

Planning Department  
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## GENERAL INFORMATION TO APPLICANTS

The Chatham County Board of Commissioners generally meet on the third (3<sup>rd</sup>) Monday of each month at 6:00 p.m. in the Historic Court House, 2<sup>nd</sup> floor, Pittsboro, NC. Please see the event calendar with meeting dates, times, and locations on the web at [www.chathamnc.org](http://www.chathamnc.org) to verify meeting locations and times.

All applications for the Board's review are due in the Planning Department, **forty-five (45) days** prior to the meeting date of the public hearing at which the application is to be considered. **Applications will not be accepted after 4:00 PM on deadline days. Payment of all associated application fees is required at the time of submittal to the Planning Department.**

***All applications must be accompanied by the following items - otherwise, they cannot be accepted.***

- 1) One complete application packet that includes the application, site plans, and all supporting documentation along with the digital shall be submitted along with the application fee in the form of a check or money order made payable to Chatham County; Discover; Master Card; Visa credit card; or cash. The application fee schedule is listed on the following page. Once the 15 day sufficiency review is complete, the Zoning Administrator will advise the applicant to bring in 16 copied sets of the entire application packet.
- 2) A list of the names of owners and their addresses adjacent to or adjoining the subject property to the request, including the property owner(s) directly opposite the request, but separated by a street right-of-way whether public or private or across an easement. This information must be obtained from the Chatham County GIS Tax Mapping web page or the Tax Appraisal Office located at 12 East Street, Pittsboro, NC, 27312. A form is provided in your packet or on-line.
- 3) For conditional use permits and conditional zoning district applications, please provide a typed detailed narrative describing the site and proposed use, parking, landscaping, etc. as outlined in those respective applications.
- 4) A current to-scale copy of the Chatham County tax map delineating the site that shows the location of any proposed buildings, areas, accesses, etc. for the proposed request.
- 5) No conditional use permit or conditional zoning district application will be accepted unless accompanied by a site plan drawn to scale which includes, at a minimum, the site and building information. ***PLEASE REVIEW THE CHATHAM COUNTY ZONING ORDINANCE SECTION 5 FOR CONDITIONAL ZONING, SECTION 17 FOR CONDITIONAL USE PERMITS, or SECTION 19 FOR GENERAL USE REZONINGS FOR DETAILED INFORMATION ON HOW TO SUBMIT AN APPLICATION. Site plan information for conditional use permits must be submitted using the same format as conditional zoning.***

**\*\*NOTE for Conditional District and Conditional Use Permit Applications ONLY:**

**All conditional use permit and conditional zoning district applications MUST be submitted and reviewed by the Appearance Commission prior to the Planning Department submittal deadline.**

**A Community Meeting MUST be scheduled and held prior to the Planning Department submittal deadline for all new Conditional District Rezonings and expanding Conditional Use Permits.**

**List of Application Submittal Deadlines and Meeting Dates**

**\*\*Applications will not be accepted after 4:00 PM on deadline days**

**In order to be placed on the agenda for the Joint Public Hearing Date listed, you MUST satisfy all the submittal deadline and meeting dates listed.**

**Planning staff will advise you if any additional submittals ARE NOT required. Otherwise, they WILL BE REQUIRED before you can submit your application to the Planning Department.**

**\*\*Note: Please be aware there are no public hearings in July or December therefore no Submittal Deadlines for June or November\*\***

**Planning Department Development Review – Zoning Applications**

*Conditional Zoning Districts, Conditional Use Permits, General Use Zoning Districts, Text Amendments*

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2019 Deadlines						
Appearance Commission Submittal Deadline	Appearance Commission Meeting Date	Planning Department Submittal Deadline	Staff Sufficiency Review Deadline	Joint Public Hearing Date*	Planning Board Meeting Date*	BOC Meeting Date*
October 17, 2018	October 24	November 2	November 16	January 22, 2019	February 5	March 18
November 21, 2018	November 28	December 7	December 21,	January 22, 2019	February 5	March 18
December 12, 2018	December 19	January 4, 2019	January 18	February 18	March 5	April 15
January 16, 2019	January 23	February 1	February 15	March 18	April 2	May 20
February 20	February 27	March 1	March 15	April 15	May 7	June 17
March 20	March 27	April 5	April 19	May 20	June 4	July 15
April 17	April 24	May 3	May 17	June 17	July 9	August 19
May 15	May 22	May 31	June 14	August 19	September 3	October 21
June 19	June 26	July 5	July 19	August 19	September 3	October 21
July 17	July 24	August 2	August 16	September 16	October 1	November 18
August 21	August 28	September 6	September 20	October 21	November 5	December 16
September 18	September 25	October 4	October 18	November 18	December 3	January 21, 2020
October 16	October 23	November 1	November 15	*January 21, 2020	*February 4, 2020	*March 16, 2020
November 13	November 20	December 6	December 20	*January 21, 2020	*February 4, 2020	*March 16, 2020
December 11	December 18	*January 3, 2020	*January 17, 2020	*February 17, 2020	*March 3, 2020	*April 20, 2020
<b>NO JOINT PUBLIC HEARING IN JULY and DECEMBER</b>						

**\*2020 Dates are Tentative – Meeting Dates Will Be Set in December 2019 With Adoption of 2020 Meeting Calendars**

- *BOC May Continue Public Hearing for 1 or More Meetings*
- *Planning Board May Take Up to 3 Meetings to Make Recommendation; BOC Has No Deadline for Action*
- *County Offices Closed December 24-26 – Meeting May be Rescheduled*

NOTE: 2019 Meeting Dates (Except Jan. 2019 BOC Mtg.) will be set in December 2019 With Adoption of Calendars by BOC and Planning Board

**Application Fee Schedule**

Rezoning/Conditional Use Permit/Conditional Zoning District:

**Note:** Acreage will not be rounded to the nearest acre to determine the fees. For example, a 1.33 acre proposal to rezone to NB would cost an applicant \$ 566.50 ( $\$500 + 1.33 \times 50 = \$566.50$ )

General Use Rezoning/Map Amendments.....	\$500.00 plus \$25/acre
Conditional Zoning Application.....	\$750.00 plus \$50/acre
Conditional Use Permit/Wireless Telecom. Permit.....	\$500.00 plus \$25/acre
CUP Revision or Conversion from CUD/CUP to CD District...	\$300.00
CUP for Planned Residential Development.....	\$500.00 plus \$25/acre + \$50/unit (\$50.00/unit charge applies to First Plat app fee)
Text Amendment .....	\$250.00
Appeal or Variance Request for the Board of Adjustment.....	\$500.00

**NOTE: A refund will only be given if an application is withdrawn BEFORE notice is (a) posted on the property, (b) placed in the local paper, or (c) letters mailed to adjacent/adjoining property owners. Otherwise, all fees are non-refundable even if the application is denied by the Board of Commissioners.**