

TOWN OF CARRBORO



LAND USE PERMIT APPLICATION

"Dear Potential Business Operator:

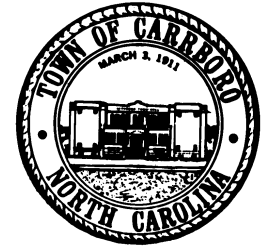
Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business. Please refer to the 'Checklist for Opening a Business in Carrboro.'

PLEASE NOTE:

- 1. This Application Form consists of three (3) pages; this cover sheet is designated "Page #1".**
- 2. The filing of this Application Form serves as authorization by, and notice to, the owner and/or the applicant for the Town Staff to enter upon the property to make periodic inspections to ensure compliance with the approved permit, plans, and the Town Code, as well as to gather information necessary to process the application.**
- 3. PLEASE BE AWARE: APPLICANTS/LANDOWNERS WILL BE BILLED ADDITIONAL ENGINEERING FEES TO COVER 80% OF ENGINEERING COSTS ASSOCIATED WITH THE REVIEW OF THIS LAND USE PERMIT AND/OR CONSTRUCTION PLAN APPLICATION PLUS ANY NECESSARY SITE INSPECTIONS FOLLOWING APPROVAL. Letter-invoices will be mailed monthly regarding these fees. Fees remaining unpaid 30 days from the date of billing will incur a monthly 1% late fee.**
- 4. PLEASE BE AWARE: NON-PAYMENT OF FEES MAY RESULT IN THE PLANNING STAFF DELAYING ACTION ON ANY REQUEST FOR A CERTIFICATE OF OCCUPANCY OR PLAN/PLAT APPROVAL.**

TOWN OF CARRBORO

LAND USE PERMIT APPLICATION



DATE: _____ **FEE:** _____

APPLICANT:		OWNER:	
ADDRESS		ADDRESS:	
CITY/STATE/ZIP		CITY/STATE/ZIP	
TELEPHONE/EMAIL: PHONE: _____ EMAIL: _____		TELEPHONE/EMAIL: PHONE: _____ EMAIL: _____	
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:		PIN:	
PROPERTY ADDRESS:		PROPOSED LAND USE & USE CLASSIFICATION:	
PRESENT LAND USE & USE CLASSIFICATION:		LOT AREA: _____ Acres _____ Square Feet	
ZONING DISTRICT(S) AND AREA WITHIN EACH (including Overlay Districts):			
# OF BUILDINGS TO REMAIN		# OF BUILDINGS PROPOSED	
EXISTING GROSS FLOOR AREA OF BUILDING(S) square feet	GROSS FLOOR AREA (of proposed BUILDING / proposed ADDITION) square feet	AMOUNT OF IMPERVIOUS SURFACE / proposed square feet	

NAME OF PROJECT/DEVELOPMENT: _____

TYPE OF REQUEST	**INFORMATION REQUESTED (Refer to Attached Key)
SUBDIV. FINAL PLAT / EXEMPT PLAT	1, 18, 19, 21, 23, 31, 33, 34, 38
CONDITIONAL USE PERMIT (CUP)	1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 35, 36, 37, 38
CUP MODIFICATION	SAME AS CONDITIONAL USE PERMIT (CUP)
SPECIAL USE PERMIT (SUP)	1, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 35, 36, 37, 38
SUP MODIFICATION	SAME AS SPECIAL USE PERMIT (SUP)
ZONING PERMIT (Project)	1, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34, 35, 36, 37, 38
ZONING PERMIT (Building) Residential Infill & Additions	9, 10, 22, 24, 34, 37 (also see "Building Permit Review – Residences Only" checklist)
SIGN PERMIT	1, 10, 13, 14, 17, 20, 38
VARIANCE	4, 5, 10, 20, 29, 34, 38, Attachment A
APPEAL	4, 5, 38, Attachment B
SPECIAL EXCEPTION	1, 4, 5, 8, 10, 20, 35, Attachment C

APPLICANT: _____ **DATE:** _____

OWNER: _____ **DATE:** _____

INFORMATION REQUIRED

---ATTACHED KEY---

1. Recorded Plat or Deed
2. Notification Map & List, 1000 Feet From Property Boundaries (all directions)*
3. Notification Map & List, 500 Feet From Property Boundaries (all directions)*
4. Notification Map & List, 150 Feet From Property Boundaries (all directions)*
5. Stamped/addressed envelopes for property owners w/i prescribed distance (2 sets, except #4 – 1 set)*
(*-#s 2 through 5: contact Zoning Division staff to discuss when to submit this information)
6. Major Subdivision Site Planning Information (see Section 15-50 of the LUO)
7. Transportation Impact Statement
8. Completed Neighborhood Information Meeting Form or Petition for Special Exception (150')
9. Driveway Permit
10. Detailed Site Plan
11. Grading and Drainage Plan
12. Utility Plan
13. Lighting Plan
14. Sign Plan/Elevations
15. Detailed Landscape Plan (including Tree Protection Plan)
16. Recreation and Open Space Plan (CUP/SUP Major Subdivisions)
17. Typical Building Elevations/Floor Plans
18. Development/Subdivision Fact Sheet
19. Final Plat Fact Sheet
20. Proof of Legal Interest to Seek Permit
21. Homeowners Association Documents
22. Drainage Calculations & Water Quantity/Quality Statement/Improvements
23. Documentation from Professional Regarding Floodway/Floodplain/Wetlands Impacts and/or Permits
24. Tree Removal Justification Letter
25. Satellite Parking Agreement
26. Detailed Phasing Plan
27. Environmental Impact Report
28. Engineer Documentation Regarding 2.150, 4.000 & 9.400 Classification Uses
29. Number of Copies of Plans and Documents (up to 18 full-size copies & up to 4 reduced-size copies – ask staff person to determine)
30. Erosion Control Plan with Letter indicating Preliminary Approval by Erosion Control Officer
31. Performance Security/Bond Information
32. Final Construction Plans
33. Recordable Plat of Property
34. Orange Water & Sewer Authority or OC Environmental Health Approval
35. Appropriate Residential or Commercial Plan Preparation Checklist
36. Sustainability Checklists (2) for Commercial Development (For Commercial and Mixed Use Projects only) – One from Planning Dept and one from Planning Board
37. Stormwater Engineering Review Checklist for Residential Projects
38. Miscellaneous Requirements

*****Please note that more or less information may be required depending on the specifics of the proposed project. In all cases, the requirements of the Land Use Ordinance regarding project information must be satisfied***