



PROJECT FACT SHEET

TOWN OF CHAPEL HILL

Planning Department

Section A: Project Information

Application type: Minor Subdivision

Date: 7/19/2019

Project Name: 424 BROOKSIDE DRIVE

Use Type: (check/list all that apply)

☐ Office/Institutional ☒ Residential ☐ Mixed-Use ☐ Other: _____

Overlay District: (check all those that apply)

☐ Historic District ☐ Neighborhood Conservation District ☐ Airport Hazard Zone

Section B: Land Area

Net Land Area (NLA): Area within zoning lot boundaries		NLA=	19,550.91	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=	N/A	sq. ft.
	b) Credited Permanent Open Space (total adjacent frontage) x ½ public or dedicated open space	COS=	N/A	sq. ft.
TOTAL: NLA + CSA and/or COS = Gross Land Area (not to exceed NLA + 10%)		GLA=	21,506.00	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, all grading, including off-site clearing)	N/A
Area of Land Disturbance within RCD	N/A
Area of Land Disturbance within Jordan Buffer	N/A

Impervious Areas	Existing (sq ft)	Demolition (sq ft)	Proposed (sq ft)	Total (sq ft)
Impervious Surface Area (ISA)	3,499	N/A	N/A	N/A
Impervious Surface Ratio: Percent Impervious Surface Area of Gross Land Area (ISA/GLA) %	16.27%	N/A	N/A	50% MAX
If located in Watershed Protection District, % of impervious surface on 7/1/1993	N/A	N/A	N/A	N/A



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TOWN OF CHAPEL HILL

Planning Department

Section D: Dimensions

Dimensional Unit (sq ft)	Existing (sq ft)	Demolition (sq ft)	Proposed (sq ft)	Total (sq ft)
Number of Buildings	1 (1,904)	N/A	N/A	1 (1,904)
Number of Floors	2	N/A	N/A	N/A
Recreational Space	N/A	N/A	N/A	N/A

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)	1,904	N/A	N/A	1,904
Total Square Footage of All Units	N/A	N/A	N/A	N/A
Total Square Footage of Affordable Units	N/A	N/A	N/A	N/A
Total Residential Density	N/A	N/A	N/A	N/A
Number of Dwelling Units	N/A	N/A	N/A	N/A
Number of Affordable Dwelling Units	N/A	N/A	N/A	N/A
Number of Single Bedroom Units	N/A	N/A	N/A	N/A
Number of Two Bedroom Units	N/A	N/A	N/A	N/A
Number of Three Bedroom Units	N/A	N/A	N/A	N/A

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

Dimensional Requirements		Required by Ordinance	Existing	Proposed
Setbacks (minimum)	Street	26'	26'	26'
	Interior (neighboring property lines)	11'	11'	11'
	Solar (northern property line)	13'	13'	13'
Height (maximum)	Primary	29'	29'	29'
	Secondary	50'	50'	50'
Streets	Frontages	52'	174.7'	95'/79'
	Widths	65'	169.2'	75'/88'



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Planning Department

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
BROOKSIDE DRIVE	50'	28'	2	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
HILLTOP DRIVE	50'	29'	2	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

List Proposed Points of Access (Ex: Number, Street Name): 2 total, Brookside Drive

*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
Brookside Drive			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Hilltop Street			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Section G: 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	N/A	N/A	N/A
Bicycle Spaces	N/A	N/A	N/A
Surface Type	N/A		

Section H: 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



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TOWN OF CHAPEL HILL

Planning Department

Section I: Land Use Intensity

Existing Zoning District: R-2

Proposed Zoning Change (if any): N/A

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-2	.093	N/A					N/A
TOTAL							
RCD Streamside		0.01					
RCD Managed		0.019					
RCD Upland							

Section J: Utility Service

Check all that apply

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



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

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

AJP	Application fee (including Engineering Review fee) (refer to fee schedule)	Amount Paid \$	\$1,780.00
AJP	Pre-Application meeting – with appropriate staff		
AJP	Digital Files - provide digital files of all plans and documents		
AJP	Recorded Plat or Deed of Property		
N/A	Recordable Plat of easements, right-of-way, and dedications, if applicable		
AJP	Deed history of Parent tract since October 8, 1956		
AJP	Project Fact Sheet		
AJP	Street Addressing (Engineering Department)		
AJP	Utility Service clearance		
AJP	Mailing list of owners of property within 500 feet perimeter of subject property (see GIS notification tool)		
AJP	Mailing fee for above mailing list	Amount Paid \$	\$49.00
AJP	Written Narrative describing the proposal		
AJP	Stream Determination - necessary for all submittals		
N/A	Jurisdictional Wetland Determination – if applicable		
AJP	Reduced Site Plan Set (reduced to 8.5"x11")		

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:

- 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



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

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) 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



Coulter Jewell Thames, PA

MAIN OFFICE
111 WEST MAIN STREET
DURHAM, NC 27701
p 919.682.0368 f 919.688.5646

Planning for the Future

July 11, 2019

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

Reference: **Minor Subdivision Application**
424 Brookside Drive
Chapel Hill, NC 27516
Pin: 9788145178

Judy,

Enclosed please find a Minor Subdivision Application for 424 Brookside Drive. The project is located at 424 Brookside Drive, Chapel Hill, NC 27516 (PIN: 9788145178). The 19,550.91 SF/ 0.45 AC (net land area) site is currently zoned R-2, low density residential.

Minor Subdivision - Project Narrative:

The property owner is seeking approval to subdivide the existing parcel into two lots.

Project scope includes subdividing the existing 21,506.00 / 0.49 AC (gross land area) parcel into two lots. A one-story single-family residence is currently sited on the property. New property lines will be established for the new lot with applicable setbacks and buffers and the existing residence will also meet these requirements.

424 Brookside Drive

424 BROOKSIDE DRIVE, CHAPEL HILL, NC 27516

MINOR SUBDIVISION PLAN - 1ST SUBMITTAL: JULY 19, 2019
MINOR SUBDIVISION PLAN - 2ND SUBMITTAL: AUGUST 21, 2019
MINOR SUBDIVISION PLAN - 3RD SUBMITTAL: SEPTEMBER 23, 2019

APPLICANT / OWNER

OWNER:
ANDY GRAVEN
11324 EMERALD CREEK DRIVE
DURHAM, NC 27701
PHONE: 408-893-8494

CONSULTANTS:

LANDSCAPE ARCHITECT:
COULTER JEWELL THAMES PA
111 WEST MAIN STREET
DURHAM, NC 27701
PHONE: 919-682-0368
CONTACT: ANDREW PORTER

CIVIL ENGINEER:
COULTER JEWELL THAMES PA
111 WEST MAIN STREET
DURHAM, NC 27701
PHONE: 919-682-0368
CONTACT: PRESTON ROYSTER

P.I.N. 9788145178

PROJECT DATA

PARCEL A:
SITE ADDRESS: 424 BROOKSIDE DRIVE
CHAPEL HILL, NC 27516

OWNER: GRAVEN LLC
OWNER ADDRESS: 11324 EMERALD CREEK DRIVE
RALEIGH, NC 27617

PIN: 9788145178
ACREAGE: 19,550.91 SF / 0.45 AC
DEED: BK 6484, PG 551
PLAT: PB 5, PG 27

EXISTING LAND USE: SINGLE FAMILY RESIDENTIAL
PROPOSED LAND USE: SINGLE FAMILY RESIDENTIAL
EXISTING ZONING: R-2 RESIDENTIAL 2, 4 UNITS / ACRE
COMP. PLAN LAND USE: LOW RESIDENTIAL, 1-4 UNITS PER/AC
OVERLAYS: N/A
ADOPTED PLANS: N/A
TOTAL PROJECT AREA: NET LAND AREA - 19,550.91 SF / 0.45 AC
GROSS LAND AREA - 21,506.00 SF / 0.49 AC
RIVER BASIN: CAPE FEAR RIVER BASIN
WATERSHED OVERLAY: JORDAN LAKE WATERSHED PROTECTION DISTRICT

DESIGN STANDARDS
MIN LOT SIZE: 10,000 SF
MAXIMUM DENSITY: 4 UNITS PER ACRE
MIN. LOT FRONTAGE: 52'
MIN. LOT WIDTH: 65'

MAX. BUILDING HEIGHT: SETBACK- 29' MAX.
CORE- 50' MAX.

BUILDING SETBACKS: STREET 26' MIN.
INTERIOR-11' MIN.
SOLAR-13' MIN.

VEHICULAR PARKING
REQUIRED: N/A PER LUMO 5.9.7.

BICYCLE PARKING
REQUIRED: N/A PER LUMO 5.9.7.

LANDSCAPE BUFFERS
NORTH - 10' TYPE "B" (INTERIOR) LANDSCAPE BUFFER
EAST - N/A
SOUTH - N/A
WEST - N/A

TREE CANOPY COVERAGE
N/A PER LUMO 5.7.2.A

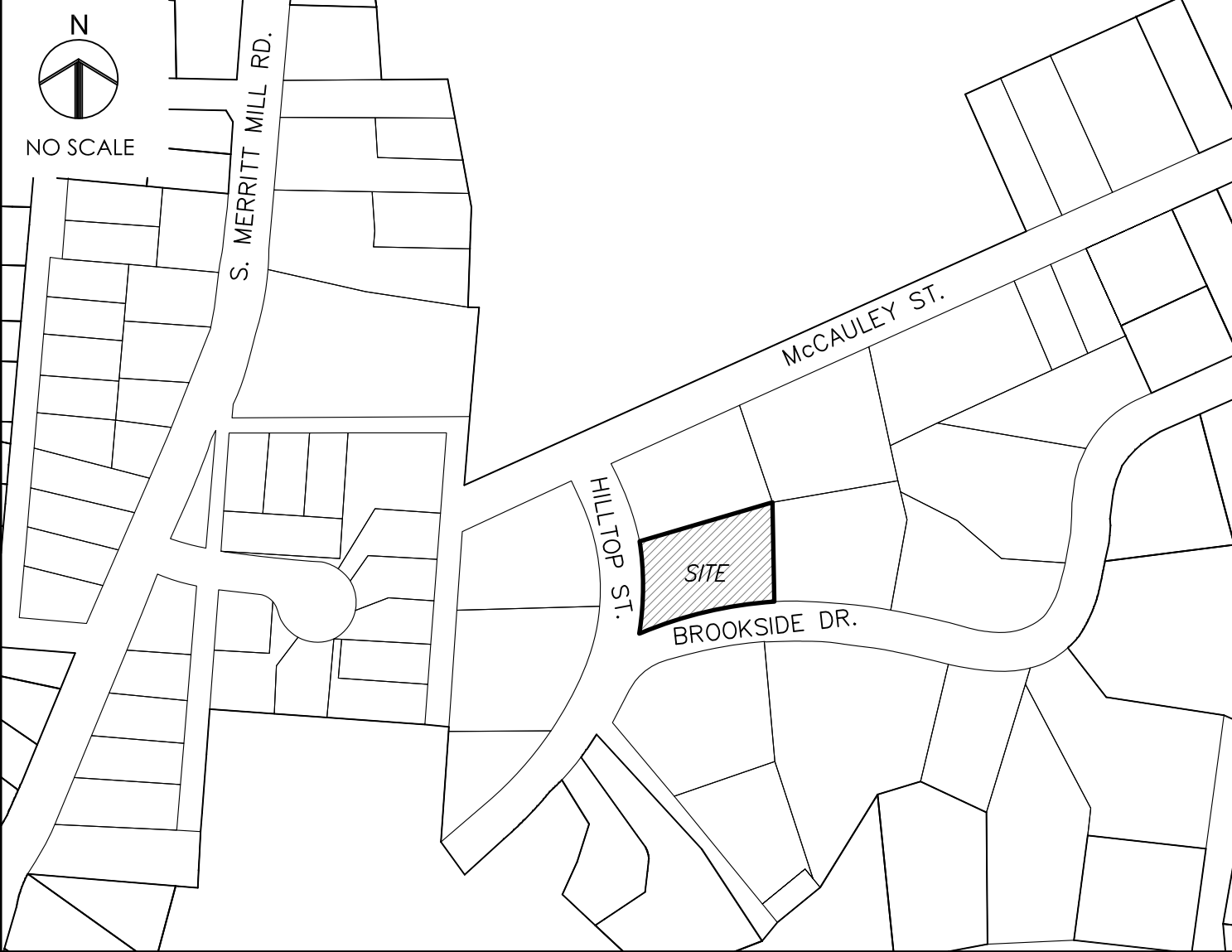
IMPERVIOUS SURFACE
EXISTING: 3,499 SF / 0.08 AC (18% OF EXISTING PARCEL)
PROPOSED: NO MORE THAN 50% OF GROSS LAND AREA FOR EACH RESIDENTIAL PARCEL

NEW LOT A
GROSS AREA = 10,031.48 SF
10,031.48 SF X .50 = 5,015.74 SF MAX. IMP. AREA (50% PARCEL AREA)
CURRENT EXISTING IMPERVIOUS AREA = 0.00 SF (0% PARCEL AREA)

NEW LOT B
GROSS AREA = 11,474.43 SF
11,474.43 SF X .50 = 5,737.22 SF MAX. IMP. AREA (50% PARCEL AREA)
CURRENT EXISTING IMPERVIOUS AREA = 3,499 SF (30.5% PARCEL AREA)

RECREATION AREA AND RECREATION SPACE
MIN. RECREATION AREA: N/A PER LUMO 5.5.1.D. - NOT REQUIRED FOR A MINOR SUBDIVISION
MIN. RECREATION SPACE: N/A PER LUMO 5.5.2.G. - NOT REQUIRED FOR SINGLE FAMILY

VICINITY MAP



LIST OF SHEETS

C000	COVER SHEET
C 001	AREA MAP
C100	EXISTING CONDITIONS/DEMOLITION PLAN
C200	PRELIMINARY SUBDIVISION PLAN

APPROVAL STAMPS

PROJECT NOTES

- BOUNDARY AND TOPOGRAPHIC SURVEY PROVIDED BY COULTER JEWELL THAMES, PA, JUNE 2019.

RESOURCE ORDINANCE COMPLIANCE

FLOODPLAIN PROTECTION: NO FLOOD PLAIN AS PER FEMA MAP NUMBER 3710978800K
(EFFECTIVE NOVEMBER 17, 2017)
STEEP SLOPE PROTECTION: THERE ARE NO STEEP SLOPES ON THIS SITE.
WETLANDS PROTECTION: THERE ARE NO WETLANDS ON THIS SITE.
STREAM BUFFERS: THERE ARE NO STREAM BUFFERS ON THIS SITE.



Coulter
Jewell
Thames P.A.

111 West Main Street
Durham, N.C. 27701
p 919.682.0368
f 919.688.5646
www.cjtpa.com

NC BOARD OF EXAMINERS FOR
ENGINEERS AND SURVEYORS
LIC # C-1209
NC BOARD OF LANDSCAPE
ARCHITECTS LIC # C-104



Project

424
BROOKSIDE
DRIVE

424 BROOKSIDE DR.
CHAPEL HILL NC, 27516
ORANGE COUNTY NC

P.I.N. 9788145178

Job Number 1902

Drawn	AJP, EDM
Checked	AJP
Date	07/19/2019
Revisions	1. 08/21/2019
	2. 09/23/2019

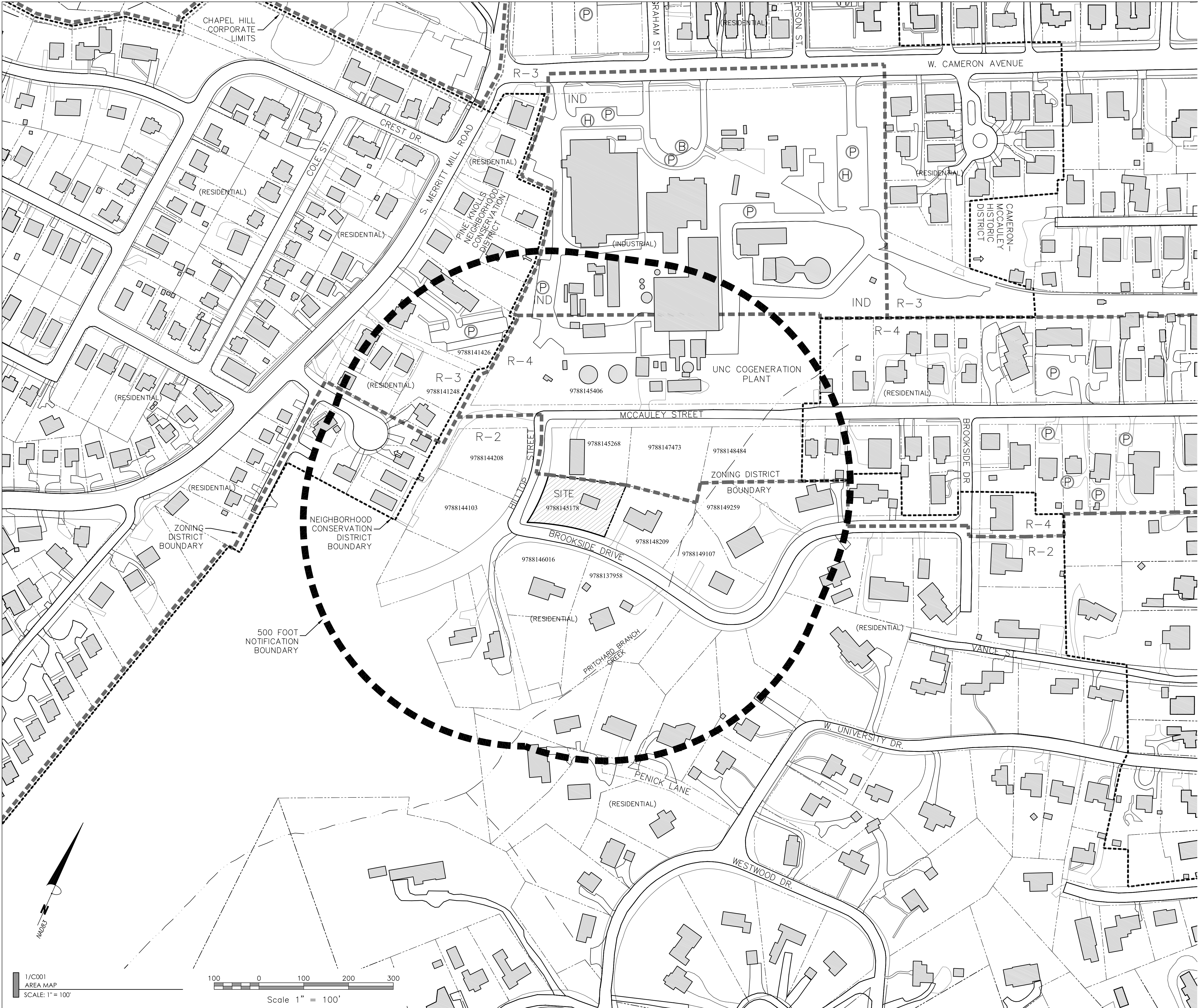
MINOR SUBDIVISION
PRELIMINARY PLAT
NOT ISSUED
FOR CONSTRUCTION
OR RECORDING

Sheet Title

COVER
SHEET

Sheet Number

C000



- LEGEND
- NOTIFICATION BOUNDARY
 - ZONING DISTRICT BOUNDARY
 - HISTORIC DISTRICT BOUNDARY
 - CHAPEL HILL CORPORATE LIMITS
 - PROPERTY LINE
 - STREAM
 - ADA PARKING
 - VEHICULAR PARKING
 - BICYCLE PARKING

ENGINEERING - LAND SURVEYING - LANDSCAPE ARCHITECTURE

Coulter Jewell Thames, P.A.

111 West Main Street
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LIC # C-1209
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Project

424 BROOKSIDE DRIVE

424 BROOKSIDE DR.
CHAPEL HILL NC, 27516
ORANGE COUNTY NC

Job Number 1902

Drawn AJP, EDM
Checked AJP
Date 07/19/2019
Revisions 1. 08/21/2019
2. 08/23/2019

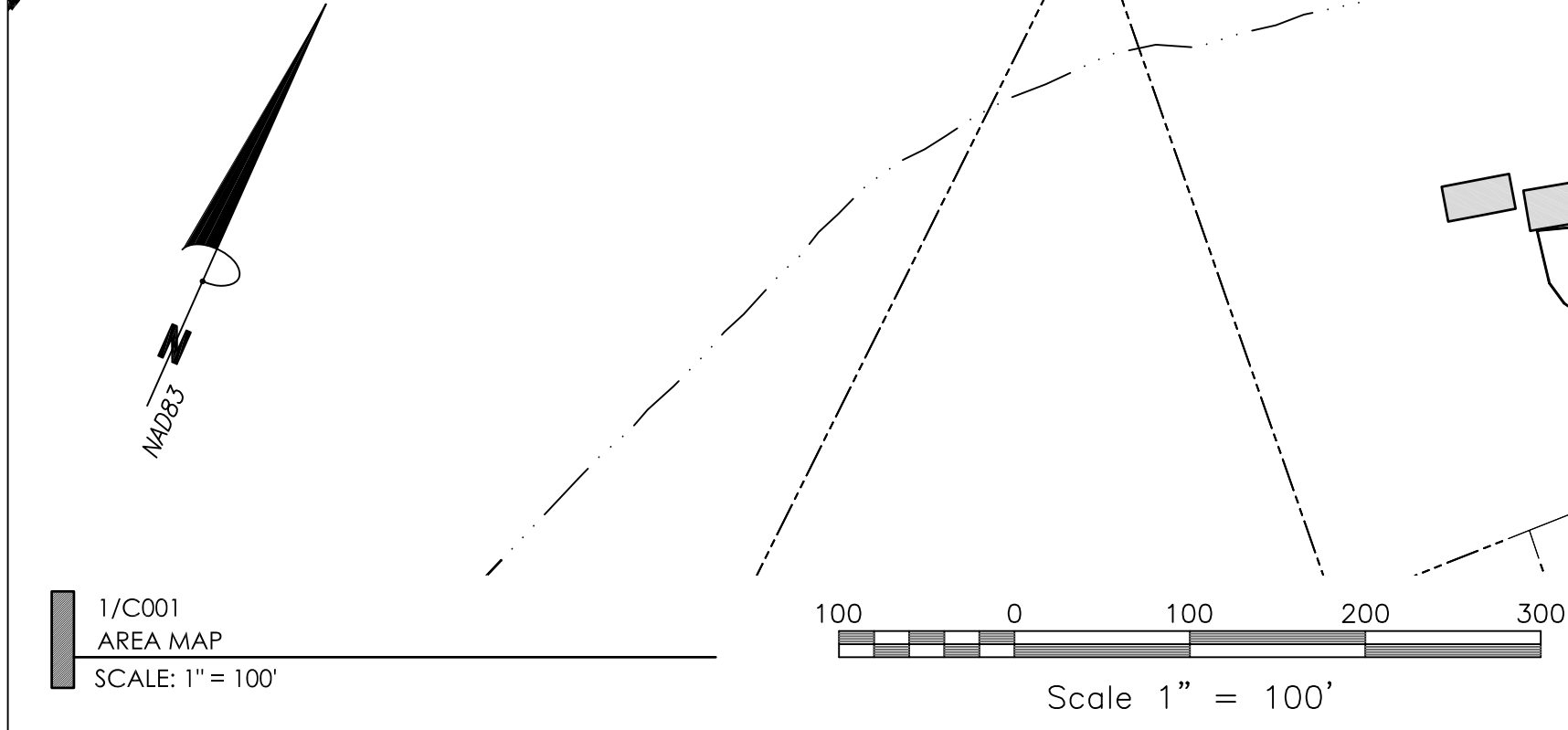
MINOR SUBDIVISION
PRELIMINARY PLAT
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Sheet Title

AREA MAP

Sheet Number

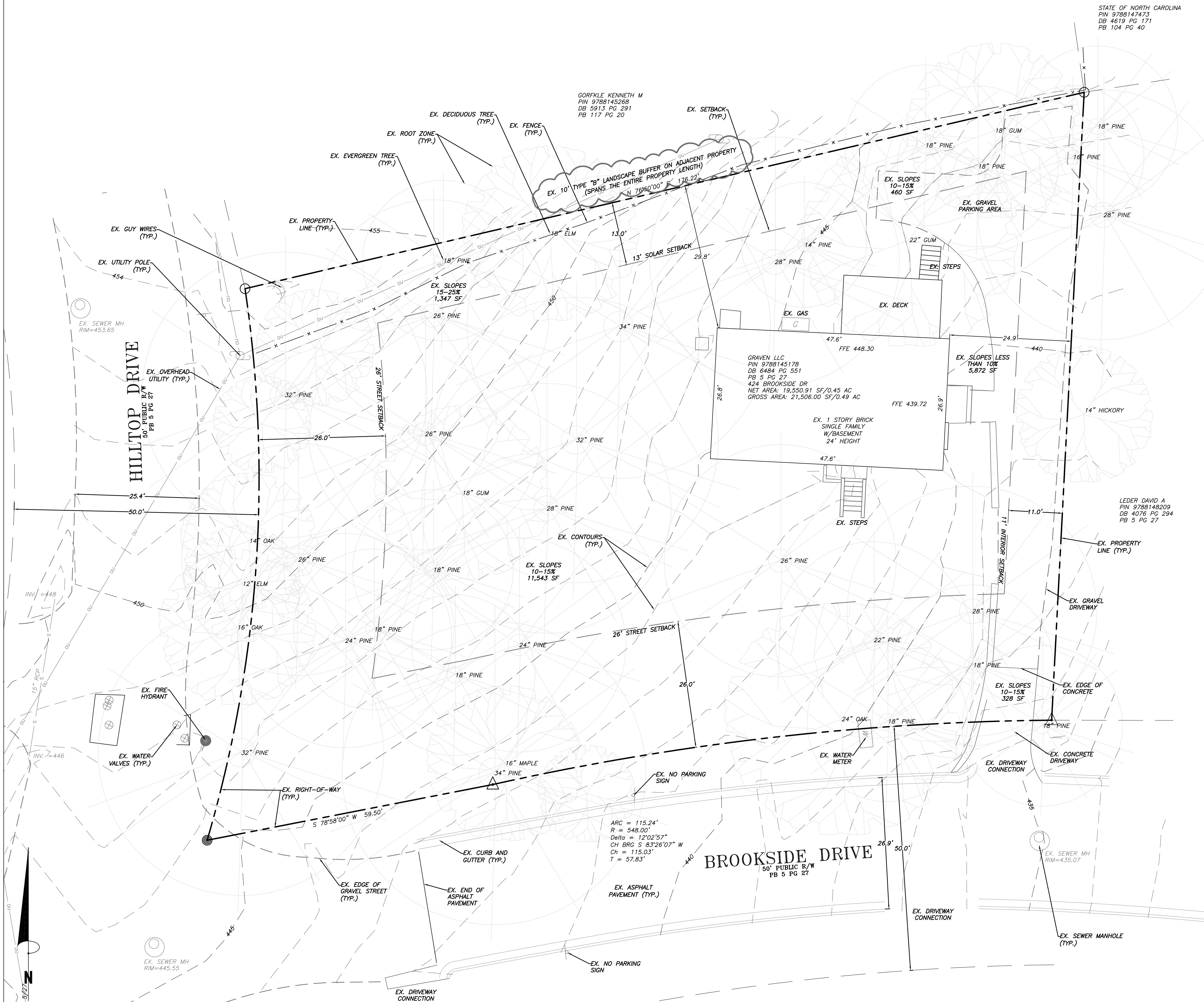
C001



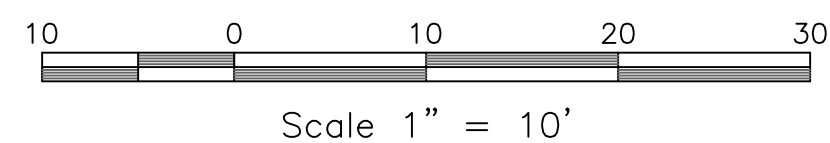


C100

TRANSIT FACILITIES:
THE NEAREST BUS STOP IS LOCATED A SHORT DISTANCE AWAY ON SOUTH MERRITT MILL ROAD.



1/C100
EXISTING CONDITIONS / DEMOLITION PLAN
SCALE: 1" = 10'





NC BOARD OF EXAMINERS FOR
ENGINEERS AND SURVEYORS
LIC # C-1209
NC BOARD OF LANDSCAPE
ARCHITECTS LIC # C-104



Drawn	AJP, EDM
Checked	AJP
Date	07/19/2019
Revisions	1. 08/21/2019
	2. 09/23/2019

C200





Andy Graven

7/16/2019

Graven LLC

11324 Emerald Creek Drive

Raleigh, NC 27617

Located at: 424 Brookside Drive, Chapel Hill, NC 27516, PIN: 9788145178

This letter is to inform all parties associated with the above referenced project, that it is the intent of Dominion energy to provide natural gas service to your facility. A feasibility study must be submitted to our engineering division to determine if any cost will be associated in providing the natural gas service.

I will be your point of contact for the duration of this project. Please feel free to contact me with any concerns.

Dominion Energy thanks you for the opportunity to provide your natural gas service.

Sincerely,

Jeremy Grove

Residential Sales

66 North Chatham Parkway, Chapel Hill, North Carolina 27517

O: (919) 918-3015 Etx. 23015 M: (919) 819-9960



ORANGE WATER AND SEWER AUTHORITY

*A public, non-profit agency providing water, sewer and reclaimed water services
to the Carrboro-Chapel Hill community.*

July 1, 2019

Mr. Andy Porter
Coulter Jewel Thames, PA
111 West Main Street
Durham, NC 27701

Re: 424 Brookside Drive Subdivision (Orange County Parcel Identification Number 9788-14-5178)

Dear Mr. Porter,

This letter shall serve to advise you of the availability of public water and sewer service to the referenced site.

The site lies within OWASA's current service boundary. This parcel is a current OWASA water and sewer customer. An OWASA public water main presently exists within Brookside Drive and Hilltop Street and is available for connection to the above referenced property. An OWASA public sanitary sewer main currently exists in Brookside Drive and Hilltop Street and is available for connection. Any water and sewer main extensions must be made by the developer.

Please note: **This letter serves to advise of the availability of water and sewer to the site but in no way indicates approval of construction for any project.** Construction drawings will need to be submitted to this office for review, comment, approval, and permitting.

If you have any questions or concerns please feel free to contact this office.

Sincerely

Carlton L. Hawkins, PLS
Engineering Technician

c: Jessica Godreau, P.E. – OWASA
Nick Parker- OWASA
Joe Leo-OWASA



Duke Energy
9700 David Taylor Dr.
Charlotte, NC 28262
www.duke-energy.com

July 15, 2019

ANDREW PORTER
424 BROOKSIDE DR
CHAPEL HILL, NC 27516

Re: Parcel SUBDIVISION OF LOT for located at 424 BROOKSIDE DR, CHAPEL HILL,
NC 27516

Dear MR. PORTER:

This letter confirms that Duke Energy Carolinas will provide electric service to the above referenced property in accordance with our applicable rate schedules and service regulations. Please call us at 1-800-653-5307 when your construction plans are complete so we can expedite installation of facilities to meet electrical requirements.

We look forward to serving you!

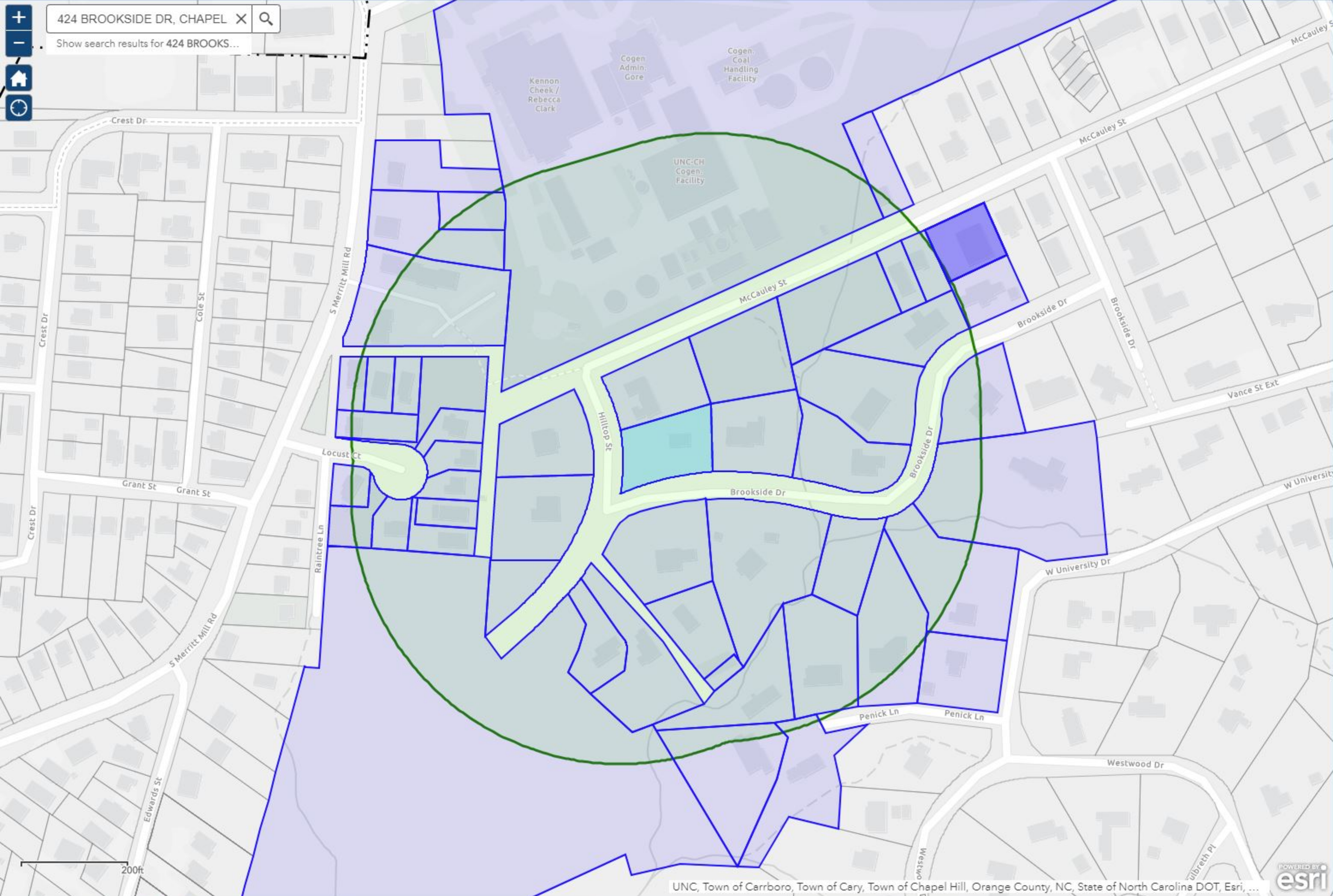
Sincerely,

Robin L McCauley
Business and Industry Analyst

424 BROOKSIDE DR, CHAPEL X

Q

Show search results for 424 BROOKS...



Permit Notification

Select or search for a feature in the map

Enter PIN or use Select to choose parcel(s)

Select

Clear

☒ Apply a search distance

500 Feet

Addressee Layer

Parcel Owners

Format

Comma-separated values

55 addressees found; do you want to continue?

Download

Andrew Porter

From: Allison Weakley
Sent: Monday, July 1, 2019 2:45 PM
To: andy graven; Andrew Porter
Subject: RE: 424 Brookside Drive - Stream Determination Request

I just reviewed our GIS data, and there are no stream features within 150 feet of the parcel boundary, so a stream determination is not needed.

~Allison

From: Allison Weakley
Sent: Monday, July 01, 2019 2:26 PM
To: 'andy graven' <andygraven@yahoo.com>; Andrew Porter <andrew.porter@cjtpa.com>
Subject: RE: 424 Brookside Drive - Stream Determination Request

We actually do need the form completed and signed – see a copy attached.

If the property owner is the requestor, they can fill out, sign and submit just page 1. Otherwise both pages need to be filled out, with the property owner completing and signing page 2.

Thanks!

~Allison

From: andy graven [<mailto:andygraven@yahoo.com>]
Sent: Monday, July 01, 2019 2:11 PM
To: Allison Weakley <aweakley@townofchapelhill.org>; Andrew Porter <andrew.porter@cjtpa.com>
Subject: Re: 424 Brookside Drive - Stream Determination Request

External email: Don't click links or attachments from unknown senders. To check or report forward to reportspam@townofchapelhill.org

Hi Allison, I request that a stream determination be performed for the 424 Brookside Drive property (PID# 9788145178)
Thank You
Andy

On Monday, July 1, 2019, 11:59:59 AM EDT, Andrew Porter <andrew.porter@cjtpa.com> wrote:

Thanks Allison.

To avoid additional paper work I am requesting that Andy Graven, property owner copied to, reply to this e-mail to formally make request for a stream determination for the 424 Brookside Drive property (PID# 9788145178).

Andy, when you get a chance can you please respond to Allison and request a stream determination be performed for the 424 Brookside Drive property (PID# 9788145178)?

Thank you,

Andy

Andy Porter, RLA

Project Manager

Coulter Jewell Thames, PA

111 West Main Street

Durham, NC 27701

phone: 919-682-0368

fax: 919-688-5646

From: Allison Weakley <aweakley@townofchapelhill.org>
Sent: Monday, July 1, 2019 11:43 AM
To: Andrew Porter <andrew.porter@cjtpe.com>
Cc: Andy Graven <andygraven@yahoo.com>
Subject: RE: 424 Brookside Drive - Stream Determination Request

Hi, Andy ~

I've received your request. Please also complete and sign page 2 of the form that provides authorization for you to act as agent on behalf of the property owner for the request.

Thanks!
~Allison



Allison (Schwarz) Weakley

Stormwater Analyst

Public Works Department

Stormwater Management

[Town of Chapel Hill](http://www.townofchapelhill.org)

208 N. Columbia Street, 2nd Floor

Chapel Hill, NC 27514

919-969-7202 | aweakley@townofchapelhill.org

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties

From: Andrew Porter [<mailto:andrew.porter@cjtpa.com>]
Sent: Monday, July 01, 2019 11:35 AM
To: Allison Weakley <aweakley@townofchapelhill.org>
Cc: Andy Graven <andygraven@yahoo.com>
Subject: 424 Brookside Drive - Stream Determination Request

External email: Don't click links or attachments from unknown senders. To check or report forward to reportspam@townofchapelhill.org

Good morning Allison.

I would like to request a stream determination for the 424 Brookside Drive property (PID# 9788145178). Please find our signed stream determination request form attached. Please let me know if you have any questions or need anything else to perform this determination.

Thanks,

Andy

Andy Porter, RLA

Project Manager

Coulter Jewell Thames, PA

111 West Main Street

Durham, NC 27701

phone: 919-682-0368

fax: 919-688-5646

Andrew Porter

From: Christine Hill
Sent: Thursday, July 18, 2019 3:11 PM
To: Andrew Porter
Cc: Andy Graven
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

There is no need for you to do anything else.

-----Original Message-----

From: Andrew Porter [mailto:andrew.porter@cjtpa.com]
Sent: Thursday, July 18, 2019 3:09 PM
To: Christine Hill
Cc: Andy Graven
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

External email: Don't click links or attachments from unknown senders. To check or report forward to reportspam@townofchapelhill.org

428 Brookside Drive is ok with me. Do we need to do anything else to secure the address at this point? We will include the new 428 Brookside Drive address on our preliminary subdivision plat.

Thank you,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

-----Original Message-----

From: Christine Hill <chill@townofchapelhill.org>
Sent: Thursday, July 18, 2019 2:57 PM
To: Andrew Porter <andrew.porter@cjtpa.com>
Cc: Andy Graven <andygraven@yahoo.com>
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

Whoa.

Sorry. I have several major deadlines upon me.

How about 428 Brookside Drive?

-----Original Message-----

From: Andrew Porter [mailto:andrew.porter@cjtpa.com]
Sent: Thursday, July 18, 2019 2:34 PM
To: Christine Hill
Cc: Andy Graven
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

External email: Don't click links or attachments from unknown senders. To check or report forward to reportspam@townofchapelhill.org

Christine.

424 Brookside Drive is the existing address for the existing home on the unsubdivided lot. We need a new address for the new corner lot. Please see attached and let me know if you have any other questions.

Thanks,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

-----Original Message-----

From: Christine Hill <chill@townofchapelhill.org>
Sent: Thursday, July 18, 2019 2:21 PM
To: Andrew Porter <andrew.porter@cjtpa.com>
Cc: Andy Graven <andygraven@yahoo.com>
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

Oh, funny. I thought you already had the address picked out in the subject line. :)
424 Brookside Drive

-----Original Message-----

From: Andrew Porter [mailto:andrew.porter@cjtpa.com]
Sent: Thursday, July 18, 2019 1:36 PM
To: Christine Hill
Cc: Andy Graven
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

External email: Don't click links or attachments from unknown senders. To check or report forward to reportspam@townofchapelhill.org

Thanks Christine. Can you please let us know what the new address will be by responding to this e-mail so I can include with our submittal package?

Thanks,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

-----Original Message-----

From: Christine Hill <chill@townofchapelhill.org>
Sent: Thursday, July 18, 2019 10:48 AM
To: Andrew Porter <andrew.porter@cjtpa.com>
Cc: Andy Graven <andygraven@yahoo.com>
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

Good morning,
The address is in the system.
Have a good day!
Christine

-----Original Message-----

From: Andrew Porter [mailto:andrew.porter@cjtpa.com]
Sent: Thursday, July 18, 2019 7:51 AM
To: Christine Hill
Cc: Andy Graven
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

External email: Don't click links or attachments from unknown senders. To check or report forward to
reportspam@townofchapelhill.org

Good morning Christine.

The owner, Andy Graven has determined the driveway and front door will be on Brookside Drive. Please proceed with
addressing for Brookside Drive.

Please let me know if you need anything else from me to finish this up.

Thanks,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

-----Original Message-----

From: Christine Hill <chill@townofchapelhill.org>
Sent: Friday, July 12, 2019 3:59 PM
To: Andrew Porter <andrew.porter@cjtpa.com>; Andy Graven <andygraven@yahoo.com>
Subject: Re: 424 Brookside Drive - Minor Subdivision Application

In this case, two possible addresses may be assigned, and whichever street the front door faces will determine the street address.

From: Andrew Porter <andrew.porter@cjtpa.com>
Sent: Friday, July 12, 2019 1:45 PM
To: Christine Hill; Andy Graven
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

External email: Don't click links or attachments from unknown senders. To check or report forward to reportspam@townofchapelhill.org Hi Christine.

The owner/developer (copied to) has not selected a new home plan just yet.
Options are still being reviewed.

Andy, do you have a preference between a Brookside Drive or Hilltop Street address? In my opinion a Brookside Drive address would be more desirable.

Thanks,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

From: Christine Hill
<chill@townofchapelhill.org<<mailto:chill@townofchapelhill.org>>>
Sent: Friday, July 12, 2019 1:13 PM

To: Andrew Porter
<andrew.porter@cjtpa.com<mailto:andrew.porter@cjtpa.com>>
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

Andy –
Any idea about preference for the face of the house?
Thanks!
Christine

From: Christine Hill
Sent: Friday, July 12, 2019 9:22 AM
To: 'Andrew Porter'
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

From: Christine Hill
Sent: Thursday, July 11, 2019 6:12 PM
To: 'Andrew Porter'
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

Andy --
Will you be developing the second parcel?
If so, any idea which way the house would face?
Thanks.

Christine
[Description: Description: Description: Description: TownSeal]

Christine Hill
GIS Analyst
Town of Chapel Hill
9 1 9 . 9 6 9 . 5 0 8 9
chill@townofchapelhill.org<mailto:chill@townofchapelhill.org>

From: Christine Hill
Sent: Thursday, July 11, 2019 6:07 PM
To: 'Andrew Porter'
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

You are splitting the parcel into two, correct?

From: Andrew Porter
[mailto:andrew.porter@cjtpa.com]<mailto:[mailto:andrew.porter@cjtpa.com]>
Sent: Thursday, July 11, 2019 6:01 PM
To: Christine Hill
Cc: Preston Royster
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

Thanks for getting back Christine!

Please find a PDF of our updated preliminary subdivision plan attached for your reference. Please let me know if you need anything else to create a new address.

Thanks,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

From: Deborah Squires
<dsquires@townofchapelhill.org<mailto:dsquires@townofchapelhill.org>>
Sent: Thursday, July 11, 2019 2:11 PM
To: Andrew Porter
<andrew.porter@cjtpa.com<mailto:andrew.porter@cjtpa.com>>
Cc: Preston Royster <proyster@cjtpa.com<mailto:proyster@cjtpa.com>>;
Christine Hill
<chill@townofchapelhill.org<mailto:chill@townofchapelhill.org>>
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

Hi, Andy.

Deborah retired last July. I will be glad to review your email and create an address.
Please feel free to call, if you have any questions.

Cheers,

Christine Hill
Technology Solutions
Town of Chapel Hill
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514
919-969-5089

From: Andrew Porter [mailto:andrew.porter@cjtpa.com]
Sent: Thursday, July 11, 2019 12:24 PM
To: Deborah Squires
<dsquires@townofchapelhill.org<mailto:dsquires@townofchapelhill.org>>
Cc: Preston Royster <proyster@cjtpa.com<mailto:proyster@cjtpa.com>>
Subject: RE: 424 Brookside Drive - Minor Subdivision Application

External email: Don't click links or attachments from unknown senders. To check or report forward to
reportspam@townofchapelhill.org<mailto:reportspam@townofchapelhill.org>
Hi Debora,

Have you had a chance to look at my below e-mail? Can you please let me know your thoughts on this request?

Thanks,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

From: Andrew Porter
<andrew.porter@cjtpa.com<mailto:andrew.porter@cjtpa.com>>
Sent: Thursday, June 27, 2019 3:25 PM
To: 'Deborah Squires'
<dsquires@townofchapelhill.org<mailto:dsquires@townofchapelhill.org>>
Cc: Preston Royster (proyster@cjtpa.com<mailto:proyster@cjtpa.com>)
<proyster@cjtpa.com<mailto:proyster@cjtpa.com>>
Subject: 424 Brookside Drive - Minor Subdivision Application

Hi Deborah.

Its been a couple years but I believe you helped me to coordinate the new addressing for the 425 McCauley Street Apartment project. We are working on a new project next door and I am reaching out to see if you can help me with addressing on this one?

We are preparing to submit a minor subdivision application for the 424 Brookside Drive parcel which will subdivide the existing parcel into two new parcels. There is an existing home on the 424 Brookside Drive parcel and the intent of the project is to construct a new single family home on the new parcel located at the Brookside and Hilltop intersection. Please find a PDF of our preliminary subdivision plan attached.

The minor subdivision application checklist requires that we provide street addressing information with our submittal. Can you please help me with street addressing for this new parcel or direct me to someone who can?

Thank you,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA
111 West Main Street
Durham, NC 27701
phone: 919-682-0368

fax: 919-688-5646

Andrew Porter

From: Andrew Porter
Sent: Tuesday, July 2, 2019 4:27 PM
To: 'Michael Sudol'; 'Judy Johnson'
Cc: 'Jake Lowman'; 'Carolyn Graven'; 'andy graven'; Dan Jewell
Subject: RE: 424 Brookside - Minor Subdivision Application

Thanks for getting back Michael.

10:00am will work for me next Friday July 12th. I will send a calendar reminder out following this e-mail.

Thanks again,
Andy

Andy Porter, RLA
Project Manager

Coulter Jewell Thames, PA

111 West Main Street
Durham, NC 27701
phone: 919-682-0368
fax: 919-688-5646

From: Michael Sudol <msudol@townofchapelhill.org>
Sent: Tuesday, July 2, 2019 4:00 PM
To: Andrew Porter <andrew.porter@cjtpa.com>; Judy Johnson <jjohnson@townofchapelhill.org>
Cc: Jake Lowman <jlowman@townofchapelhill.org>; Carolyn Graven <carolyngraven@yahoo.com>; andy graven <andygraven@yahoo.com>; Dan Jewell <djewell@cjtpa.com>
Subject: RE: 424 Brookside - Minor Subdivision Application

Hi Andy,

Next week is pretty full already, but we do have availability at the following times:

- Monday at 9:00am or 9:30am
- Friday at 10:00am or 11:00am

If any of these times work for you, please feel free to send out a calendar invite.

Thanks,



Michael Sudol, Planner II
Planning and Development Services
405 Martin Luther King Jr Blvd. | Chapel Hill NC 27514

Town of Chapel Hill | www.townofchapelhill.org
t: 919-969-5068 | msudol@townofchapelhill.org

FEARINGTON NANCY B	101 RAIN TREE LN	CHAPEL HILL
BRIGGS EDWARD OWENS SR	9018 ABILENE PLACE	CLINTON
MORSE IAN	601 S MERRITT MILL RD	CHAPEL HILL
ORANGE WATER & SEWER AUTHORITY	PO BOX 366	CARRBORO
PFOTENHAUER SCOTT A	1101 E WARNER RD #108	TEMPE
TD BROOKSIDE LLC	109 PARTIN ST	CHAPEL HILL
LEIGHTEN PATRICIA	5 PENICK LN	CHAPEL HILL
CHAPEL HILL TOWN OF	405 MARTIN LUTHER KING JR BLVD	CHAPEL HILL
HSIEH SOFIA S	PO BOX 17281	Chapel Hill
VERYKOUKIS NICHOLAS	421 BROOKSIDE DR	CHAPEL HILL
KISTLER CHRISTINE E	3 PENICK LANE	Chapel Hill
KURZMAN CHARLES T	7 PENICK LN	CHAPEL HILL
WALSER JONI LEONARD	10 MCKINLEY ST	NORWALK
KIRSCH SCOTT	1 PENICK LN	CHAPEL HILL
HARPO CREEK PROPERTIES LLC	2204 GEORGE CR	CHAPEL HILL
FIG GARDEN LLC	110 JASMINE CT	CARRBORO
ZINN ADAM	301 MONTCLAIR WAY	Chapel Hill
510 MCCAULEY LLC	115 GRAYLYN DR	CHAPEL HILL
JONES RANDY T	104 LOCUST CT	CHAPEL HILL
CHARNOCK BRIAN L ETAL	106 LOCUST CT	CHAPEL HILL
DAVIDSON WILLIAM M III	7590 DUBACH RD	SUMMERFIELD
ANTHEMUSA LLC	2934 1/2 N BEVERLY GLEN CIR	LOS ANGELES
MANDIBELLA LLC	PO BOX 16787	CHAPEL HILL
ALSTON CHARLES A	117 ESTES DR	CARRBORO
MOHR MARIAN A TRUSTEE	113 DILLARD ST	CARRBORO
515 MCCAULEY ST LLC	515 MCCAULEY ST	Chapel Hill
BULBROOK JAMES	112 NEW CASTLE DR	CHAPEL HILL
GRAVEN LLC	11324 EMERALD CREEK DR	RALEIGH
GORFKLE KENNETH M	3 LANIER DR	CHAPEL HILL
SEN BUER	425 BROOKSIDE DR	CHAPEL HILL
STATE OF NORTH CAROLINA	1321 MAIL SERVICE CENTER	RALEIGH
LEDER DAVID A	420 BROOKSIDE DR	CHAPEL HILL
NORTH CAROLINA STATE OF	9001 MAIL SERVICE CENTER	RALEIGH
MARTINEZ VICTORIA L	416 BROOKSIDE DR	CHAPEL HILL
YESULAITIS FAMILY TRUST	412 BROOKSIDE DR	CHAPEL HILL
WEST GWENDOLYN R	1408 NALLEY CIR	DECATUR
CREISSEN ALAIN	326 W UNIVERSITY DR	Chapel Hill
HILL VIRGINIA	410 BROOKSIDE DR	CHAPEL HILL
GREGORY VENTURES LLC	2231 WHITMAN RD	RALEIGH
ALLRED RICHARD H	PO BOX 2555	HICKORY
FOX MICHAEL E	PO BOX 109	Chapel Hill
COOK BRIAN	407 BROOKSIDE DR	CHAPEL HILL
MORELL BONNIE	404 BROOKSIDE DR	CHAPEL HILL
ROBERT DAVID L	PO BOX 184	CHAPEL HILL
BURNETT MARK HULET	102 OLD FORREST CREEK DR	CHAPEL HILL
HAMER EUGENE F JR	407 C MCCAULEY ST	CHAPEL HILL
JENNE GEORGE C	407-D MCCAULEY ST	CHAPEL HILL

SHOUSE SAMUEL HEADLEY

Coulter Jewell Thames, PA Attn: Andrew Porter

322 W UNIVERSITY DR

111 West Main Street

CHAPEL HILL

Durhan

[illegible]

NC	27516
NC	27701