

CONCEPT 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: _____

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: _____



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SUBMITTAL REQUIREMENTS
TOWN OF CHAPEL HILL
Planning Department

Section C: Project Information

Project Size (acres)		Square feet	
Floor Area (permitted)		Proposal	
Proposed number of dwelling units		Units per Acre	
Existing Impervious Surface		Proposed Impervious Surface	

Please indicate which organization should receive this application for review

☐ Community Design Commission ☐ Historic District Commission ☐ Town Council

Section D: Submittal Requirements

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. For detailed information, please refer to the Description of Detailed Information handout.

<input type="checkbox"/>	Application fee (refer to fee schedule)	Amount Paid \$ <input type="text"/>
<input type="checkbox"/>	Pre-Application meeting – with appropriate staff	
<input type="checkbox"/>	Digital Files - provide digital files of all plans and documents	
<input type="checkbox"/>	Mailing list of owners of property within 1,000 feet perimeter of subject property (see GIS notification tool)	
<input type="checkbox"/>	Mailing fee for above mailing list	Amount Paid \$ <input type="text"/>
<input type="checkbox"/>	Application Cover Sheet (8 copies) (on top of application)	
<input type="checkbox"/>	Statement of Compliance with Design Guidelines (8 copies)	
<input type="checkbox"/>	Statement of Compliance with Comprehensive Plan (8 copies)	
<input type="checkbox"/>	Digital Photographs of site and surrounding properties (8 copies)	
<input type="checkbox"/>	Developer's Program: A brief written statement of the development program, including developer's goals and objectives. The development program should be based on the constraints of the site as identified by the site analysis and include marketing objective of the developer. This preliminary development program will help evaluate the conceptual plan for the site, while also determining traffic impact and demand on community facilities and infrastructure.	
<input type="checkbox"/>	Reduced Site Plan Set (reduced to 8.5"x11")	



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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 Wetland Boundaries, where applicable

Area Map

- a) Project name, applicant, contact information, location, PIN, & legend
- b) Dedicated open space, parks, and 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, vehicle 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) Existing topography at minimum 2-foot intervals and finished grade
- f) Natural drainage features & water bodies, floodways, floodplain, RCD, Jordan Buffers & Watershed boundaries

Proposed Plan

- a) General location of proposed structures
- b) Parking areas
- c) Open spaces and landscaped areas
- d) Conceptual recreation areas
- e) Conceptual building masses
- f) Conceptual utility locations (optional)
- g) Conceptual grading plan (optional)