thirty (30) prior to Planning Commission meeting or thirty (30) days prior to Town Council public hearing.

**RECORDATION OF CONDITIONS:** After a rezoning has been approved by the Town Council, the conditions statement shall be recorded with the Register of Deeds Office. After a rezoning has been approved by Town Council and recorded by the Register of Deeds Office, the conditions may not be amended except through a new rezoning application.





**Section A: Project Information**

**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=	21,602.8	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 ½ width of public right-of-way	CSA=		sq. ft.
	b) Credited Permanent Open Space (total adjacent frontage) x ½ public or dedicated open space	COS=		sq. ft.
TOTAL: NLA + CSA and/or COS = Gross Land Area (not to exceed NLA + 10%)		GLA=	23,763.1	sq. ft.

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

**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, and all grading, including off-site clearing)	None
Area of Land Disturbance within RCD	None
Area of Land Disturbance within Jordan Buffer	None

Impervious Areas	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Impervious Surface Area (ISA)	~11,091		16,634.2 (per LUMO Sec. 3.8)	~11,091
Impervious Surface Ratio: Percent Impervious Surface Area of Gross Land Area (ISA/GLA)%	.46		.7 (per LUMO Sec. 3.8)	
If located in Watershed Protection District, % of impervious surface on 7/1/1993				



**Section D: Dimensions**

Dimensional Unit (sq. ft.)	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Number of Buildings	1			
Number of Floors	4			
Recreational Space				

Residential Space				
Dimensional Unit (sq. ft.)	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Floor Area (all floors – heated and unheated)	11,903		13,449.9	
Total Square Footage of All Units				
Total Square Footage of Affordable Units				
Total Residential Density				
Number of Dwelling Units	1			1
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
Commercial					
Restaurant			# of Seats		
Government					
Institutional					
Medical					
Office					
Hotel			# of Rooms		
Industrial					
Place of Worship			# of Seats		
Other					

Dimensional Requirements		Required by Ordinance	Existing	Proposed
<b>Setbacks (minimum)</b>	Street	24		0
	Interior (neighboring property lines)	8		0
	Solar (northern property line)	11		0
<b>Height (maximum)</b>	Primary			
	Secondary			
<b>Streets</b>	Frontages			
	Widths			



**PROJECT FACT SHEET**  
**TOWN OF CHAPEL HILL**  
 Planning and Development Services

**Section F: 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
Cameron Ave	86	14.6	2	<input checked="" type="checkbox"/> Yes	<input checked="" 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 G: Parking Information**

Parking Spaces	Minimum	Maximum	Proposed
Regular Spaces			0
Handicap Spaces			0
Total Spaces			0
Loading Spaces			0
Bicycle Spaces			0
Surface Type			

**Section H: Landscape Buffers**

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



**PROJECT FACT SHEET**  
**TOWN OF CHAPEL HILL**  
 Planning and Development Services

**Section I: Land Use Intensity**

Existing Zoning District:  
 Proposed Zoning Change (if any):

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
<b>TOTAL</b>							
RCD Streamside		0.01					
RCD Managed		0.019					
RCD Upland							

**Section J: 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		



**CONDITIONAL ZONING 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).

<input type="checkbox"/>	<b>Application fee (including Engineering Review fee) (refer to fee schedule)</b>	Amount Paid \$	<input type="text"/>
<input type="checkbox"/>	<b>Pre-application meeting</b> –with appropriate staff		
<input type="checkbox"/>	<b>Digital Files</b> – provide digital files of all plans and documents		
<input type="checkbox"/>	<b>Recorded Plat or Deed of Property</b>		
<input type="checkbox"/>	<b>Project Fact Sheet</b>		
<input type="checkbox"/>	<b>Traffic Impact Statement</b> – completed by Town’s consultant (or exemption)		
<input type="checkbox"/>	<b>Description of Public Art Proposal</b> , if applicable		
<input type="checkbox"/>	<b>Statement of Justification</b>		
<input type="checkbox"/>	<b>Response to Community Design Commission and Town Council Concept Plan comments</b>		
<input type="checkbox"/>	<b>Affordable Housing Proposal</b> , if applicable		
<input type="checkbox"/>	<b>Statement of Consistency with Comprehensive Plan or request to amend Comprehensive Plan</b>		
<input type="checkbox"/>	<b>Mailing list of owners of property within 1,000 feet perimeter of subject property (see GIS notification tool)</b>		
<input type="checkbox"/>	<b>Mailing fee for above mailing list (mailing fee is double due to 2 mailings)</b>	Amount Paid \$	<input type="text"/>
<input type="checkbox"/>	<b>Written Narrative describing the proposal, including proposed land uses</b>		
<input type="checkbox"/>	<b>Resource Conservation District, Floodplain, &amp; Jordan Buffers Determination</b> – necessary for all submittals		
<input type="checkbox"/>	<b>Jurisdictional Wetland Determination</b> – if applicable		
<input type="checkbox"/>	<b>Resource Conservation District Encroachment Exemption or Variance (determined by Planning)</b>		
<input type="checkbox"/>	<b>Jordan Buffer Authorization Certificate or Mitigation Plan Approval (determined by Planning)</b>		
<input type="checkbox"/>	<b>Reduced Site Plan Set (reduced to 8.5” x 11”)</b>		

**Stormwater Impact Statement (1 copy to be submitted)**

- a) Written narrative describing existing & proposed conditions, anticipated stormwater impacts and management structures and strategies to mitigate impacts
- b) Description of land uses and area (in square footage)
- c) Existing and proposed impervious surface area in square feet for all subareas and project area
- d) Ground cover and uses information
- e) Soil information (classification, infiltration rates, depth to groundwater and bedrock)
- f) Time of concentration calculations and assumptions
- g) Topography (2-foot contours)
- h) Pertinent on-site and off-site drainage conditions
- i) Upstream and/or downstream volumes
- j) Discharges and velocities
- k) Backwater elevations and effects on existing drainage conveyance facilities
- l) Location of jurisdictional wetlands and regulatory FEMA Special Flood Hazard Areas
- m) Water quality volume calculations
- n) Drainage areas and sub-areas delineated
- o) Peak discharge calculations and rates (1, 2, and 25-year storms)
- p) Hydrographs for pre- & post-development without mitigation, post-development with mitigation
- q) Volume calculations and documentation of retention for 2-year storm



**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS**  
TOWN OF CHAPEL HILL  
Planning and Development Services

- r) 85% TSS removal for post-development stormwater runoff
- s) Nutrient loading calculations
- t) BMP sizing calculations
- u) Pipe sizing calculations and schedule (include HGL & EGL calculations and profiles)

**Plan Sets (10 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
- Revision dates and professional seals and signatures, as applicable

**Cover Sheet**

- a) Include Project Name, Project fact information, PIN, and Design Team

**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

**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



**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

### 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 and off-site)
- c) Location, arrangement, & dimension of vehicular parking, width of aisles and bays, angle of parking, number of spaces, handicapped parking, bicycle parking. Typical pavement sections & surface type.
- d) Location of existing and proposed fire hydrants
- e) Location and dimension of all vehicle entrances, exits, and drives
- f) Dimensioned street cross-sections and rights-of-way widths
- g) Pavement and curb & gutter construction details
- h) Dimensioned sidewalk and tree lawn cross sections
- i) Proposed transit improvements including bus pull-off and/or bus shelter
- j) Required landscape buffers (or proposed alternate/modified buffers)
- k) Required recreation area/space (including written statement of recreation plans)
- l) Refuse collection facilities (existing and proposed) or shared dumpster agreement
- m) Construction parking, staging, storage area, and construction trailer location
- n) Sight distance triangles at intersections
- o) Proposed location of street lights and underground utility lines and/or conduit lines to be installed
- p) Easements
- q) Clearing and construction limits
- r) Traffic Calming Plan – detailed construction designs of devices proposed & associated sign & marking plan

### Stormwater Management Plan

- a) Topography (2-foot contours)
- b) Existing drainage conditions
- c) RCD and Jordan Riparian Buffer delineation and boundary (perennial & intermittent streams; note ephemeral streams on site)
- d) Proposed drainage and stormwater conditions
- e) Drainage conveyance system (piping)
- f) Roof drains
- g) Easements
- h) BMP plans, dimensions, details, and cross-sections
- i) Planting and stabilization plans and specifications

### 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) Rare and specimen trees proposed to be removed
- d) Certified arborist tree evaluation, if applicable
- e) Significant tree stand survey
- f) Clearing limit line
- g) Proposed tree protection/silt fence location
- h) Pre-construction/demolition conference note
- i) Landscape protection supervisor note
- j) Existing and proposed tree canopy calculations, if applicable



**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

**Planting Plan**

- a) Dimensioned and labeled perimeter buffers
- b) Off-site buffer easement, if applicable
- c) Landscape buffer and parking lot planting plan (including planting strip between parking and building, entryway planting, and 35% shading requirement)

**Steep Slope Plan**

- a) Classify and quantify slopes 0-10%, 10-15%, 15-25%, and 25% and greater
- b) Show and quantify areas of disturbance in each slope category
- c) Provide/show specialized site design and construction techniques

**Grading and Erosion Control Plan**

- a) Topography (2-foot contours)
- b) Limits of Disturbance
- c) Pertinent off-site drainage features
- d) Existing and proposed impervious surface tallies

**Streetscape Plan, if applicable**

- a) Public right-of-way existing conditions plan
- b) Streetscape demolition plan
- c) Streetscape proposed improvement plan
- d) Streetscape proposed utility plan and details
- e) Streetscape proposed pavement/sidewalk details
- f) Streetscape proposed furnishing details
- g) Streetscape proposed lighting detail

**Solid Waste Plan**

- a) Preliminary Solid Waste Management Plan
- b) Existing and proposed dumpster pads
- c) Proposed dumpster pad layout design
- d) Proposed heavy duty pavement locations and pavement construction detail
- e) Preliminary shared dumpster agreement, if applicable





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**Construction Management Plan**

- a) Construction trailer location
- b) Location of construction personnel parking and construction equipment parking
- c) Location and size of staging and materials storage area
- d) Description of emergency vehicle access to and around project site during construction
- e) Delivery truck routes shown or noted on plan sheets

**Energy Management Plan**

- a) Description of how project will be 20% more energy efficient than ASHRAE standards
- b) Description of utilization of sustainable forms of energy (Solar, Wind, Hydroelectric, and Biofuels)
- c) Participation in NC GreenPower program
- d) Description of how project will ensure indoor air quality, adequate access to natural lighting, and allow for proposed utilization of sustainable energy
- e) Description of how project will maintain commitment to energy efficiency and reduced carbon footprint over time
- f) Description of how the project's Transportation Management Plan will support efforts to reduce energy consumption as it affects the community

**Exterior Elevations**

- a) An outline of each elevation of the building, including the finished grade line along the foundation (height of building measured from mean natural grade)