



## Chatham County Pre-application Meetings

Pre-application meetings offer prospective/existing business owners or someone considering a major subdivision an opportunity to meet informally with permitting staff. Meetings are not required, but are offered in an effort to make the permitting process as seamless as possible and provide feedback on preliminary proposals prior to document submittal. Staff is available to discuss site plans, rezoning, conditional use permit applications, major subdivisions, etc. **You may want to bring maps, sketches and any other information that will help staff understand your project.**

**Meeting times:** Wednesday afternoons, excluding holidays, at 1:00, 2:00, or 3:00 pm (**the deadline to schedule a pre-app meeting is Friday of the previous week.**)

**Location:** Dunlap Building, 80 East St. in Pittsboro

**Scheduling:** Contact Janie Phelps at [Janie.phelps@chathamnc.org](mailto:Janie.phelps@chathamnc.org) or call 919-542-8221

Below is a list of permitting process staff who may attend the pre-application meeting:

Jason Sullivan, Planning Dept Planning Director 919 542-8233 <a href="mailto:jason.sullivan@chathamnc.org">jason.sullivan@chathamnc.org</a>	Kimberly Tyson, Planning Dept Subdivision Administrator 919 542-8283 <a href="mailto:kimberly.tyson@chathamnc.org">kimberly.tyson@chathamnc.org</a>	Angela Birchett, Planning Dept Zoning Administrator 919 542-8285 <a href="mailto:angela.birchett@chathamnc.org">angela.birchett@chathamnc.org</a>
Anne Lowry, Env Health Director 919 545-8310 <a href="mailto:anne.lowry@chathamnc.org">anne.lowry@chathamnc.org</a>  Kim Warren, EH Supvr, 545-8319 <a href="mailto:kim.warren@chathamnc.org">kim.warren@chathamnc.org</a>	Lisa Morgan, Env Health Food Establishments <a href="mailto:lisa.morgan@chathamnc.org">lisa.morgan@chathamnc.org</a> , 545-8309, childcare, school, institutions	Larry Bridges, Public Utilities Utilities Director 919 542-8270 <a href="mailto:Larry.bridges@chathamnc.org">Larry.bridges@chathamnc.org</a>
Brian Burkhart Environmental Quality Director <a href="mailto:brian.burkhart@chathamnc.org">brian.burkhart@chathamnc.org</a>	Rachael Thorn, Supervisor, Land & Water Resources 919 545-8343 <a href="mailto:rachael.thorn@chathamnc.org">rachael.thorn@chathamnc.org</a>	Drew Blake, EQ, Riparian Buffers Environmental Inspector 919 545-8394 <a href="mailto:Drew.blake@chathamnc.org">Drew.blake@chathamnc.org</a>  Jeff McDermott, EQ Lead Erosion Control Officer 919-542-2868 <a href="mailto:Jeff.mcdermott@chathamnc.org">Jeff.mcdermott@chathamnc.org</a>
Rebecca McIver Central Permitting Supervisor 919 545-8474 <a href="mailto:rebecca.mciver@chathamnc.org">rebecca.mciver@chathamnc.org</a>	Thomas Bender Fire Marshal 919 542-8259 <a href="mailto:thomas.bender@chathamnc.org">thomas.bender@chathamnc.org</a>	David Brooks Building Inspection's Director, 919.545.8351 <a href="mailto:David.brooks@chathamnc.org">David.brooks@chathamnc.org</a>  Eric Smith, Building Inspection's 919-545-8339 <a href="mailto:Eric.smith@chathamnc.org">Eric.smith@chathamnc.org</a>

**Non-regulatory county staff also participates in pre-app meetings.**

Jamie Vaughn, EDC V-President <a href="mailto:Jamie.vaughn@chathamedc.com">Jamie.vaughn@chathamedc.com</a> 919-542-8277	Neha Shah Director of Travel and Tourism 919 542-8296 <a href="mailto:neha@visitpittsboro.com">neha@visitpittsboro.com</a>	Pam King Tax Office 919 545-8475 <a href="mailto:Pamela.king@chathamnc.org">Pamela.king@chathamnc.org</a>
Jon Spoon, CCCC Small Business Center 919-542-6495 <a href="mailto:jspoon@cccc.edu">jspoon@cccc.edu</a>		