



Town of Pittsboro Submittal Guidelines for Chatham Park Projects

March 9, 2023

Table of Contents

General Guidelines	3
Permits	
Planning Permits	
Overview.....	4
Signs	4
Zoning Compliance	4
Zoning Conformity Letters	5
Final Inspection Request	5
Engineering Permits	
Overview.....	6
Town Engineering Permits	6
Permits from External Agencies	7
Construction Drawings	
Town Applications	8
How to Submit	8
External Agency Review	9
Town Review & Approval.....	9
Next Steps.....	9
Plat Review	
Minor Subdivisions & Exempt Plats	10
Major Subdivisions	
Pre-Application Meeting	10
Community Information Meeting	10
How to Submit the Preliminary Plat	10
Preliminary Plat Review & Approval	11
How to Submit the Final Plat.....	11
Final Plat Review & Approval.....	11
Rezoning	12
Frequently Asked Questions (FAQs)	13

General Guidelines

1. Check the Town's website and the OpenGov portal for current application forms.

We keep the latest versions of our Planning and Engineering application forms on the Town's website. We're continually updating these documents, so it's best to check the website before submitting. You can find the applications on the Town's website under:

- **Planning:** [Government](#) → [Departments](#) → [Planning](#) → [Applications & Forms](#)
- **Engineering:** [Government](#) → [Departments](#) → [Engineering](#) → [Forms & Fees](#)

You can submit some Town applications via Chatham County's OpenGov permitting portal. Check the Town's section of the portal [here](#) to see which applications we offer online. We'll continue adding applications to OpenGov during 2023. See the FAQ section at the end of this document for more information.

2. Check the current fee schedule.

The Town's fee schedule is updated every year on July 1st. The Board of Commissioners may also approve budget amendments during the year that change the fee schedule. You can find the current fee schedule on the Town's website under [Government](#) → [Departments](#) → [Planning](#) → [Development Fees](#).

3. We prefer electronic submittals when possible.

We encourage electronic submittals to reduce paper waste when possible. Generally, we prefer shared files over flash drives. Do not submit plans on compact discs (our computers don't have CD drives). Please read the following guidelines for more information on submitting electronically and when paper copies are required.

4. This document applies *only* to parcels in the Chatham Park Planned Development District (PDD).

Requirements may differ for projects outside the Chatham Park PDD. Contact Pittsboro staff for submittal requirements for non-PDD projects.

Planning Permits

Overview

You can find application forms on the Town's website under [Government → Departments → Planning → Applications & Forms](#). You can submit some of these permits online via [OpenGov](#) if you prefer. The application forms and/or OpenGov should explain the submittal requirements.

When applying through OpenGov, you can pay application fees via credit card. Staff must assess the fees first. We will contact you when we are ready to receive payment.

If you're not applying through OpenGov, please email your permit submittals to Steve Schlauch, Planner I (sschlauch@pittsboronc.gov). You will need to pay your permit fees with a check made payable to the Town of Pittsboro. You can deliver checks to our office at 287 East Street, Suite 221A.

Staff has ten (10) business days to process permit applications. We usually complete them in five (5) business days. Please contact Steve Schlauch with any questions.

Signs

In addition to the required application and fee, you will need to submit the following:

- Chatham Park Development Review Committee (DRC) letter approving the sign plans;
- Scaled site plan showing the proposed location of the sign; and
- Scaled rendering of the sign.

Signs must comply with the Chatham Park Signage Element. You may need to apply for a building permit as well depending on the type of sign. Contact Chatham County Central Permitting at building.permits@chathamcountync.gov or (919) 545-8474 with any questions about building permits.

Zoning Compliance

Zoning compliance applications and fees differ for residential projects and non-residential projects. Be sure to submit the correct form and fees for your project type.

In addition to the application and review fees, you will need to submit the following:

- Scaled site plan showing the location of the proposed work relative to property lines; and
- A Utility Services Application (if requesting new Town utility service).

Chatham County Central Permitting requires Town zoning approval before issuing a building permit. The Town will not issue the zoning approval until you pay the following Engineering and Public Utilities fees (if applicable):

- Water Meter Fees
- Water System Development Fees
- Wastewater System Development Fees

Engineering staff will assess these fees and contact you for payment.

Zoning Conformity Letter

You cannot submit these requests on OpenGov yet. You will find the Zoning Conformity Letter request form on our website. Submit the form and appropriate fee to Steve Schlauch, Planner I.

Final Inspection Request

You will contact Chatham County Building Inspections to schedule your final building inspection(s). You can submit final Zoning/Engineering inspection requests for Town projects online [here](#). Chatham County will not issue your Certificate of Occupancy/Compliance until the Town has completed its final inspections.

Engineering Permits

Overview

Most Engineering permits are not yet available on OpenGov. You can find application forms on the Town's website under [Government → Departments → Engineering → Forms & Fees](#). The application forms should explain the submittal requirements for your permits.

You can pay permit fees via check. Please make checks payable to the Town of Pittsboro and deliver to our office at 287 East Street, Suite 221A. If you have further questions, contact Morgan DeWit, Project Engineer (mdewit@pittsboronc.gov).

Town Engineering Permits

- **Town of Pittsboro Driveway Permit Application**
Required if cutting in a driveway on a Town road.
- **Town of Pittsboro Encroachment Agreement**
Required if running water or sewer lines across a Town road.
- **Floodplain Development Permit Application**
Required if proposing development in a Special Flood Hazard Area. Include items listed on the checklist in the application and verify additional permit requirements from applicable agencies. Sections VI, VII and VIII on the application shall be completed following construction when as-built record drawings are submitted.

Note: per the 2022-2023 fee schedule, we do not charge a fee for these applications when review of Construction Drawings is also required.

- **Riparian Buffer Authorization**
Required for projects that propose impacts to Town of Pittsboro Riparian Buffers and/or Chatham Park Additional Buffers. Include items listed on the checklist in the application. This includes:
 - Impact maps providing a breakdown of the square footage of impacts;
 - Type of impacts; and
 - Linear footage of impacts parallel with the stream feature.

USACE 404 Permit and NCDEQ 401 Permit documentation is required. If project is included in the North Village Individual Permit, provide documentation showing that the impacts align with this permit. If project contains “non-notifying impacts,” provide justification for that as well.

- **Stormwater Discharge Permit**
Required for all submittals since Chatham Park is a common plan of development. Include items listed on the checklist in the application. If the project proposes to use an existing stormwater control measure (SCM) for stormwater treatment, provide a memo that includes the:

- Designed drainage area/built-upon area (BUA);
- Previously allocated drainage area/BUA; and
- Remaining drainage area/BUA available for the existing SCM, along with the parameters proposed for the new project.

Permits from External Agencies

The Town of Pittsboro is required to review the following permits from other agencies. Please see the fee schedule for associated review fees.

- NCDOT Driveway Permit
- NCDOT Encroachment Agreement
- NCDEQ Reclaimed Water Extension Permits
- NCDEQ Wastewater Extension Permits
- NCDEQ Water Extension Permits (include water model and fire flow analysis)

Construction Drawings

Town Applications

You will need to submit the following applications when submitting Construction Drawings to the Town for review:

- Construction Drawing Application (Engineering)
- Non-Residential Site Plan Application (Planning)
- Stormwater Discharge Permit Application

You *may* need to submit the following applications as well depending on your project. See the *Engineering Permits* section for more details:

- Floodplain Development Permit Application
- Riparian Buffer Authorization Application
- Town of Pittsboro Driveway Permit Application
- Town of Pittsboro Encroachment Agreement

How to Submit

In addition to the necessary application forms and fees, include the following with your submittals to the Town:

- Two (2) paper copies of the construction drawings. Submitted plans need to conform to the [Town Specs](#) and should include public and private utilities, streets, sidewalks, greenways, and any other infrastructure proposed;
- Two (2) paper copies of the fire truck exhibit;
- Traffic Impact Analysis PDF (if project proposes 100+ peak trips and/or 1,000+ daily trips)
- Digital copies of all application documents.

If you have been given access to the Freese & Nichols SharePoint folder, you can upload your digital copies there. If not, you can email us a link to another shared file or submit a flash drive.

You do not need to submit both a shared file *and* a flash drive – just one or the other. Be sure to email staff before sending a shared file link. Per our IT policy, we are not to open “random” shared files.

External Agency Review

- **Erosion Control**
The Chatham County Watershed Protection Department handles Erosion Control for projects in the Town. A representative from the Watershed Protection Department will need to sign the signature set of Construction Drawings. Submit Land Disturbing Permit applications directly to the County. Contact Hollie Squires (hollie.squires@chathamcountync.gov) with questions.
- **Chatham County Fire Marshal & Pittsboro Fire Chief**
As stated previously, you will need to submit two (2) paper copies of the plans and fire truck exhibit. Pittsboro staff will deliver the application materials to the Fire Marshal and Fire Chief on your behalf. The Fire Marshal will need to sign the signature set of Construction Drawings.
- **NCDEQ**
Submit Water, Wastewater, and Reclaim Water Extension Permit Applications directly to NCDEQ. Note that the Town of Pittsboro Engineering Department is required to review these submittals as well. See the *Engineering Permits* section for more details.
- **NCDOT**
Submit NCDOT Driveway Permit Applications and Encroachment Agreements directly to NCDOT. Note that the Town of Pittsboro Engineering Department is required to review these submittals as well. See the *Engineering Permits* section for more details.

Town Review and Approval

We aim to review these submittals within two (2) weeks. Staff will compile review comments from Planning, Engineering/Utilities, and Fire and send them to you after that. The County will send Erosion Control comments to you directly.

Once all parties have approved your plans, we will request three (3) hard copies of the signature set. We will sign the copies, returning one (1) to you and keeping two (2) for Engineering.

Next Steps

1. **Approval of Construction Drawings**
Upon approval of Construction Drawings and applicable Engineering permits, Town Engineering will issue a formal *Approval of Construction Drawings* letter. The letter will specify any outstanding agency approvals and inspection fees required before the Town can issue an *Authorization to Construct*.
2. **Pre-Construction Meeting**
You can schedule a Pre-Construction Meeting after you receive your *Approval of Construction Drawings*. To schedule, please contact Morgan DeWit (mdewit@pittsboronc.gov) and Justin Hasenfus (justin.hasenfus@chathamcountync.gov).
3. **Authorization to Construct**
After the Pre-Construction Meeting and after you have addressed the requirements in the *Approval of Construction Drawings*, the Town will issue your *Authorization to Construct*.

Plat Review

Minor Subdivisions and Exempt Plats

You can submit these via OpenGov or email them to Molly Boyle, Planning Project Manager, at mboyle@pittsboronc.gov. You do not need to submit any paper copies of the preliminary plat, just a PDF. Check the current fee schedule to determine the appropriate review fee.

We aim to review these submittals within two (2) weeks. Planning staff will send review comments to you via email. We will tell you when you can submit the mylar plat for signature. You will be responsible for recording the mylar plat at the Chatham County Register of Deeds.

If you are not sure if your submittal is a minor subdivision, exempt plat, or something else, please consult Chapter 10 of the [Unified Development Ordinance \(UDO\)](#) or contact Molly Boyle with questions.

Major Subdivisions

- ***Pre-Application Meeting***

The Unified Development Ordinance (UDO) requires pre-application meetings for major subdivision requests. You can find the pre-application meeting request form on the Town's website under [Government → Departments → Planning → Applications & Forms](#). Email your request to Molly Boyle, Planning Project Manager (mboyle@pittsboronc.gov).

- ***Community Information Meeting***

Major subdivisions require you to hold a Community Information Meeting prior to submitting your application to the Town. See [UDO Section 10.3.3 Community Information Meetings](#) for the meeting requirements.

- ***How to Submit the Preliminary Plat***

You can submit these requests on OpenGov. Upload PDFs of the following with your application in OpenGov:

- Plat Review Application (signed);
- Preliminary plat;
- Fire truck exhibit;
- Community Information Meeting report;
- Chatham Park Development Review Committee (DRC) approval;
- Chatham County Schools Residence Notification Form;
- Sewer Allocation Memo; and
- Tree Coverage Report.

In addition, please submit one (1) paper copy of the preliminary plat and fire truck exhibit to the Town Planning office. You may deliver a check for the review fee at that time or you can wait and pay with a credit card via OpenGov. Staff will have to assess the fee in OpenGov before you can pay with a card.

- ***Review and Approval of Preliminary Plat***

Staff aims to review these submittals within two (2) weeks. Staff will send compiled review comments to you a few days after that. Staff will also let you know when your submittal is ready to go to the Planning Board for recommendation.

Planning Board meetings are held on the first (1st) Monday of the month unless stated otherwise on the [meeting calendar](#). For Planning Board meetings, the submittal deadline is ten (10) business days before the Planning Board meeting date. Turn in two (2) hard copies of the plans and digital copies of everything else. The Planning Board will review your submittal and make a recommendation to the Board of Commissioners (BOC).

BOC meetings are held the second (2nd) and fourth (4th) Monday of the month unless stated otherwise on the [meeting calendar](#). For BOC meetings, the submittal deadline is twenty-one (21) calendar days before the BOC meeting date. Turn in two (2) hard copies of the plans and digital copies of everything else.

The UDO does not require a public hearing for these requests. The BOC will deliberate and vote on your major subdivision preliminary plat request.

- ***How to Submit the Final Plat***

When you are ready to submit for final plat approval, email a PDF of the final plat to Molly Boyle, Planning Project Manager (mboyle@pittsboronc.gov). If you want to pay the review fee by check, please deliver it to our office at 287 East Street, Suite 221A. Otherwise, we will assess the review fee in OpenGov so you can pay with a credit card.

Also, the Town of Pittsboro requires that you record a Subdivision Improvement Agreement (SIA) with your final plat. Submit the SIA application and supporting documents to Molly Boyle and submit a check to our office for the review fee. You can find the SIA application on our website. It includes submittal requirements.

- ***Review and Approval of Final Plat***

Staff will review and submit final plat comments to you within two (2) weeks. We will let you know when you can submit the mylar for signature.

Staff will coordinate with the Town Attorney and the Town Manager for signatures on the SIA. We will let you know when the SIA and final plat are ready for pick-up. Note that you must record the final plat and SIA together at the Chatham County Register of Deeds.

Rezoning

Overview

Rezoning is decided legislatively, meaning they need to go to the Planning Board for recommendation and the Board of Commissioners (BOC) for decision. The application and review processes are detailed below.

Pre-Application Meeting

The Unified Development Ordinance (UDO) requires pre-application meetings for rezoning requests. You can find the pre-application meeting request form on the Town's website under [Government → Departments → Planning → Applications & Forms](#). Email your request to Janie Phelps, Planner II/Acting Planning Director (jjphelps@pittsboronc.gov).

Community Information Meeting

Rezoning requires you to hold a Community Information Meeting prior to submitting your application to the Town. See [UDO Section 10.3.3 Community Information Meetings](#) for the meeting requirements.

How to Submit

You cannot submit these requests on OpenGov at this time. Submit the required rezoning application form and fee to Planning for review. You must submit a Riparian Buffer Determination Application and fee to the Engineering Department for review as well.

Review and Approval

Staff aims to review these submittals within two (2) weeks. Staff will send compiled review comments to you a few days after that. Staff will also let you know when your submittal is ready to go to the appropriate board.

Planning Board meetings are held on the first (1st) Monday of the month unless stated otherwise on the [meeting calendar](#). For Planning Board meetings, the submittal deadline is ten (10) business days before the Planning Board meeting date. Turn in two (2) hard copies of the plans and digital copies of everything else. The Planning Board will review your submittal and make a recommendation to the Board of Commissioners (BOC).

BOC meetings are held the second (2nd) and fourth (4th) Monday of the month unless stated otherwise on the [meeting calendar](#). For BOC meetings, the submittal deadline is twenty-one (21) calendar days before the BOC meeting date. Turn in two (2) hard copies of the plans and digital copies of everything else. After holding a Public Hearing, the BOC will deliberate and vote on your rezoning request.

Frequently Asked Questions (FAQs)

1. Do you have submittal checklists?

Engineering has some checklists included in its applications. Otherwise, no. Town staff continues to update its submittal processes to make them more efficient. If we create checklists in the future, we will post them on the [Planning](#) and [Engineering](#) pages with the application forms.

2. Do I apply for building permits with the Town of Pittsboro?

The Town contracts out its building permitting and inspections to Chatham County Building Inspections. You will apply for building permits with them, primarily through the [OpenGov portal](#).

The Town still reviews and issues zoning compliance permits for projects in the Pittsboro town limits and extra-territorial jurisdiction (ETJ). The County will require you to obtain a zoning compliance permit from the Town during the building permitting process.

3. What is OpenGov?

OpenGov is Chatham County's permitting portal. The Town has an interlocal agreement with the County, which allows us to accept and process applications in the portal. We have not put all of our applications into OpenGov yet. Check the [Town's section of the portal](#) to see which applications we currently offer online.

4. Do I have to upload an application form when applying via OpenGov?

Only if you are *not* the property owner. We need the property owner's authorization (*i.e.*, signature) to process most types of submittals (except Zoning Conformity Letter requests). If you are not the property owner, upload an application form, signed by the property owner, to OpenGov.

5. How can I pay my application fees?

We accept credit card payments for applications in OpenGov. Staff must assess the fee in OpenGov first before you can pay. We will contact you when we're ready to accept payment. If not applying via OpenGov, you will need to pay by check. Please make checks payable to the Town of Pittsboro.

6. Do I need to submit a Town of Pittsboro invoice when paying by check?

No, but you can if you want. You just need to be clear about which fees you're including in your payment. Just like the fee schedule, we update the invoice form on July 1st every year. Contact staff for a copy of the current invoice template if you want one.

7. I'm submitting Construction Drawings for a project. Should I submit my Zoning Compliance Permit application at the same time?

No, you apply for a Zoning Compliance Permit when you're ready to apply for building permits.

8. How do I request a final inspection?

You will contact Chatham County Central Permitting to schedule your final building inspection(s). You can submit final Zoning/Engineering inspection requests for Town projects online [here](#).

9. How many hard copies of my plans do I need to submit?

Submittal Type	# of Paper Copies
Planning Permits	0
Engineering Permits	1
Construction Drawings	2
Major Subdivision Applications	1
Planning Board Items	2
Board of Commissioners Items	2

10. Can I request an administrative alternative?

Yes, the Chatham Park Master Plan and Additional Elements allow for administrative alternatives (*i.e.*, modifications to requirements, which are approved by the Planning Director). You must formally request an administrative alternative in writing. Then the Planning Director can determine if your request meets the necessary criteria.

11. How do I submit quasi-judicial applications (e.g., Special Use Permits; variances; appeals)?

Please contact staff directly. We're in the process of establishing a Board of Adjustment, which will make decisions on these types of requests. The submittal process is evolving, so it's best to contact us first before submitting.

12. Whom should I contact with questions?

Staff Member	Purview	Contact Info
Morgan DeWit, <i>Project Engineer</i>	Engineering plans and permits	mdewit@pittsboronc.gov (919) 533-2023
Molly Boyle, <i>Planning Project Manager</i>	Chatham Park plans; Board reviews; interpretations	mboyle@pittsboronc.gov (919) 542-2530
Steve Schlauch, <i>Planner I</i>	Planning permits (e.g., zoning compliance, signs)	sschlauch@pittsboronc.gov (919) 542-1655