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:		TELEPHONE/EMAIL:	
PHONE: 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:	
		AcresSquare 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)	GROSS FLOOR AREA (of propor ADDITION)	sed BUILDING / proposed	AMOUNT OF IMPERVIOUS SURFACE / proposed
square feet	ADDITION	square feet	square feet
NAME OF PROJECT/DEVELOPMENT:			
NAME OF PROJECT/DEVELOPM	MENT:		
NAME OF PROJECT/DEVELOPM TYPE OF REQUEST		MATION REQUESTE	D (Refer to Attached Key)
-			D (Refer to Attached Key)
TYPE OF REQUEST SUBDIV. FINAL PLAT /	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33	, 34, 38 , 12, 13, 14, 15, 16, 17, 8	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29,
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11,	, 34, 38 , 12, 13, 14, 15, 16, 17, 8	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29,
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP)	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 38, SAME AS CONDITION	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CV , 12, 13, 14, 15, 16, 17,	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29,
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP) CUP MODIFICATION	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS CONDITION 1, 3, 5, 6, 7, 8, 9, 10, 11,	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CV, 12, 13, 14, 15, 16, 17, 8	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, UP)
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP) CUP MODIFICATION SPECIAL USE PERMIT (SUP)	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS CONDITION 1, 3, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS SPECIAL U. 1, 7, 8, 9, 10, 11, 12, 13, 35, 36, 37, 38	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CI, 12, 13, 14, 15, 16, 17, 8 SE PERMIT (SUP) , 14, 15, 16, 17, 18, 19,	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, UP) 18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34,
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP) CUP MODIFICATION SPECIAL USE PERMIT (SUP) SUP MODIFICATION	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS CONDITION 1, 3, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS SPECIAL U. 1, 7, 8, 9, 10, 11, 12, 13, 35, 36, 37, 38	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CI, 12, 13, 14, 15, 16, 17, 8 SE PERMIT (SUP) , 14, 15, 16, 17, 18, 19,	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, UP) 18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29,
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP) CUP MODIFICATION SPECIAL USE PERMIT (SUP) SUP MODIFICATION ZONING PERMIT (Project) ZONING PERMIT (Building)	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS CONDITION 1, 3, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS SPECIAL U. 1, 7, 8, 9, 10, 11, 12, 13, 35, 36, 37, 38	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CV, 12, 13, 14, 15, 16, 17, 8 SE PERMIT (SUP) , 14, 15, 16, 17, 18, 19, 10 see "Building Permit	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, UP) 18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34,
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP) CUP MODIFICATION SPECIAL USE PERMIT (SUP) SUP MODIFICATION ZONING PERMIT (Project) ZONING PERMIT (Building) Residential Infill & Additions	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33 SAME AS CONDITION 1, 3, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33 SAME AS SPECIAL U. 1, 7, 8, 9, 10, 11, 12, 13, 35, 36, 37, 38 9, 10, 22, 24, 34, 37 (als	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CI, 12, 13, 14, 15, 16, 17, 8 SE PERMIT (SUP) , 14, 15, 16, 17, 18, 19, 10 see "Building Permit"	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, UP) 18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34,
TYPE OF REQUEST SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP) CUP MODIFICATION SPECIAL USE PERMIT (SUP) SUP MODIFICATION ZONING PERMIT (Project) ZONING PERMIT (Building) Residential Infill & Additions SIGN PERMIT	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS CONDITION 1, 3, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS SPECIAL U. 1, 7, 8, 9, 10, 11, 12, 13, 35, 36, 37, 38 9, 10, 22, 24, 34, 37 (als 1, 10, 13, 14, 17, 20, 38	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CI, 12, 13, 14, 15, 16, 17, 8 SE PERMIT (SUP) , 14, 15, 16, 17, 18, 19, 10 see "Building Permit"	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, UP) 18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34,
SUBDIV. FINAL PLAT / EXEMPT PLAT CONDITIONAL USE PERMIT (CUP) CUP MODIFICATION SPECIAL USE PERMIT (SUP) SUP MODIFICATION ZONING PERMIT (Project) ZONING PERMIT (Building) Residential Infill & Additions SIGN PERMIT VARIANCE	**INFORM 1, 18, 19, 21, 23, 31, 33, 1, 2, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS CONDITION 1, 3, 5, 6, 7, 8, 9, 10, 11, 30, 32, 34, 35, 36, 37, 33, SAME AS SPECIAL U. 1, 7, 8, 9, 10, 11, 12, 13, 35, 36, 37, 38 9, 10, 22, 24, 34, 37 (als 1, 10, 13, 14, 17, 20, 38 4, 5, 10, 20, 29, 34, 38,	, 34, 38 , 12, 13, 14, 15, 16, 17, 8 NAL USE PERMIT (CV, 12, 13, 14, 15, 16, 17, 8 SE PERMIT (SUP) , 14, 15, 16, 17, 18, 19, 10 see "Building Permit Attachment A	18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, UP) 18, 20, 21, 22, 23, 24, 25, 26, 27 28, 29, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34,

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