

Soil Erosion and Sedimentation Control Plan Submittal Process

For projects in the Town of Pittsboro and its ETJ, the Chatham County Soil Erosion and Sedimentation Control Permit Application will now be submitted with the project packet being submitted to the Planning Department at the Town of Pittsboro. The Town of Pittsboro will accept the application and its fee, and forward them to the County for review. Payment for the Soil Erosion and Sedimentation Control Permit Application will continue to be made out the Chatham County. Please be advised that streamlining the submittal intake to one location and time will ensure consistency during concurrent plan reviews of projects. **Comments generated from Chatham County Erosion Control reviews can be provided in advance upon request (if available) but official Letters of Approval/Disapproval and all plan resubmittals will flow through the Pittsboro office and are subject to the applicable Review Schedule.** See the review process below for the Town's Project 2 Review Schedules.

Town-wide process:

- The Town serves as the hub for the review process of development related projects that involve multiple departments and agencies, routing plans to all Town Departments and other agencies as applicable. This includes Erosion & Sedimentation Control and Fire Department reviews that are handled by Chatham County through an interlocal agreement with the Town.
- New Project Pre Submittal Meetings are required prior to submitting plans for review. These are scheduled with the Planning Department and take place on Wednesday mornings and Thursday afternoons.
- First submittals are accepted by the Planning Department once a month as shown on the published review calendar. Submittals are due by noon on Mondays to be considered in that week's cycle. All fees must accompany the associated applications for the project to be accepted for review.
- First submittal reviews typically take 3 weeks with subsequent reviews following a two-week cycle per the published schedule. Comments from all applicable departments are returned via email in one combined document.
- A meeting is scheduled for Staff/Developer to discuss the first review comments.
- Resubmittals shall be resubmitted under the same process with responses and revisions to address all comments. *At 2nd submittal the Erosion & Sedimentation Control package including application and associated fees.*
- Once all comments are addressed and it is determined the project is ready to move forward to the Town Boards the project will be added to the next Town of Pittsboro Planning Board Meeting, held typically at 7:00pm at Town Hall on the first Monday of the month. The Developer will attend this meeting in case the Planning Board has any questions or concerns. This Board acts as an advisory board and will make a recommendation to the Town Board of Commissioners.
- The project is then presented at the next available Board of Commissioners Meeting, typically held at 7:00 pm at Town Hall on the second and fourth Mondays of the month. The Developer must attend this meeting in case the board members have any questions or concerns. This Board will approve or deny the project.
- During the above process, the reviews for Soil Erosion and Sedimentation Control will produce comments that generate either a Letter of Approval or Letter of Disapproval until the project's soil erosion and sediment control are satisfactory with the County's standards.
- A pre-construction meeting (joint with the Town and County Erosion and Sedimentation Control) must be held prior to construction beginning on the project.

Chatham Park PDD Review Process (2-step process)

- The Town serves as the hub for the review process of development related projects that involve multiple departments and agencies, routing plans to all Town Departments and other agencies as applicable. This includes Erosion & Sedimentation Control and Fire Department reviews that are handled by Chatham County through an interlocal agreement with the Town.
- Projects within the Chatham Park PDD boundary will follow a 2-step process that includes a separate Preliminary Plan and Construction Drawing process. The Preliminary Plan will go before the town boards and the Construction Drawing will be reviewed administratively.

Preliminary Plan Review Process

- New Project Pre Submittal Meetings are required prior to submitting plans for review. These are scheduled with the Planning Department and take place on Wednesday mornings and Thursday afternoons.
- First submittals are accepted by the Planning Department once a month as shown on the published review calendar. Submittals are due by noon on Mondays to be considered in that week's cycle. All fees must accompany the associated applications for the project to be accepted for review.
- First submittal reviews typically take 3 weeks with subsequent reviews following a two-week cycle per the published schedule. Comments from all applicable departments are returned via email in one combined document.
- A meeting is scheduled for Staff/Developer to discuss the first review comments.
- Resubmittals shall be resubmitted under the same process with responses and revisions to address all comments.
- Once all comments are addressed and it is determined the project is ready to be move forward to the Town Boards the project will be added to the next Town of Pittsboro Planning Board Meeting, held typically at 7:00pm at Town Hall on the first Monday of the month. The Developer will attend this meeting in case the Planning Board has any questions or concerns. This Board acts as an advisory board and will a recommendation to the Town Board of Commissioners.
- The project is then presented at the next available Board of Commissioners Meeting, typically held at 7:00 pm at Town Hall on the second and fourth Mondays of the month. The Developer must attend this meeting in case the board members have any questions or concerns. This Board will approve or deny the project.

Construction Drawing Review Process

- Board approval of the Preliminary Plan is required prior to submitting for Construction Drawing Review.
- Construction Drawing submittals are accepted by the Planning/Engineering Department on Mondays by noon. All fees must accompany the associated applications for the project to be accepted for review.
- First submittal reviews typically take 3 weeks with subsequent reviews following a two-week cycle. Comments from all applicable departments are returned via email in one combined document.
- Resubmittals shall be resubmitted under the same process with responses and revisions to address all comments. *At 2nd submittal the Erosion & Sedimentation Control package including application and associated fees.*
- Once all comments are addressed and it is determined the project is ready for approval, the final signature sets will be requested along with any remaining permit and inspection fees. The pre-construction meeting can be scheduled through the Town.
- A pre-construction meeting (joint with the Town and County Erosion and Sedimentation Control) must be held prior to construction beginning on the project.
- During the above process, the reviews for Soil Erosion and Sedimentation Control will produce comments that generate either a Letter of Approval or Letter of Disapproval until the project's soil erosion and sediment control are satisfactory with the County's standards.