



OFFICE COPY

APPLICATION ACCEPTANCE  
POLICY

GENERAL USE  
REZONING MAP  
AMENDMENTS

Chatham County  
Planning Department

PO Box 54, Pittsboro, NC, 27312  
Telephone 919-542-8204 | Fax 919-542-2698  
[www.chathamnc.org/planning](http://www.chathamnc.org/planning)

Chatham County understands that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Planning Department staff to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete review of projects in an accurate and timely manner. Due to the preparation, reviews, and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Zoning Administrator.
2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted. **PLEASE REVIEW SECTION 19 FOR GENERAL USE REZONINGS IN THEIR ENTIRETY TO MAKE SURE ALL AREAS FOR SUBMISSION ARE COVERED.**
3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Department by accepting payment and issuing receipt. Staff will not hold materials for incomplete applications or any monies associated with the submittal of an application. Application fees must be paid at the time an application is submitted for acceptance.
4. In order to allow time to process fees, applications will not be accepted after 4:00 pm each day.
5. For your convenience, applicants may schedule an appointment with staff to review the application package before the official submission.

The Planning Department staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 919-542-8285.



Chatham County Planning Department  
 PO Box 54/80-A East Street  
 Pittsboro, NC 27312  
 Ph: (919) 542-8204  
 Fax: (919) 542-2698

CHATHAM COUNTY APPLICATION  
 FOR CHANGE IN GENERAL USE  
ZONING DISTRICTS

Applicant Information:

NAME: Donald L. Jordan + Phyllis S. Jordan  
 ADDRESS: 3587 Hamlets Chapel Rd.  
Pittsboro, NC 27312  
 CONTACT PH: (919) 606-0643  
 EMAIL: don.jordan@djeminc.com

Landowner Information:

NAME: Same  
 ADDRESS: \_\_\_\_\_  
 CONTACT PH: ( ) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

PROPERTY IDENTIFICATION

Physical (911) Address: 15 Pine Terrace PARCEL (AKPAR) No.: 0001478  
 Township: Baldwin Total Acreage: 7.420 Acreage to be Rezoned: 1.5  
 CURRENT ZONING DISTRICT/CLASSIFICATION: MHD-NC

PROPOSED ZONING DISTRICT/CLASSIFICATION:

- R-1 Residential     R-2 Residential     R-5 Residential     O & I Office & Institutional  
 NB Neighborhood Business     CB Community Business     Regional Business     IL Light Industrial  
 IH Heavy Industrial

FEMA Flood Map Information:

Flood Map No. : 3710975500K Map Date: 02/02/2007 Flood Zone: Zone X

WATERSHED Information: Panel 9755

Current Watershed Classification: WSIV-PA Within Jordan Lake Buffer Area:  Yes  No  Unknown

APPLICATION SUBMITTAL REQUIREMENTS

Attach the following as required in Section 19.4.C of the zoning ordinance:

- Map of the property showing the parcel or portions thereof that are affected by this rezoning request.
- Written legal description of such land
- Any alleged error in the Ordinance, if any, which would be remedied by the proposed amendment
- The changed or changing conditions, if any, which make the proposed rezoning reasonably necessary
- The manner in which the proposed rezoning will carry out the intent and purpose of the adopted Land Use Plan or part thereof
- List all other circumstances, factors, and reason which the applicant offers in support of the proposed amendment
- All other information required on this application or as offered by the applicant in support of the request

Please provide 16 sets of this application submittal with all supporting documentation, maps, summaries, etc.

No application packets will be taken after 4pm. All fees must be paid at the time of application submittal. For the purposes of calculating this application fee, use the following:

Application Fee: \$500.00 plus \$25/per acre (ex: \$25 x 1.42ac = \$35.50 plus \$500 = \$535.50 total fee)



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**PLEASE SIGN THE MOST ACCURATE SIGNATURE OPTION BELOW (1, 2, OR 3)**

(1) I hereby certify that **I am the owner or authorized agent of said property** and that the information provided is complete and the statements given are true to the best of my knowledge.

Donald L. Jordan  
Signature  
DONALD L. JORDAN  
Print Name

JUNE 26, 2014  
Date

**The owner must sign the following if someone other than the owner is making the application.**

(2) I hereby certify that (please print) \_\_\_\_\_ is an authorized agent for said property and is permitted by me to file this application.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

(3) I acknowledge that **I am not the landowner OR authorized agent** of the property for which this application is being made, but I do live within the zoned area of the county.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Application No.: PL20 140800

Date Received: June 30 20 14

Payment Received: \$ 537.50

Check No. 6961     Cash     Credit Card     Money Order

Angela Birchett  
Planning Department

**Adjacent/Adjoining Landowners:** These are those properties that share a common property line as well as those that are directly across a public or private road, easement, or waterway.

Legal notices are mailed to these owners so please type or write neatly

- |  |   |
|--|---|
| (1) <u>Harold Leander Ross - 1843</u><br><u>153 Dorcourt Hills</u><br><u>Pittsboro, NC 27312</u>                         | (2) <u>Sandy Day Simeath - 1477</u><br><u>135 Herbert Mann Rd.</u><br><u>Pittsboro, NC 27312</u>      |
| (3) <u>Herman-Gidders, - 1548</u><br><u>David Marcus</u><br><u>3515 Hamlets Chapel Rd.</u><br><u>Pittsboro, NC 27312</u> | (4) <u>Donna Beal Morris - 63812</u><br><u>50 Dorcourt Hills Rd.</u><br><u>Pittsboro, NC 27312</u>    |
| (5) <u>James C. Roundtree - 1587</u><br><u>3418 Hamlets Chapel Rd.</u><br><u>Pittsboro, NC 27312</u>                     | (6) <u>Herbert Mann Farm, LLC - 1544</u><br><u>181 Herbert Mann Rd.</u><br><u>Pittsboro, NC 27312</u> |
| (7) <u>Joseph + Diane Burgess - 62280</u><br><u>700 Oak Hill Rd.</u><br><u>Pittsboro, NC 27312</u>                       | (8) <u>Deborah Zen Samana - 61654</u><br><u>3550 Hamlets Chapel Rd.</u><br><u>Pittsboro, NC 27312</u> |
| (9) <u>William C. Hamlet - 83967</u><br><u>3311 Hamlet Chapel Rd.</u><br><u>Pittsboro, NC 27312</u>                      | (10) <u>Virginia M. Grantham - 1546</u><br><u>405 Lindsay St.</u><br><u>Carrboro, NC 27510</u>        |
| (11) _____<br>_____<br>_____   | (12) _____<br>_____<br>_____  |
| (13) _____<br>_____<br>_____   | (14) _____<br>_____<br>_____  |
| (15) _____<br>_____<br>_____   | (16) _____<br>_____<br>_____  |
| (17) _____<br>_____<br>_____   | (18) _____<br>_____<br>_____  |
| (19) _____<br>_____<br>_____   | (20) _____<br>_____<br>_____  |
| (21) _____<br>_____<br>_____   | (22) _____<br>_____<br>_____  |
| (23) _____<br>_____<br>_____   | (24) _____<br>_____<br>_____  |
| (25) _____<br>_____<br>_____   | (26) _____<br>_____<br>_____  |



**DESCRIPTION OF LAND:**

Parcel ID #: 0001478

Location: (Listed as) 15 Pine Terrace Road

Deed Year/Book/Page: 1976 394 0573

Legal Description: K2-34B-1A

Neighborhood: 0246 North West Baldwin

Owner ID: 16057

**PROPOSED CHANGES:**

The current parcel of land consists of 7.420 acres. I, Donald L. Jordan, owner of the land, propose to divide the parcel 0001478 into two parcels. Parcel 0001478 should be changed to 5.92 acres. An additional parcel of 1.5 acres to be created as shown in the survey plat attached.

**REASON FOR CHANGES:**

The reasons for the rezoning is due to the fact that I, Donald L. Jordan, allowed my son, Donald Todd Jordan, to place his pre-manufactured home on 1.0 acres located on parcel 0001478 in 2001. At this time, I had the land surveyed and brought the new plat drawn up by Dale Faulkner, licensed surveyor, to the Chatham County planning department. However, the requirements to place a home on 1.0 acres changed prior to the recording of the plat. The new requirements demanded 1.5 acres to place a home on. Therefore, I have had to have the plat resurveyed to comply with the new regulations.

**THE EFFECT OF PROPOSED CHANGES**

The proposed change will in no way affect any of the surrounding land owners. It will simply allow for an accurate plat to be recorded for taxation and valuation of properties.



State of North Carolina

I, \_\_\_\_\_, Review Officer of \_\_\_\_\_ County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Date \_\_\_\_\_ Review Officer \_\_\_\_\_

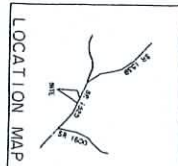
Date D. Faulkner, certify that this plat was drawn under supervision from an actual survey made under my personal supervision (said description recorded in Book 394, page 3); that the boundaries not surveyed are clearly indicated as drawn from information as noted; that the ratio indicated as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended; witness my original signature, registration number and seal this 3 day of MAY A.D. 2004

Surveyor: *Dale D. Faulkner*  
 Registration Number: L-5176



APPROVAL FOR MINOR SUBDIVISION  
 I have read this and the subdivision plat shown herein. In my opinion the subdivision and the same have been drawn in conformity with the Subdivision Law of this State and the same are approved for recording in the Office of the County Register of Deeds.

County Clerk's Planning Department      Date \_\_\_\_\_



- LEGEND:  
 EXISTING IRON  
 IRON TO BE SET  
 COMPLETED POINT  
 OPEN POINT  
 FENCE POLE

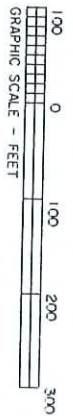
OWNER CERTIFICATE  
 I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LYING WITHIN THE ATTACHED PLAT AND ORDERED THE WORK OF SURVEYING AND PLATTING TO BE DONE.

STATE OF NORTH CAROLINA \_\_\_\_\_ COUNTY  
 I, \_\_\_\_\_, A NOTARY PUBLIC FOR SAID COUNTY AND STATE, DO HEREBY CERTIFY THAT \_\_\_\_\_ PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE DUE EXECUTION OF FOREGOING INSTRUMENT  
 WITNESS MY HAND AND OFFICIAL SEAL, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2003  
 SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
 MY COMMISSION EXPIRES \_\_\_\_\_

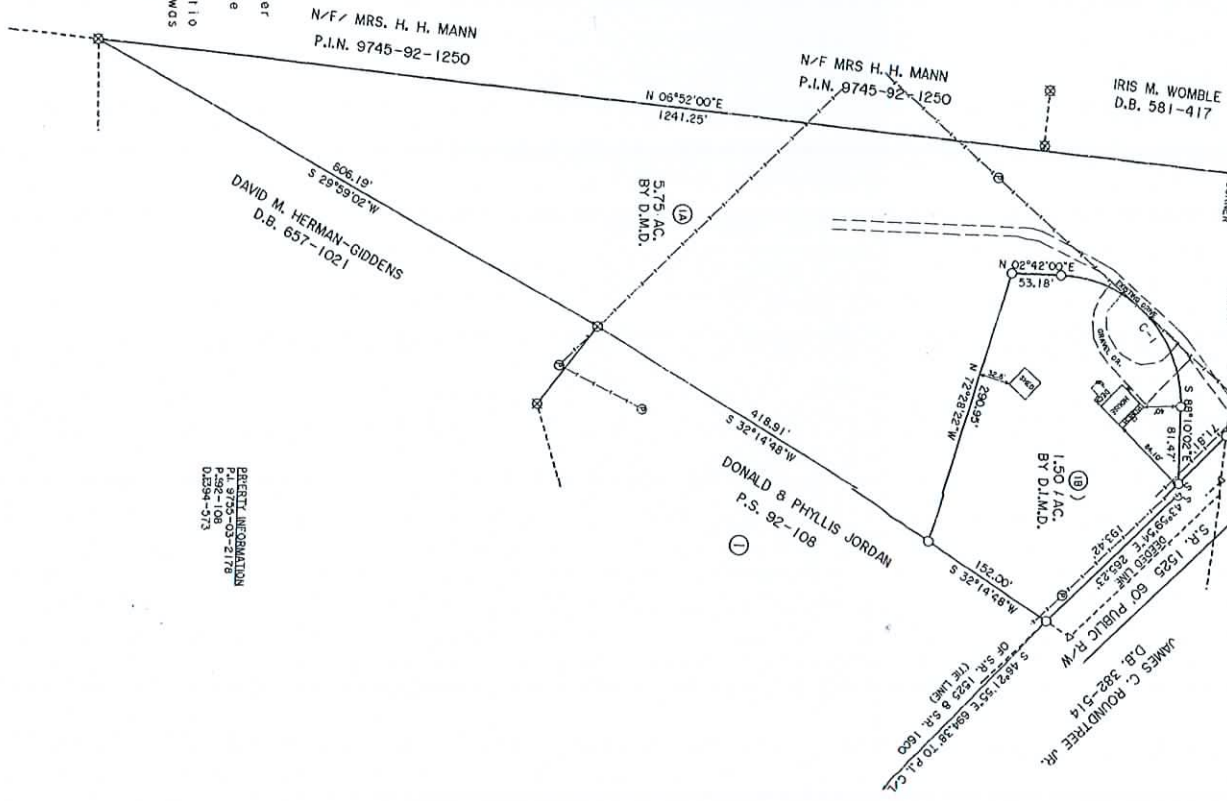
**PROPOSED SUBDIVISION  
 PRELIMINARY DRAWING  
 NOT FOR RECORDATION**

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

MINOR SUBDIVISION  
 PROPERTY OF  
 DONALD L. JORDAN  
 PHYLLIS S. JORDAN  
 BELMONT TWP., CHATHAM CO.  
 MAY 3, 2004 SCALE: 1"=100'  
 OWNER: JAMES T. CHASE, 8020  
 PITTSBORO, NORTH CAROLINA 27312



DALE D. FAULKNER P.L.S., L-2176  
 3107 JONES FERRY ROAD  
 CHAPEL HILL, NORTH CAROLINA 27516  
 PHONE: 518-82-1150



PERMIT INFORMATION  
 P.L.S. 9755-03-2178  
 D2394-273