

**Chatham County Planning Department**

PO Box 54

Pittsboro, NC 27312

**SUMMARY OF MAJOR SUBDIVISION  
REVIEW PROCEDURE**

A major subdivision is one with more than five (5) lots, one with new roads, or one with five (5) lots or less but which requires a variance from the regulations to be approved.

Major subdivisions require three general reviews: sketch design, preliminary, and final. The sketch design review is to properly identify the property being subdivided to insure the adherence to required design standards, to determine improvement proposals, and to get the initial input of the Planning Board, Board of County Commissioners, and adjacent property owners. The preliminary review by the Planning Board and Board of County Commissioners and other appropriate agencies (i.e. soil scientist, Department of Transportation, and etc.) is to insure that all plans meet the regulations. The final review by appropriate reviewing agencies, the Planning Board, and the Board of County Commissioners is to insure that all required improvements (i.e. roads, water lines, survey monuments, and etc.) have been installed as required according to plans and regulations.

The Planning Board meets the first Tuesday of each month at 7:00 p.m. The Board of County Commissioners meets the first Monday of each month at 9:00 a.m. and the third Monday of each month at 6:00 p.m.

A detailed review procedure for major subdivisions is described in the Chatham County Subdivision Regulations; however, a summary is shown below:

**Sketch Design Review Procedure:**

1. The developer shall submit to the Planning Department a completed subdivision application, administrative review fee, other related information as required and twenty-five (25) copies of the sketch plan showing topo of property and 25 copies of the preliminary soils map and report from a certified soil scientist along with one (1) electronic copy (PDF format) of all items submitted at least twenty-three [23] days prior to the Planning Board meeting. See department calendar for submittal dates and major subdivision review checklist for list of items to be submitted and digital document submission guidelines. Topo and soils information may be included on sketch plan map.
2. Names and addresses of the adjacent property owners are required along with the application. The subdivision cannot be placed on the monthly agenda without notice of the meeting being mailed to the adjacent property owner's fourteen [14] days prior to the meeting.
3. The Planning Board will review the information described and agenda notes, which are mailed prior to the meeting. During the monthly meeting the Board will make a recommendation to approve the subdivision, disapprove the subdivision for specified reasons, or approve the subdivision with specified conditions or modifications.
4. The Planning Board's recommendation and the required number of plans are submitted to the Board of County Commissioners for their review and action. If the sketch design is

approved by the Board of County Commissioners then more detailed preliminary plans are prepared for review by various agencies.

## **Summary of Major Subdivision – Review Procedure – con't**

### **Sketch Design Review Procedure – con't**

5. The sketch design approval is valid for six [6] months from the date of approval by the Board of County Commissioners. If the required preliminary plans are submitted while the sketch design approval is valid then the plans will be reviewed according to regulations in effect at the time of sketch design approval. If preliminary plans are submitted following expiration of the sketch design approval then the developer shall also resubmit for sketch design approval and plans submitted must conform to regulations in effect at the time of submittal.

### **Preliminary Plat Review Procedure:**

1. The developer should submit the following plans to the agencies listed at least 30 days prior to the Planning Board submittal date to allow adequate time for review and approval. The review process cannot continue without preliminary approval by *a – e* listed below:
  - a) Soil scientist to prepare soils map showing location of suitable soils and a letter of explanation. See Soil Scientist Requirements for Preliminary Review.
  - b) Department of Transportation – road plans and profiles and drainage plans (public roads).
  - c) Department of Transportation – Commercial Driveway Permit
  - d) Chatham County Health Department, Environmental Health Section, erosion and sedimentation plans for public and private roads.
  - e) Other agencies as required, (i.e. Chatham County Public Works, NCDWQ, Corps of Engineers, )
2. The developer shall submit to the Planning Department the names and addresses of the adjacent property owners at least twenty-three [23] days prior to the Planning Board meeting. The subdivision cannot be placed on the monthly agenda without notice of the meeting being mailed to the adjacent property owner's fourteen [14] days prior to the meeting.
3. The developer shall submit to the Planning Department twenty-five (25) copies of the subdivision plans and other related items as well as permits from other agencies along with one (1) electronic copy (PDF format) of all items submitted at least twenty-three [23] days prior to the Planning Board meeting. See department calendar, review checklist and digital document requirements. The subdivision will not be placed on the Board's monthly agenda unless this information is submitted to the Planning Department at least twenty-three [23] days prior to the meeting.
4. The Planning Board will review the information described and agenda notes, which are mailed prior to the meeting. During the monthly meeting the Board will make a recommendation to approve the subdivision, disapprove the subdivision for specified reasons, or approve the subdivision with specified conditions or modifications.

5. The Planning Board's recommendation and the required number of plans are submitted to the Board of County Commissioners for their review. **Only when approval is given by the Commissioners can the developer begin construction.** After preliminary approval the developer has eighteen [18] months to complete the development and submit final plans.

**Final Plat Review Procedure:**

1. After all improvements are completed or a financial guarantee is in order, the developer shall submit to the Planning Department, twenty-five (25) copies of plans and other related information along with one (1) electronic copy (PDF format) of items submitted. The developer shall submit septic improvement permits for each lot. All required information shall be submitted no less than twenty-three [23] days prior to the Planning Board meeting. Any financial guarantee should also be submitted at this time for review by the county attorney. Septic improvement permits and financial guarantee information are not required to be submitted electronically.
2. The Planning Board will review the subdivision information and agenda notes mailed to it prior to the meeting. A final recommendation on the subdivision plat will be made by the Board during the meeting. The Board may recommend approval of the plat, disapproval of the plat for specified reasons, or approval of the plat with specified conditions.
3. The Planning Board's recommendation and the required number of plans are submitted to the Board of County Commissioners for their review. **Only after approval is given by the Commissioners and all related fees paid can the final plat be recorded and lots sold.**
4. If final approval is given, the plat shall be recorded within 60 days by the developer in the Office of the Chatham County Register of Deeds and lots may be sold. It is illegal to sell lots prior to approval and recordation of the final subdivision plat.

**NOTICE**  
**CHATHAM COUNTY PLANNING DEPARTMENT**  
**SUBMITTAL DEADLINE POLICY**

This notice is to let you know that the time period of the Planning Department staff review of zoning requests and subdivision requests has changed. The Planning Department will no longer provide input about application revisions following the submission deadline. If the applicant would like the Department to review an application for accuracy and clarification and to give suggestions about possible changes the draft application is to be submitted in advance of the application deadline. Two weeks prior to the application deadline would be helpful. Applications submitted on the deadline will be considered the final applications for review by the Planning Department, the public and the reviewing Boards.

**CHATHAM COUNTY  
MAJOR SUBDIVISION  
REVIEW CHECKLIST**

Subdivision Name \_\_\_\_\_

Review For:     Sketch                       Prelim                       Final

Attach all supporting documentation regarding these approvals. If approvals are still pending, attach applications for approval.

SKETCH DESIGN REVIEW	APPROVAL DATE
<input type="checkbox"/> 25 Copies of Plat with topo along with one (1) 8-1/2 x 11 copy	-----
<input type="checkbox"/> Application w/Complete Adjacent Owner Addresses	-----
<input type="checkbox"/> Soil Scientist Report and soil map	-----
<input type="checkbox"/> <b>1 electronic copy of all items above (see Digital Document Requirements)</b>	
PRELIMINARY PLAT REVIEW	
<input type="checkbox"/> 25 Copies of Plat along with one (1) 8-1/2 x 11 copy	.....
<input type="checkbox"/> Application w/ Complete Adjacent Owner Addresses	.....
<input type="checkbox"/> Detailed Soils Map and Letter of explanation or D.E.M. approval {see Requirements for soil scientist report}	___/___/___
<input type="checkbox"/> NCDOT Approval (if public roads)	___/___/___
<input type="checkbox"/> DOT Comm. Driveway Permit	___/___/___
<input type="checkbox"/> Erosion Control Plan Approval (if new roads or one acre disturbed)	___/___/___
<input type="checkbox"/> U.S. Army Corps of Engineers Permit (if appl)	___/___/___
<input type="checkbox"/> Road Name Request Form	___/___/___
<input type="checkbox"/> County Public Water Approval (if applicable)	___/___/___
<input type="checkbox"/> State Public Water Approval (if applicable)	___/___/___
<input type="checkbox"/> Chatham Co. Schools' Road Comments (if new roads)	___/___/___
<input type="checkbox"/> Stormwater Management Plan Approval (if appl)	___/___/___
<input type="checkbox"/> Economic & Environmental Impact Study (if appl)	___/___/___
<input type="checkbox"/> Water / Sewer Impact Statement (if appl)	___/___/___
<input type="checkbox"/> <b>1 electronic copy of all items above (see Digital Document Requirements)</b>	
FINAL PLAT REVIEW	
<input checked="" type="checkbox"/> 25 Copies of Plat	-----
<input checked="" type="checkbox"/> Application	.....
<input checked="" type="checkbox"/> <b>1 electronic copy of all items above (see Digital Document Requirements)</b>	__6__ / __19__ / __06__
<input checked="" type="checkbox"/> <b>Chatham County Environmental Health Division</b> septic improvement permits or NCDWQ septic permits for each lot.	__6__ / __19__ / __06__
<input checked="" type="checkbox"/> Road Completion Certificate or Financial Guarantee	__6__ / __19__ / __06__
<input checked="" type="checkbox"/> Utilities Completion Cert. or Financial Guarantee	__6__ / __19__ / __06__

Comment \_\_\_\_\_

Date Complete Application Rec'd: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

**Chatham County Planning Department**

P.O. Box 54  
Pittsboro, NC 27312  
Tel: (919) 542-8204  
Fax: (919) 542-2698

**Type of Review**

- Sketch
- Preliminary
- Final

**MAJOR SUBDIVISION APPLICATION**

**Name of Subdivision:** LEGEND OAKS -PHASE ONE

**Subdivision Applicant:**

Name: HBP PROPERTIES, LLC

Address: P.O. BOX 5365  
CARY, N.C. 27512

Phone:(W) 919-387-2929

Phone:(H) \_\_\_\_\_ Fax: 919-387-7357

E-Mail \_\_\_\_\_

**Subdivision Owner:**

Name: HBP PROPERTIES, LLC

Address: P.O. BOX 5365  
CARY, NC 27512

Phone:(W) 919-387-2929

Phone:(H) \_\_\_\_\_ Fax: 919-387-7357

E-Mail \_\_\_\_\_

**Township:** WILLIAMS **Zoning:** RA-40 **P. I. N. #** 9776-51-6610, 9776-61-7753, 9776-40-9692

**Flood Map #** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Watershed:** \_\_\_\_\_

**Parcel #** 18706, 63576 & 82764

**Existing Access Road: S.R. #** US Hwy 15-501

**S.R. road name** US 15-501 HWY

**Total Acreage:** 109.678

**Total # of Lots:** 64 **Min. Lot Size:** 40,445 SF

Ph. I Acreage 63.975

Ph. I # of lots 31 **Max. Lot Size:** 116,165SF

Ph. II Acreage. 45.703

Ph. II # of lots 33 **Avg. Lot Size:** 63,120SF

Ph. III Acreage \_\_\_\_\_

Ph. III # of lots \_\_\_\_\_

**Type of new road:**  Private/ Length \_\_\_\_\_  Public/ Length 8,200 LF

**Road Surface:**

paved

gravel

**Water System:**

individual wells

community wells

public system

name \_\_\_\_\_

**Sewer System:**

septic systems

community system

public system

name \_\_\_\_\_

**List other facilities:** commercial, recreation, etc., and the approximate acreage or square footage:

5.384 Acres Common Open Space

Date 6/19/06

Date 6/19/06

*Signature of Applicant*

*Signature of Owner*

r

**For Office Use Only:**

Notes: \_\_\_\_\_

Approved by County Commissioners: Sketch  
Preliminary

Payment: Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Amount: \$ \_\_\_\_\_

ADJACENT LAND OWNERS (Property owners across a road, easement, or waterway are considered adjacent land owners):

Legal notices are mailed to these owners, please **type or write neatly**, and include zip codes.

1. ANN R. ZAPPA	11.
11155 U.S. 15-501 NORTH	
CHAPEL HILL, N.C. 27514	
2. CYNTHIA BLAND BIGGAR	12.
104 HUBBARD STREET	
CONCORD, MA. 01742	
3. EVERGREEN UNITED METHODIST CH.	13.
11098 U.S. 15-501 NORTH	
CHAPEL HILL, N.C. 27514	
4. ROLAND EUBANKS	14.
11188 U.S. HWY. 15-501 NORTH	
CHAPEL HILL, N.C. 27517	
5. CHARLES R. WILLIAMS	15.
181 BAREFOOT DRIVE	
CHAPEL HILL, N.C. 27514	
6. JHH ASSOCIATES, LTD	16.
608 AIRPORT ROAD	
CHAPEL HILL, N.C. 27514	
7. FRANCES S. OLDHAM	17.
494 OLD LYSTRA ROAD	
CHAPEL HILL, N.C. 27514	
8. SPICEWOOD SERVICES, INC.	18.
818 MORELAND HILLS DRIVE	
MOUNT JULIET, TN 37122	
9.	19.
10.	20.

REQUIREMENTS FOR SOIL SCIENTIST REPORT  
SUBDIVISION PRELIMINARY REVIEW

1. Report must be signed and sealed by a NC licensed soil scientist.
2. Include a soils map drawn to a scale showing initial and repair areas for each lot along with an index of how they are marked in the field. (Include any proposed surface discharge systems.
3. Identify proposed septic systems along with proposed loading rates for each lot.
4. Identify proposed easements for all off site septic areas.
5. Include all special testing results for any proposed pretreatment systems.
6. show proposed or existing set-back restrictions on and adjacent to subject property, ie: water supplies, jurisdictional wetlands, impounded waters, etc.
7. Property lines must be clearly marked and correspond with submitted maps.



CHATHAM COUNTY  
PLANNING OFFICE



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**DIGITAL DOCUMENT SUBMISSION GUIDELINES**

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Chatham County, in the interest of record automation, requires that all subdivision and re-zoning applications and supporting documents, including plats/maps, be submitted to the Planning Office in digital and hardcopy formats. The primary function of this document is to provide digital submission standards, procedures, and requirements. Failure to comply with these requirements will delay the processing of your application.

**ELECTRONIC PLAN AND APPLICATION SUBMITTAL**

- ALL DIGITAL FILES MUST BE PC COMPATIBLE. All digital documents must be submitted in Portable Document Format (.pdf). A digital copy of all hardcopy documents must be provided with the application submittal.
- All related digital files should be located in a single directory or folder in the media and named accordingly. Acceptable media will include floppy disks and CD-ROM's. Discs and disc sleeves/cases should be labeled with the contact name, phone number, project name and phase. Revisions to previous submittals should be labeled as such. Digital files may be transmitted via email if approved by the Planning Office.
- Multiple pages of a document shall be combined into a single document when document size permits. Ideally, files should not be larger than 5 megabytes (MB) in size. Files should not be submitted in a compressed format (i.e. WinZip or PkZip).
- PDF documents produced by scanning paper documents should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we recommend scanning documents at 300 dots per inch (dpi) to balance legibility and file size. All documents should be properly oriented to the top of the page.
- When submitting numerous digital documents you must provide an ASCII text file named "Submittal.txt" that contains a listing of the documents in the order of the packet submission.

Note: Staff may request digital files compatible with ESRI ArcView GIS software (i.e. AutoCAD .dwg or .dxf files) depending on the size and scope of the project.

If you have any questions regarding the submission of digital documents please contact Jason Sullivan with the Planning Office at 919/542-8233 or [jason.sullivan@ncmail.net](mailto:jason.sullivan@ncmail.net).