

Appendix Q

Application Packet for Site Plan Review

- 1. Planning Department Review:** If the site plan submitted has the following characteristics:
 - a. less than 1 acre of land will be disturbed by the proposed development,
 - b. no new structure consists of more than 2,500 square feet of gross floor area and/or,
 - c. no addition to an existing structure consists of more than 5,000 square feet of gross floor area.Site Plans for Planning Department Review may be submitted at any time. The fee and submittal requirements are the same as for the Technical Review Committee Review and are listed below.
- 2. Technical Review Committee Review:** If the site plan submitted has the following characteristics:
 - a. 1 or more acres, but less than 3 acres, of land will be disturbed by the proposed development, and
 - b. new structure(s) consist of more than 2,500 square feet and less than 10,000 square feet of gross floor area, and/or
 - c. additions to an existing structure shall consist of between 5000 square feet and 10,000 square feet of gross floor area.
- 3. Site Plans for proposed developments involving:**
 - a. the disturbance of more than 3 acres of land,
 - b. or involving new structures (or any addition to an existing structure) consisting of more than 10,000 square feet of gross floor area in any zoning district shall require a **Conditional Use Permit** (See Appendix M – Application Packet for CUPs).

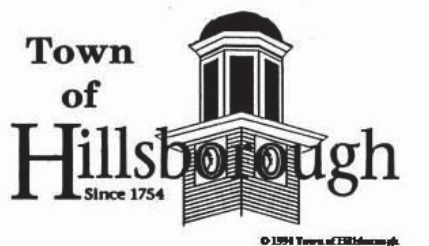
Technical Review Committee Review Deadlines: January – December 2021	
<u>Complete Application Deadline (12 Noon)</u>	<u>Technical Review Committee Meeting</u>
December 21, 2020	January 5, 2021
January 19, 2021*	February 2, 2021
February 15, 2021	March 2, 2021
March 22, 2021	April 6, 2021
April 19, 2021	May 4, 2021
May 17, 2021	June 1, 2021
June 21, 2021	July 6, 2021
July 19, 2021	August 3, 2021
August 23, 2021	September 7, 2021
September 20, 2021	October 5, 2021
October 18, 2021	November 2, 2021
November 22, 2021	December 7, 2021
December 20, 2021	January 4, 2022

Fee Schedule

Site Plan Review: \$600.00

Submittal Requirements

- ☐ Complete application
- ☐ Complete site plan (see site plan requirements in **Appendix E**)



**APPLICATION FOR
Site Plan Review**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 296-9472, Fax: (919) 644-2390
Website: www.hillsboroughnc.gov

Project Title: _____

of Phases: _____

Property Address/Location: _____ **PIN #:** _____

Property Owner Name: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Applicant Name: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Design Professional: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Acreage: _____ Zoning: _____ Overlay: _____ Adjacent Zoning: _____

Water Service: ☐ Public Water ☐ Well

Sewer Service: ☐ Public Sewer ☐ Septic Tank

Parking - Required: _____ Existing: _____ Proposed: _____

Existing Structures: _____ Gross Floor Area: _____

Proposed Structures: _____
Gross Floor Area: _____

I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.

Applicant's signature **date**

Property Owner's signature **date**