

# TOWN OF PITTSBORO

## PRE-SUBMITTAL MEETING APPLICATION



1. Pre-Submittal Meetings provide applicants with a review on preliminary proposals, receiving high level guidance intended to reduce future review cycles, avoid misunderstandings or interpretations, and open lines of communication with staff. **Pre-Submittal Meetings are not intended to be a formal review and it is the applicant's responsibility to meet all applicable zoning, building, fire, and other code requirements.**
2. Typical projects that benefit from a Pre-Submittal Meeting may include, but are not limited to: commercial, office, industrial, change of uses, multifamily residential, shopping center, school, daycare, restaurant, recreation facility, churches, subdivisions, conditional rezoning requests, and special use permits requests.
3. Review Steps:
  - **Step 1. Scoping Meeting.** Contact the Customer Service Specialist: Kelly Hughes at (919) 533-5481 or [khughes@pittsboronc.gov](mailto:khughes@pittsboronc.gov) to schedule a Scoping Meeting with planning staff. Staff will discuss the project with the applicant and determine if a Pre-Submittal Meeting is applicable. Scoping Meetings are typically held on Thursdays between 1pm and 4pm via zoom meeting.
  - **Step 2. Pre-Submittal Meeting.** Contact Kelly Hughes to schedule a Pre-Submittal Meeting, which are typically held on Tuesdays between 1pm and 4pm via zoom meeting.
    - Email a copy of this application, sketch plan, floor plan, and any additional information that helps explain your proposal to Kelly Hughes at [khughes@pittsboronc.gov](mailto:khughes@pittsboronc.gov)
    - The deadline to schedule and submit this application and associated documents is 2pm on Tuesday of the previous week.
  - **Step 3. Formal Application Submittal.** Please refer to the applicable Submittal Deadlines for submittal dates.

### GENERAL INFORMATION

Project Name	
Project Address / Location	Parcel ID #
Applicant / Contact Person	Phone
Applicant Business Name	
Applicant Email	
Property Owner	Phone
Property Owner Email	
Current Use(s)	
Proposed Use(s)	
Provide a detailed project description.	

**Please answer the following questions or circle the correct answer:**

Will customers/clients be coming to this property?	Yes or No
Is food preparation, child care, adult care, school, pool, or other regulated establishment proposed on the property?	Please circle all that apply
Will hazardous chemicals be used or stored on the property?	Yes or No
Do you propose to have landscaping, signage, or lighting on the property?	Please circle all that apply
Do you plan to subdivide the property?	Yes or No
Do you plan to install a parking lot?	Yes or No
Will you be constructing a road (right-of-way)?	Yes or No
What type of water supply do you plan to use?	Public Water or Private Well
What type of wastewater source do you plan to use?	Public Sewer or Private Septic
Do you propose any new building construction?	Yes or No
Do you propose any additions, alterations, or demolition to existing structures?	Please circle all that apply
Will you place any items in the public right-of-way?	Yes or No
Will you sell alcoholic beverages?	Yes or No
Will you disturb more than 20,000 square feet?	Yes or No
Will you disturb more than one-half acre?	Yes or No
Will you disturb more than 1 acre?	Yes or No
Are there any streams or wetlands on the property?	Yes or No
What is the approximate existing impervious surface percentage?	
What is the approximate proposed impervious surface percentage?	
How many employees will the business hire?	
What is the existing square feet of the building(s)?	
What is the proposed square feet of the building(s)?	
What is the proposed height of the building(s)?	
What is your timeline for starting construction?	

**Additional items to be submitted with this application: (check all as applicable):**

- \_\_\_ 1. A Sketch Plan, which can be hand drawn to scale, including the following information: location of any existing or proposed property lines, buildings, streets, driveways, parking lots, screening, stormwater control devices, and label existing and proposed uses of building(s) and/or land.
- \_\_\_ 2. Existing and proposed non-residential floor plans
- \_\_\_ 3. If available / applicable, please submit the fire flow analysis / modeling and fire truck exhibits
- \_\_\_ 4. Subdivision Sketch (lots, roads, etc.)

I, applicant, hereby certify that all of the information, including attachments, contained herein are true and correct to the best of my knowledge and belief.

Applicant Name Printed: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town of Pittsboro Planning Department  
 PO Box 759 • 480 Hillsboro Street, Suite 400  
 Pittsboro, NC 27312

Phone: 919-533-5480  
 www.pittsboronc.gov

## PRE-SUBMITTAL MEETING AGENCY / STAFF CONTACT LIST

The following departments and agencies are invited, as applicable:

- Town of Pittsboro (Administration, Fire, Engineering, Parks, Planning, Police, Public Works)
- Chatham County (Emergency Operations, Environmental Health, Fire Marshal, Building Inspections, Water)
- NC Department of Transportation
- Non regulatory (Chamber of Commerce, Economic Development Corporation, Small Business, Visitors Bureau)

Theresa Thompson, Planning Dept Planning Director 919-542-2063 <a href="mailto:tthompson@pittsboronc.gov">tthompson@pittsboronc.gov</a>	Victoria Bailiff, Planning Dept Senior Planner 919-533-5483 <a href="mailto:vbailiff@pittsboronc.gov">vbailiff@pittsboronc.gov</a>	Steve Schlauch, Planning Dept Planner 1 919-533-5480 <a href="mailto:sschlauch@pittsboronc.gov">sschlauch@pittsboronc.gov</a>
Kent Jackson, Engineering Engineering Director 919-542-1519 <a href="mailto:kjackson@pittsboronc.gov">kjackson@pittsboronc.gov</a>	Morgan DeWit, PE, Engineering Project Engineer 919-533-2023 <a href="mailto:mdewit@pittsboronc.gov">mdewit@pittsboronc.gov</a>	Adam Pickett, Public Works Public Works Director 919-542-3530 <a href="mailto:apickett@pittsboronc.gov">apickett@pittsboronc.gov</a>
Daryl Griffin, Fire Department Fire Chief 919-542-4101 <a href="mailto:daryl@pittsborofire.com">daryl@pittsborofire.com</a>	William Judson, Fire Marshal Fire Marshal 919-545-8342 <a href="mailto:William.judson@chathamcountnc.gov">William.judson@chathamcountnc.gov</a>	Lesia Chavis, E-911 Specialist 919-545-8161 <a href="mailto:lesia.chavis@chathamcountync.gov">lesia.chavis@chathamcountync.gov</a>
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Michael Smith, President Chatham Economic Development 919-542-8274 <a href="mailto:michael.smith@chathamcountync.gov">michael.smith@chathamcountync.gov</a>	Sam Rauf, Project Manager Chatham Economic Development 919-542-8274 <a href="mailto:sam.rauf@chathamcountync.gov">sam.rauf@chathamcountync.gov</a>	Phillip Pappas, CCCC Small Business Center Coordinator 919-545-8015 <a href="mailto:ppapp612@cccc.edu">ppapp612@cccc.edu</a>
Cindy Poindexter, IOM Chatham Chamber of Commerce 919-742-3333 <a href="mailto:CindyP@ccucc.net">CindyP@ccucc.net</a>	Peter J Siragusa, Postmaster US Postal Service - Pittsboro 919-642-0128 <a href="mailto:pete.j.siragusa@usps.gov">pete.j.siragusa@usps.gov</a>	Neha Shah Director of Travel and Tourism 919-542-8296 <a href="mailto:neha@visitpittsboro.com">neha@visitpittsboro.com</a>
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