

TOWN OF PITTSBORO

PRE-SUBMITTAL MEETING APPLICATION



1. Pre-Submittal Meetings provide applicants with a review on preliminary proposals, 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 may benefit from a Pre-Submittal Meeting 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. To apply, contact Janie Phelps to schedule a Pre-Submittal Meeting, which are typically distributed via email to the team. Please allow for a week for all parties to respond. Email a copy of this application, sketch plan, floor plan, and any additional information that helps explain your proposal to Janie Phelps at jphelps@pittsboronc.gov

GENERAL INFORMATION

Project Name	
Project Address / Location	Parcel ID #
Applicant / Contact Person	Phone
Applicant Email	
Property Owner <i>(if different from applicant)</i>	Phone
Property Owner Email	
Current Use(s)	Proposed Use(s)
Provide a detailed project description.	

Please answer the following questions or circle your 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

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

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

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
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 the project?	

Pittsboro Pre-Submittal contact sheet	Janie Phelps, Planning Dept Planner II 919-533-2034 jphelps@pittsboronc.gov	Steve Schlauch, Planning Dept Planner I 919-533-5480 sschlauch@pittsboronc.gov
Kent Jackson, Engineering Engineering Director 919-542-1519 kjackson@pittsboronc.gov	Morgan DeWit, PE, Engineering Project Engineer 919-533-2023 mdewit@pittsboronc.gov	Adam Pickett, Public Works Public Works Director 919-542-3530 apickett@pittsboronc.gov
Daryl Griffin, Fire Department Fire Chief 919-542-4101 daryl@pittsborofire.com	William Judson, Fire Marshal Fire Marshal 919-545-8342 William.judson@chathamcountnc.gov	Lesa Chavis, E-911 Specialist 919-545-8161 lesa.chavis@chathamcountync.gov
Kacey Hargrove, Central Perm. Supervisor 919-542-8230 kacey.hargrove@chathamcountync.gov	Brandon Ancona, Bldg Inspections Building Inspector 919-930-5047 Brandon.ancona@chathamcountync.gov	Justin Hasenfus, Erosion Control Chatham Co. Watershed Protection 919-545-8344 Justin.hasenfus@chathamcountync.gov
Anne Lowry, Env. Health Director 919-545-8310 Anne.lowry@chathamcountync.gov	James Tiger, R.E.H.S., Env. Health On-Site Wastewater Supervisor 919-545-8316 James.tiger@chathamcountync.gov	Lisa Morgan, Env. Health Food Establishments, Childcare, Schools 919-545-8309 Lisa.morgan@chathamcountync.gov
Denise Suits – Emergency Mgmt Admin Support Specialist 919-545-8163 Denise.suits@chathamcountync.gov	Phillip Thompson, Project Manager Chatham Economic Development phillip.thompson@chathamcountync.gov	Phillip Pappas, CCCC Small Business Center Coordinator 919-545-8015 ppapp612@cccc.edu
Cindy Poindexter, IOM Chatham Chamber of Commerce 919-742-3333 CindyP@ccucc.net	Peter J Siragusa, Postmaster US Postal Service - Pittsboro 919-642-0128 pete.j.siragusa@usps.gov	Neha Shah Director of Travel and Tourism 919-542-8296 Neha.shah@chathamcountync.gov
Jen Britt, EI, NCDOT Div. 8, District 2 Assistant District Supervisor 336-318-4004 jlbritt@ncdot.gov	R. J. Monroe, NCDOT Div. 8, District 2 District Supervisor 336-318-4000 rjmonroe@ncdot.gov	Mickey Pate, NCDOT Div. 8, District 2 Assistant District Supervisor 336-318-4005 mpate1@ncdot.gov