

Appendix A

INFORMATION REQUIRED WITH APPLICATIONS

A-1. In General.

(a) As provided in Section 15-49, it is presumed that all of the information listed in this appendix must be submitted with an application for a zoning, sign, special use, or conditional use permit to enable the permit-issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of Chapter 15. As set forth in Section 15-92, applications for variances are subject to the same provisions. However, the permit-issuing authority may require more information or accept as sufficient less information according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the planning staff for an interpretation.

(b) As also provided in Section 15-49, the administrator shall develop application processes, including standard forms, to simplify and expedite applications for simple development that do not require the full range of information called for in this appendix. In particular, developers seeking only permission to construct single-family houses or duplexes or to construct new or modify existing signs should contact the administrator for standard forms.

A-2. Written Applications.

Every applicant for a variance or a zoning, sign, special use or conditional use permit shall complete a written application containing at least the following information:

- (1) The name, address, and phone number of the applicant.
- (2) If the applicant is not the owner of the property in question, (i) the name, address, and phone number of the owner, and (ii) the legal relationship of the applicant to the owner that entitles the applicant to make application.
- (3) The date of the application.
- (4) Identification of the particular permit sought.
- (5) A succinct statement of the nature of the development proposed under the permit or the nature of the variance.
- (6) Identification of the property in question by street address and tax map reference.
- (7) The zoning district within which the property lies.

- (8) The number of square feet in the lot where the development is to take place.
- (9) The gross floor area of all existing or proposed buildings located on the lot where the development is to take place.
- (10) If the proposed development is a multi-family residential development, the number of one, two, three, or four bedroom dwelling units proposed for consideration.

A-3. Development Site Plans.

Subject to Section A-1 of this appendix, every application for a variance or a zoning, sign, special use, or conditional use permit shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made, and legal features on and near the site in question, all in conformity with Section A-4 through A-6 of this appendix.

A-4 Graphic Materials Required for Plans

(a) The plans shall include a location map that shows the location of the project in the broad context of the town or planning jurisdiction. This location map may be drawn on the development site plans or it may be furnished separately using reduced copies of maps of the Carrboro planning jurisdiction available at the planning department.

(b) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resort to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a conditional or special use permit rely in the first instance on the recommendations of the administration.

(c) Development site plans should show on the first page the following information:

- (1) Name of applicant
- (2) Name of development (if any)
- (3) North arrow
- (4) Legend
- (5) Scale

(d) All of the features required to be shown on plans by Sections A-5 and A-6 may be included on one set of plans, so long as the features are distinctly discernible.

A-5. Existing Natural, Man-Made and Legal Features.

(a) Development site plans shall show all existing natural, man-made, and legal features on the lot where the development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features indicated below by an asterisk (*) that are located within fifty feet in any direction of the lot where the development is to take place, and shall specify (by reference to the Table of Permissible Uses or otherwise) the use made of adjoining properties.

(b) *Existing natural features:*

- (1) Tree line of wooded areas.
- (2) The location and sizes of all trees which are to be retained in accordance with Section 15-~~316~~317, and which are to be removed; ~~along with~~ a written justification for the need to remove any ~~large or rare-specimen or rare~~ species trees protected by the provisions of Article XIX, along with ~~and~~ description of the extent of the hardship that would occur if such removal were not permitted to occur. **(AMENDED 03/21/89)**
- (3) Orchards or other agricultural groves by common or scientific name.
- *(4) Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
- (5) (If the proposed development is a subdivision or mobile home park of more than fifty lots or if more than five acres of land are to be developed), base flood elevation data (See Article XVI, Part I). **(AMENDED 4/21/87; REPEALED 1/16/07).**
- *(6) Contour lines (shown as dotted lines) with no larger than two foot contour intervals. (As indicated in Subsection A-6(b)(17), proposed contour lines shall be shown as solid lines.)

(c) *Existing man-made features.*

- *(1) Vehicle accommodation areas (including parking areas, loading areas and circulation areas, see Section 15- 290), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
- (2) Streets, private roads, sidewalks, and other walkways, all designated by surface material.

- (3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
- (4) Other storm water or drainage facilities, including manholes, pipes, and drainage ditches.
- (5) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.
- (6) Above ground utility lines and other utility facilities.
- *(7) Fire hydrants.
- *(8) Buildings, structures and signs (including dimensions of each).
- (9) Location of exterior light fixtures.
- *(10) Location of dumpsters.
- (d) *Existing legal features.*
 - (1) The zoning of the property, including zoning district lines where applicable.
 - (2) Property lines (with dimensions identified).
 - (3) Street right-of-way lines.
 - (4) Utility or other easement lines.

A-6. Proposed Changes in Existing Features or New Features (AMENDED 6/20/06).

(a) Development site plans shall show proposed changes in (i) existing natural features [see A-5(b)], (ii) existing man-made features [see A-5(c)], and (iii) existing legal features [see A- 5(d)].

(b) Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:

- (1) The number of square feet in every lot created by a new subdivision.
- (2) Lot dimensions, including lot widths measured in accordance with Section 15-183.

- (3) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see Section 15-184).
- (4) Principal side(s) building elevations for typical units of new buildings or exterior remodelings of existing buildings, showing building heights (see Section 15-185) and proposed wall sign or window sign area.
- (5) Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures. **(AMENDED 4/21/87; REPEALED 1/16/07)**
- (6) Elevation in relation to mean sea level to which any non-residential structure will be floodproofed. **(AMENDED 4/21/87; REPEALED 1/16/07)**
- (7) Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development. **(AMENDED 4/21/87; REPEALED 1/16/07)**
- (8) The location and dimensions of all recreational areas provided in accordance with Article XIII, with each area designated as to type of use. **(AMENDED 4/21/87)**
- (9) Areas intended to remain as usable open space (Section 15-198) or designated buffer areas (Section 15-265). The plans shall clearly indicate whether such areas are intended to be offered for dedication to public use or shall remain privately owned. **(AMENDED 4/21/87)**
- (10) Streets, labeled by classification (see Section 15-210) and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Private roads in subdivisions shall also be shown and clearly labeled as such. **(AMENDED 4/21/87)**
- (11) Curb and gutters, curb inlets and curb cuts, drainage grates.
- (12) Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
- (13) Sidewalks and walkways, showing widths and surface material.

- (14) Bridges.
- (15) Outdoor illumination, including the following information:
(REWRITTEN 4/20/10)
 - a. Plans showing the location, type, and height of luminaires including both building and ground fixtures. The plan shall include a point-by-point footcandle array in a printout format indicating the location and aiming of illuminating devices, and indicate compliance with the maximum maintained footcandles required by Section 15-242.4 of this chapter.
 - b. A description of the luminaires, including lamps, supports, reflectors, raised foundations, poles or other supports and shielding devices, which may be provided as electric utility catalogue illustrations, sheets and/or drawings, and product specifications from the manufacturer.
 - c. Photometric data, such as that furnished by the manufacturer, showing the angle of light emission; and
 - d. A demonstration or showing that the applicant has attempted to reduce energy consumption through the selection of energy efficient luminaires, timers, or other methods (such as fixtures that automatically change wattage output). **(AMENDED 05/25/09; REWRITTEN 4/20/10)**
- (16) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipe line signs shall be labeled.
- (17) Above ground utility lines and other facilities.
- (18) Fire hydrants.
- (19) Dumpsters.
- (20) New contour lines resulting from earth movement (shown as solid lines) with no larger than two foot contour intervals (existing lines should be shown as dotted lines).
- (21) Scale drawings of all signs requiring permits pursuant to Article XVII, together with an indication of the location and dimensions of all such signs.

- (22) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see Section 15-290), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways.
- (23) Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX, Part I, as well as proposed plantings of trees to comply with the shading, street tree, and canopy requirements of Article XIX, Part II. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 30'; dwarf or decorative trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.
- (24) A Tree Protection Plan, will be completed and stamped by a Certified Arborist of Landscape Architect, illustrating the methods proposed to be used to protect, during construction, the trees that are required to be protected under the provisions of Chapter XIX including specifications as to how the grade, drainage, and aeration will be maintained around the trees. The location of all rare and specimen trees to be retained on the site that will not be within the area to be disturbed by construction activities near a building site, or near roads within the development shall also be shown on the plan, along with a note stating that these trees will not be within the area to be disturbed by construction activities. The Administrator may recommend that applicants consult with expertise in arboriculture, landscape architecture or forestry about appropriate tree protection methods for the particular conditions and species in question, ~~and request that their contractors review two videotapes on tree protection during construction developed by the International Society of Arboriculture, entitled "Effect of Building Construction on Trees in Wooded Lots" and "Avoidance of Construction Damage to Trees on Wooded Lots" that are on file in the Public Works Department.~~ **(AMENDED 03/21/89; 06/24/14)**
- (25) Plan for Downtown Architectural Standards to comply with Section 15-178 and including, but not limited to, elevation drawings/illustrations of existing and neighboring property building facades.

- (26) Plans showing the maximum extent to which all buildings taller than 40 feet will cast a shadow on June 21st and December 21st.
(AMENDED 03/25/14)

A-7. Documents and Written Information in Addition to Plans.

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representation list of the types of information or documents that may be requested: **(AMENDED 11/23/10).**

- (1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- (2) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.
- (3) Certifications required under Part I of Article XVI.
(AMENDED 4/21/87; REPEALED 1/16/07; AMENDED 11/23/10)
- (4) RESERVED. **(AMENDED 4/21/87; REPEALED 1/16/07; REPEALED 11/23/10)**
- (5) Detailed description of play apparatus to be provided in miniparks.
- (6) Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.
- (7) Bonds, letters of credit, or other surety devices.
- (8) Stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent to comply with Section 15-102 or Section 15-52.
- (9) Complete documentation justifying any requested deviation from specific requirements established by this chapter as presumptively satisfying design standards.
- (10) Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Section 15-298.

- (11) Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in Section 15-299.
- (12) Verification that 4.000 classification uses will meet the performance standards set forth in Article XI. Such verification shall be made by a licensed engineer or other qualified expert unless it is utterly apparent from the nature of the proposed development that such expert verification is unnecessary.
- (13) Time schedules for the completion of phases in staged development, as required by Section 15-61.
- (14) The environment impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.

A-8. Number of Copies of Plans and Documents.

With respect to all plans and other documents required by this appendix, the developer shall submit the number of copies (not to exceed ten) that the administrator deems necessary to expedite the review process and to provide necessary permanent records.