



**Submission Materials Checklist for
Applications Requesting Conditional Use
Permits**

Introduction

The materials required in applications for a Conditional Use Permits (CUP) is given below. While some areas are optional, depending on the nature of the requested use, other items are required of all applications. Material that must be provided in all applications is designated as <Required>. Material that is not essential due to the type or characteristics of the requested use is designated as <Optional>. **The Planning Department, Planning Board, and/or Board Commissioners may, at its discretion, require the presentation of any of the information designated as “optional”.** The Planning Department, Planning Board, and/or Board of Commissioners may request, due to the unique nature of the application, any additional information not directly listed in this check list.

Completion of all required items by the applicant is mandatory for the application to be considered at public hearing, reviewed by the Planning Board and accepted by the Board of Commissioners. The Planning Department will not forward incomplete applications for public hearing. Incomplete applications will be returned to the applicant and refunds given as necessary provided (a) notices have not been mailed to adjacent property owners, (b) the property has not been posted, or (c) the item has not been published in the local newspaper. **The Planning Department has the right to hold the request from Public Hearing for one (1) month to obtain additional information deemed necessary.** Substantial amounts of new information will not be accepted after the public hearing is scheduled. If a decision on an application is deferred, then clearly, new material may be added to the application for consideration at the next scheduled public hearing.

As the applicant is often requesting, a new or revised CUP, the development of a complete application should not be considered an unreasonable expectation. It should be considered an opportunity to develop a strong application that clearly identifies the benefits of the requested use.

The original zoning decisions of the Board of County Commissioners are presumed to be correct; there is no requirement to defend existing zoning or prove why it should not change. It is the responsibility of the applicant to prove why a change should be made and the application requests be granted.

General Application Requirements

A detailed description of the project, a requirement that is common to all applications, is discussed in this section. A general outline or introductory page containing the following information is acceptable.

- 1) **Location** <Required> the location of the site in Chatham County. Include:
 - a. Public highway(s) serving this site
 - b. Private road(s) serving the site

- c. The current zoning of the site
- d. Watershed designation and % impervious surface allowed
- e. Is the site in or border “Major Wildlife Areas” identified in the “Inventory of the Natural Areas and Wildlife Habitats of Chatham County, North Carolina”, under “Plans and Guidelines”? (a copy of this inventory is located on the Planning Department webpage)
- f. The size (in acres) of the site
- g. Current utility or other easements assigned to this site
- h. The current use of the site
- i. Description of current contents of the site (e.g. buildings, utilities, etc.)
- j. Other Conditional Use Permits that have been granted for this site; if applicable.

2) **Description of Use** <Required>. Provide a description of the requested use. This is a general statement. More detail must be provided when addressing the five (5) findings below.

3) **Start and Completion Projections** <Required>. Provide a project plan. Provide the approximate start time for the project development. Provide the approximate completion time for the project; when it will be ready for operation.

4) **Reference to Existing County Plans** <Required>. Is this site or use specifically mentioned in any adopted county plan (such as the highway plan, watershed plan, etc.)? (If the requested use of the site is specifically counter to an existing plan, the application must provide a compelling argument as to why the provisions in the plan should be set aside and the permit granted.) The Land Conservation and Development Plan is available on the Planning Department webpage under “Plans and Guidelines”.

SITE PLAN REQUIREMENTS

1) **Information to be included on Site Plan/s** <Required>. A detailed site plan must accompany every application for CUP. Provide a detailed plan/s for how you envision the site will look. This information should be of adequate detail (a drawing done by a licensed land surveyor and design details from a licensed architect are **strongly recommended but are not required**) to address the following:

- a. Existing conditions (i.e. existing buildings on site, vegetation, access, water features, etc.)
- b. Proposed new buildings, location on site, size, and construction description in adequate detail to determine the general appearance of the building and to establish the architectural design
- c. Show or state the amount of acreage to be disturbed
- d. Landscape plan with materials used (Refer to Section 12 of the Zoning Ordinance and the Chatham County Design Guidelines) for screening and vegetative buffer minimums.
- e. Setbacks from all property lines
- f. Natural preserved areas that will remain in this condition
- g. Site boundaries with adjacent properties (Refer to Section 15 of the Zoning Ordinance)
- h. Parking and/or parking lot design (Refer to Section 14 of the Zoning Ordinance and the Chatham County Design Guidelines)
- i. Sign location, type, size

- j. Areas reserved for future development or improvements
 - k. Lighting plan (See Section 13 of the Zoning Ordinance)
 - l. Percentage of impervious surface (includes storm drainage management plan, all gravel, concrete, asphalt, rooftops, or other impervious materials)
 - m. Topographical description/drawing of current site and after improvements have been made to the site
 - n. Show all creeks/streams, floodable areas, and wetlands with water hazard setback areas
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Additional Information Required

- 1) **Adjoining Property Owners** <Required>. Provide the names and addresses of the property owners adjoining this site. This includes property owners across a public or private road and those who share any part of a property line with the property listed in this application request. This information may be obtained from the county's GIS webpage at www.chathamnc.org under GIS Tax Mapping.
 - 2) Environmental Impact Assessment <May be required>. Per Section 11.3 of the Chatham County Zoning Ordinance, if the total area of land disturbance to grade, install, and construct driveways, access road areas, parking, buildings, stormwater retention area/s, etc. is two (2) contiguous acres or more in extent that disturbs two or more acres, an EIA in accordance with Section 6.2 of the Chatham County Subdivision Regulations must be conducted and submitted to the Environmental Quality Director and a copy provided with this application.
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Specific Conditional Use Permit Application Requirements

The five (5) findings listed below are the supporting documentation required in order to consider the application for approval. **All** of these findings must be met to grant the application.

Finding #1: The use requested is among those listed as an eligible conditional use in the district in which the subject property is located or is to be located.

- A. Validation of Use in Zoning Ordinance <Required>. Simply confirm that the requested use is listed as a permitted use within the existing zoning district.

Finding #2: The requested conditional use permit is either essential or desirable for the public convenience or welfare.

- A. Need and Desirability <Required> The application should describe why there is a need for the proposed use in the area being applied for. Describe how this was determined (for example an analysis of present or projected demands on existing similar uses). This is an opportunity for the applicant to establish the benefit to the county that will result from approval of this permit. Why is the proposed use more desirable than other uses permitted under the existing zoning?

- B. Survey of Similar Uses <**Required**> How many other instances of this use are currently in Chatham or within an adjacent county? Are there similar uses already approved for the requested use on adjacent properties? Provide summary of existing similar uses. If there are already a number of such uses allowed in the County or another similar use in reasonably close proximity to the new requested site, why is this new instance of this use essential? Are these other instances currently in operation and successful?
- C. Public Provided Improvements <**Required**> Identify any public improvements, services, etc., that the county would be required to provide in support of this site if the use is approved. If no additional public improvements are needed, then state this as the case.
- D. Tax considerations <**Optional**> If appropriate, or of advantage to the application, provide an estimate of the tax revenue (direct and indirect) to the County that this use would provide. Describe how this estimate was determined. What is the net result of expenditure of County services and facilities required vs. the tax revenue generated?
- E. Employment <**Optional**> Discuss the number of jobs that would be created by this use. Designate these positions as full time or part time. If possible, describe the salary ranges of the employees.

Finding #3: The requested permit will not impair the integrity or character of the surrounding or adjoining districts, and will not be detrimental to the health, safety, or welfare of the community.

- A. Emergency Services <**Optional**>
 - 1. Fire Protection - Document the impact on respective volunteer fire department's ability to service the site with the requested use. This should come from the Chatham County Fire Marshal as a letter.
 - 2. Police Protection - Document the impact to the Chatham County Sheriff Department's ability to provide protection for the site with the requested use. This should come from the Sheriff in the form of a supporting letter.
 - 3. Rescue 911 - Document the impact to rescue and ambulance ability to provide support to the site; provide approximate arrival time to site after a 911 call is placed.
- B. Traffic <**Required**> Document projected traffic generated by the use. Document current capacity for the road that serves this site (available for all/most roads from NCDOT). What kinds of traffic will this be (car, bus, truck, etc.,) and what will be the peak time of day for the traffic? Do you anticipate changes to the speed limit on the principal service road for this site? Are modifications to the road system needed (e.g. a turning lane)? How will these road improvements be financed? A letter of opinion from NCDOT would be required if introduction of significant new traffic loads were expected or there is already a high accident rate at this location. Will the road(s) included in the County Thoroughfare Plan accommodate these anticipated requirements?
- C. Impact to surrounding Land Values <**Optional**> What will be the impact to surrounding land values as a result of the proposed use? Is this impact anticipated to change with time or create possible changes in use of the surrounding properties? **Note that if the applicant does choose to provide this information to support the application, then the basis for the information must be provided.** For example, if a real estate appraiser's opinion is presented, then the opinion is expected to be derived from an analysis of comparison sites with requested use, some other real estate study or survey.

- D. Visual Impact & Screening <Required> Describe the visual presentation of the **completed** project in context with the adjoining properties. How will fencing and/or plantings alter the future visual presentation?
- E. Lighting <Required> Will there be lights associated with the use? This includes but is not limited to pole lights whether for security or decorative post mounted lights, lights on buildings/structures, landscape lighting, flood lights, etc. If so, describe the wattage, type, method of support (if on poles, give height of pole), and times of night the lights would be in use. What considerations and methods have been considered to the shielding of the light from adjacent properties? Are similar lights in use elsewhere that can be evaluated?
- F. Noise <Required> Will there be noise generated by the use? If so, what will be the source of this noise? Provide an estimate of the level of noise in decibels at the property lines of the site. Provide the basis for this estimate. If the noise generated is anticipated to exceed the County Noise Ordinance, a permit must be requested and approved to exceed the ordinance requirements.
- G. Chemicals, Biological and Radioactive Agents <Required>. Identify types and amounts of chemicals, explosives, biological and radioactive materials that will be utilized by the requested use. What is the estimated amounts of these agents that will be generated as waste; how will they be disposed? Identify the possible biochemical or radioactive hazards that may be associated with this use; how will these be handled? Identify the potential for emissions into the air. Identify the potential for discharges or runoff of liquids that would pollute the surface and/or groundwater sources.
- H. Signs <Required> Will the use include the display of a sign (advertisement or identification)? If so, describe the method of display, lighting, color, size, number and location on the site.

Finding #4: The requested permit will be consistent with the objectives of the Land Conservation and Development Plan.

- A. Land Conservation and Development Plan Reference <Required> Provide information which demonstrates how this request would conform to each relevant provision of the current Land Conservation and Development Plan.
- B. Watershed and Flood Considerations <Required> Provide information that demonstrates how the requested use conforms to the Watershed Protection Ordinance and the Flood Damage Prevention Ordinance.

Finding #5: Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided.

- A. Water Source and Requirements <Required>. How much water will the use require? What is the source of the water (county water or private well)? If the supply is to be supplied by the county, then with the help of the Public Works Dept. (542-8270) identify how the water connections are to be provided.
- B. Wastewater Management <Required>. What is the wastewater capacity needs for this use? Specify the treatment and disposal methods to be used. WWTP, public (i.e. Aqua of NC), or private septic. If individual septic, provide septic improvements permit letter from the Chatham County Environmental Health Department. If other than individual septic systems are to be used, submit a plan for wastewater management. If system

requires approval from NCDENR or Aqua of NC or any other state or public source, please provide preliminary approval towards getting approval.

- C. Water/Sewer Impact Statement <**Required**>. All applications where a public utility is to be utilized, (water or sewer) must state clearly the amount of usage that is anticipated. The usage estimate must be validated by the County Public Works Director, along with an updated usage vs. capacity statement. The impact statement should provide a projection of the demand after the site is fully developed.
- D. Access Roads <**Required**>. Describe the access to and from the site to public highways or private roadways. If the requested use will require a new driveway or enhancement to existing highway(s), address the following questions. If a new driveway access is part of the proposal, has NCDOT approved this access (include copy of the preliminary approval for a commercial driveway permit)? If the site is located on a road designated as a “major collector”, is the site accessed by an existing or proposed service road? Describe any upgrades of public or private roads necessary to serve the property.
- E. Stormwater Runoff <**Required**>. Detail the methods and various structures that will be used to control stormwater runoff. (If disturbing more than 20,000 square feet of area, a stormwater management plan must be submitted with this application) This information will detail all points of offsite discharge with design techniques used and projected impact on neighboring properties.

If you have questions or concerns regarding the requirements as set forth in this document, please contact the following:

Angela Birchett, CZO
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For more information on county ordinances, departments, GIS, etc., please visit our website at www.chathamnc.org

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