



APPLICATION ACCEPTANCE POLICY

CUP NEW AND AMENDMENTS

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 17 FOR CONDITIONAL USE PERMITS IN ITS ENTIRETY TO MAKE SURE ALL AREAS FOR SUBMISSION ARE COVERED. **CUPs are required to have the same site plan information submitted****
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 919-542-8204.

CONDITIONAL USE PERMIT

APPLICATION FOR NEW CUP OR A REVISION TO AN EXISTING CUP

Chatham County
Planning Department

P. O. Box 54, 80-A East St, Pittsboro, NC 27312
Telephone: (919) 542-8204 FAX: (919)542-2698

Section A. APPLICANT INFORMATION

NAME OF APPLICANT: Strata Solar

MAILING ADDRESS OF APPLICANT: 50101 Governors Drive, Suite 280 Chapel Hill, NC 27517

PHONE NUMBER/E-MAIL OF APPLICANT: (919) 960-6015 Ext. 306

PROPERTY OWNER INFORMATION (If different from the applicant): ***Owner Authorization Signature Required; See end of application.**

Name(s) Swannie Ann Clark

Address: 4364 Old US Highway 421 North

Chapel Hill, NC

ZIP 27344

Telephone: (919) 548-1164

FAX: _____

E-Mail Address: _____

PROPERTY INFORMATION: The following information is required to provide the necessary information to process the rezoning request:

ADDRESS OF SUBJECT SITE: US Highway 64

CHATHAM COUNTY PROPERTY PARCEL NUMBER (AKPAR #): 12233

CURRENT ZONING DISTRICT/CLASSIFICATION: R-1 as to the southern portion and unzoned as to the northern portion

TOTAL SITE ACRES/SQUARE FEET: 42.03 acres

PROPOSED USE(S) AND PROPOSED CONDITIONS FOR THE SITE: **Please select the use/s category from Section 10.13 of Zoning Ordinance**

Solar Electric Power Plant

It is important that the applicant provide information to explain how the permit request or revision satisfies the following required five findings. **All applications shall contain the following information.** Please use attachments or additional sheets in order to completely answer these findings if necessary. If there is a finding that you feel does not apply to this submittal, please mark with "N/A" for not applicable. **Please use the "Materials Checklist" to complete each finding.**

- 1. **The use requested is among those listed as an eligible conditional use in the district in which the subject property is located or is to be located.**

The use is permitted with a Conditional Use Permit per page 51, Section 17.6 of the Chatham County Zoning Code.

- 2. **The requested conditional use permit or revision to the existing permit is either essential or desirable for the public convenience or welfare.**

Please see addendum.

- 3. **The requested permit or revision to the existing permit will not impair the integrity or character of the surrounding or adjoining districts, and will not be detrimental to the health, safety or welfare of the community.**

Please see addendum.

- 4. **The requested permit will be or remain consistent with the objectives of the Land Conservation and Development Plan.**

Please see addendum.

- 5. **Adequate utilities, access roads, storm drainage, recreation, open space, and other necessary facilities have been or are being provided consistent with the County's plans, policies and regulations.**

Please see addendum.

STOP!

You must meet with the Chatham County Appearance Commission and hold the Community Meeting BEFORE you can submit the application to the Planning Department. Please check the boxes below once these meetings have been held:

- Chatham County Appearance Commission Date of Meeting 7/23/2014
- Held Community Meeting Date of Meeting 7/24/2014



Section B. SUBMITTAL INFORMATION AND PROCEDURE

- (1) Sixteen (16) completed application packets and all supporting information shall be submitted to the Planning Department at least forty-five (45) days prior to the Public Hearing. A digital copy of the application packet shall be submitted pursuant to the Planning Department Digital Document Submission Guidelines.
- (2) The Planning Department shall, before scheduling the public hearing, ensure that the application contains all the required information as specified in Section 5 of the zoning ordinance.
- (3) The Planning Department shall have fifteen (15) days from the date of submittal to notify the applicant that the application is complete for scheduling the public hearing.
 - a. If the Planning Department determines the information is not sufficient for review, the Department shall notify the applicant of the specific information that is required for review.
 - b. The Planning Department shall take no further action on the application until the applicant submits the required information.
 - c. Once the applicant corrects the identified deficiencies, the applicant shall resubmit to the Planning Department at least 45 days prior to the next Public Hearing meeting, and the Department shall have 15 days to review the information and notify the applicant that the information is sufficient for review.
 - d. A determination that an application contains sufficient information for review as provided in this subsection (b) does not limit the ability of other county agencies, the Planning Board or the Board of Commissioners to request additional information during the review process.
- (4) The application is reviewed by the Technical Review Committee prior to the Public Hearing for comments and recommendations from other agencies.

Section C. SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION and REQUIRED INFORMATION TO BE INCLUDED ON THE SITE PLAN

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before you submit:

- (1) The application shall include a **site plan**, drawn to scale, with supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations, and conditions that, in addition to the predetermined ordinance requirements, will govern the development and use of the property. The following information must be provided, if applicable:
 - a. Information showing the boundaries of the proposed property as follows:
 1. If the entire parcel will be zoned, a GIS or survey map and parcel number of the subject property.
 2. If only a portion of the parcel will be zoned, a boundary survey and vicinity map showing the property's total acreage, parcel number, current zoning classification(s) and the general location in relation to major streets, railroads, and/or waterways,
 - b. Legal Description of proposed conditional zoning district;
 - c. All existing and proposed easements, reservations, and rights-of-way;
 - d. Proposed number and general location of all building sites, their approximate location, and their approximate dimensions;
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- e. Proposed use of all land and structures, including the number of residential units and the total square footage of any non-residential development;
- f. All yards, buffers, screening, and landscaping required by these regulations or proposed by the applicant; **(SECTION 12 LANDSCAPING & BUFFERING REQUIREMENTS)**
- g. All existing and proposed points of access to public and/or private streets;
 - h. Stream buffers required through this or other Chatham County Ordinances or Regulations, and other Local, State, or Federal regulatory agencies. Delineation of areas within the regulatory floodplain as shown on the Official Flood Insurance Rate Maps for Chatham County;
- i. Proposed phasing, if any;
- j. Generalized traffic, parking, and circulation plans; **(SECTION 14 OFF STREET PARKING)**
- k. Proposed provision of utilities;
- l. The location of known sites of historic or cultural significance within or adjacent to the project area, including any structure over 50 years old;
- m. The approximate location of any cemetery;
- n. Proposed number, location, and size of signs; **(SECTION 15 SIGN REGULATIONS)**
- o. Location and description of any proposed lighting on the project site with a note that any lighting will comply with Section 13; **(SECTION 13 LIGHTING STANDARDS)**
- p. The location of existing and/or proposed storm drainage patterns and facilities intended to serve the proposed development, and impervious surface calculations; and
- q. Environmental Impact Assessment pursuant to **Section 11.3** of the Zoning Ordinance, if applicable. **If you are or will be disturbing two or more acres in connection with this application, you are required to submit and EIA with this application. Failure to do so will result in the delay of scheduling your request for public hearing or may be returned completely for re-submission.**

The above information is required to be shown on the site plan submitted with this application. If, for some reason, any of the required items above are not included on the site plan, reasons for excluding those requirements must be given.

- (2) In the course of evaluating the proposed use, the Zoning Administrator, Planning Board, Chatham County Appearance Commission, or Board of Commissioners may request additional information from the applicant. This information may include, but not be limited to, the following:
- a. Proposed screening, buffers, and landscaping over and above that required by these regulations, as well as proposed treatment of any existing natural features;
 - b. Existing and general proposed topography;
 - c. Scale of buildings relative to abutting property;
 - d. Height of structures;
 - e. Exterior features of the proposed development;
 - f. A traffic impact analysis of the proposed development prepared by a qualified professional. The traffic impact analysis shall follow the NCDOT TIA Analysis Guidelines, and shall also include consideration for non-motorized and public transportation;
 - g. Any other information needed to demonstrate compliance with these regulations.

NOTE: The Zoning Administrator has the authority to waive any application requirement where the type of use or scale of the proposal makes providing that information unnecessary or impractical.

SECTION D. SIGNATURE STATEMENTS

OWNER'S SIGNATURE*: In filing this application, I/we as the property owner(s), hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate Strata Solar to act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.

Signature: _____

Date: _____

APPLICANT SIGNATURE: I hereby acknowledge that I am making this application on behalf of the above owner's statement or myself as the owner and that all the information presented in this application is accurate to the best of my knowledge, information, and belief. I acknowledge understanding of the requirements set out in this application and in the ordinances and/or guidelines used to determine the completeness of this submittal and to proceed as determined.

Signature: _____

Date: _____

OFFICE USE ONLY:

| |
|---|
| DATE RECD: _____ |
| BY: _____ |
| APPLICATION #: PL20_____ |
| FEE PAID \$: _____ |
| <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/> Money Order |

**REPORT OF COMMUNITY MEETING REQUIRED BY
THE CHATHAM COUNTY ZONING ORDINANCE**

To: Chatham County ZONING ADMINISTRATOR

Date: _____

Proposed Zoning: _____

The undersigned hereby certifies that written notice of a community meeting on the above zoning application was given to the adjacent property owners set forth on the attached list by first class mail on (date) July 16, 2014. A copy of the written notice is also attached.

The meeting was held at the following time and place: July 24, 2014 at 6:00 PM at 50101 Governors Drive, Suite 280, Chapel Hill, NC 27517

The persons in attendance at the meeting were: None.

The following issues were discussed at the meeting: N/A.

As a result of the meeting, the following changes were made to the rezoning petition: N/A.

Date: _____

Applicant: _____

By: _____

Please submit this Report to the Chatham County Planning Department located at 80-A East Street, Dunlap Building or mail it to Angela Birchett, Zoning Administrator, PO Box 54, Pittsboro, NC 27312.



Below is a SAMPLE of a community meeting notice letter that you may copy and modify as needed.

Date

Developer/Applicant Name
Developer Address
Developer Address

Re: Development Input Meeting for _____ (Proposed Project Name) located at _____
_____ (Location of Project) on _____ (date)

Dear Adjacent Property Owner:

This letter is to invite you to a community meeting regarding a _____ (commercial or mixed use) project on _____ acres we are proposing near your property, on Parcel Number _____. An informal community meeting will be held on _____ (date) beginning at _____ (time) at _____ (location of meeting), and lasting approximately _____ hour(s). Detailed directions are attached. The proposed project will be served by _____ (water) and _____ (wastewater). Plans of our proposed development will be shown and you will have the opportunity to voice your concerns and ask questions of people knowledgeable about the details of our project. Our plans may be revised based on your input before we submit to the County.

This meeting is required as part of the County zoning process; however County staff will not participate in the meeting. We are planning to submit our official plans to the County Planning Department in the near future. You will receive a notice from the County about this submittal once the application has been made.

We would appreciate your attendance and input at the community meeting. If you have questions before the meeting you may contact the person noted below. A copy of the map showing our proposed project is attached and can also be viewed on the Chatham County web site at www.chathamnc.org/planning under the Rezoning & Subdivision Cases link.

Respectfully,

For More Information, Please Contact:
Name
Phone Number
Email Address

Addendum to Conditional Use Permit Application

- 1. The use requested is among those listed as an eligible conditional use in the district in which the subject property is located or is to be located.**

Solar farms greater than 2 acres are listed as permitted with a Conditional Use permit on page 51 in Table 1 of the Chatham County Zoning Code, and are directed to follow section 17.6.

- 2. The requested conditional use permit or revision to the existing permit is either essential or desirable for the public convenience or welfare.**

Under North Carolina Senate Bill 3 (G.S. 62-133.8), it is the public policy of the State to promote renewable energy. Under State law electric utilities are required to purchase an increasing amount of renewable energy. Under the law solar energy is defined as a renewable energy resource. The proposed solar farm is being developed under this policy. On May 13, 2014, under rules promulgated by the North Carolina Utilities Commission ("Commission"), Strata Solar filed an Application for a Certificate of Public Convenience and Necessity and Registration as a New Renewable Facility for the proposed Pit 64 solar farm. This filing is required under State law before construction of an electric generating facility of this size can begin. In August, 2014, the Commission is expected to issue a Certificate of Public Convenience and Necessity pursuant to the aforementioned application. A copy of the Application for a Certificate of Public Convenience and Necessity and Registration as a New Renewable Facility is attached as Application Exhibit 1.

The proposed solar electric power plant would generate electricity to meet consumer needs in the local area with safe, clean, renewable energy with no fuel consumption, no emissions and no traffic. The power generated is sold to Duke Energy Progress under a long-term power purchase agreement.

There are several examples of this scale of solar plant either built or approved in Chatham and Orange county locations including 151 Vickers Rd., Chapel Hill, 2835 Farrington Point Rd near Governors Village, 3800 Corinth Rd., Moncure and 2284 White Cross Rd., White Cross. The projects are desirable for the reasons listed above.

The proposed plant requires no public improvements or services and will result in less traffic than is generated by one single family home. A DOT driveway permit will be obtained to provide access to the site. The proposed solar farm is a truly passive use.

The proposed project would produce approximately \$10,000 in annual property tax payments to the County.

Strata Solar maintains an average of 1,000 jobs across North Carolina including approximately 80 professional engineering, project management, legal and accounting staff in Chatham County and 900 construction jobs across the state.

- 3. The requested permit or revision to the existing permit will not impair the integrity or character of the surrounding or adjoining districts, and will not be detrimental to the health, safety or welfare of the community.**

The proposed project is completely passive with no daily employees. No regular need for fire, sheriff or emergency service is anticipated.

The proposed project requires only monthly maintenance and will generate less traffic than one single-family home. No changes to the speed limit on roads in the area will be required by this proposed use. No road improvements will be necessary to accommodate this proposed use.

A thorough appraisal consulting analysis has been performed by a state-licensed general real estate appraiser to assess the impact of the proposed use on the value of surrounding property. The report indicates that the proposed project will not negatively impact surrounding property values. The report is enclosed with this application

The proposed project is partially surrounded by substantial existing, natural, mature, wooded screening. In addition we will add landscape screening as determined necessary by the Chatham review bodies, boards and community. Fencing may be visible from US Highway 64 and Hillside Dairy Road but will be approximately 100 feet from US Highway 64 and approximately 50 feet from Hillside Dairy Road. The project is adjacent to primarily agricultural uses.

There is no lighting proposed on this project.

The only sound generated by the solar farm is the quiet hum of the inverters and transformers during daylight hours. There would be six inverter and transformer combinations centrally located within the solar array. This hum dissipates as you move away from the equipment and will not exceed the ambient background noise level of a typical rural area at the property line.

There are minimal small signs attached to the perimeter fence and no large signage proposed.

4. The requested permit will be or remain consistent with the objectives of the Land Conservation and Development Plan.

The proposed solar farm meets several of the defined policies of the Land Conservation and Development Plan:

- The surrounding area is rural and sparsely populated, and the proposed project preserves the rural landscape by providing low-impact, low profile “green” development that creates minimal traffic, and no odors or emissions. The project will also be screened with vegetative buffers to minimize visual impact.
- The project furthers the objective of establishing sustainable development within the County.
- The project ensures long-term quality and availability of groundwater and surface water resources due to a small impervious surface percentage and replanted ground cover.
- The project establishes electrical infrastructure that supports economic development.

The proposed solar farm meets the requirements of the Watershed Protection Ordinance by providing all required buffers and by having and built-upon area below the strictest threshold.

The project meets the requirements of the Flood Damage Prevention Ordinance by being located out of a flood hazard area and by being designed to prevent water damage to electrical and structural components.

5. Adequate utilities, access roads, storm drainage, recreation, open space, and other necessary facilities have been or are being provided consistent with the County’s plans, policies and regulations.

The proposed solar electric power plant will not use any public utilities or require any water or wastewater service.

The site access will be an approved gravel construction entrance and the permanent access will be built after construction to DOT Driveway Permit specifications.

The project has minimal built-upon area and minimal grading. Current drainage patterns will be maintained.

Strata Solar will obtain a soil and erosion control permit from Chatham County before starting construction on the proposed solar farm.