

# 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).

<b>Technical Review Committee Review Deadlines: January – December 2019</b>	
<b><u>Complete Application Deadline (12 Noon)</u></b>	<b><u>Technical Review Committee Meeting</u></b>
November 19, 2018	December 4, 2018
December 17, 2018	January 2, 2019*
January 22, 2019	February 5, 2019
February 18, 2019	March 5, 2019
March 18, 2019	April 2, 2019
April 22, 2019	May 7, 2019
May 20, 2019	June 4, 2019
June 17, 2019	July 2, 2019
July 22, 2019	August 6, 2019
August 19, 2019	September 3, 2019
September 23, 2019	October 1, 2019
October 21, 2019	November 5, 2019
November 18, 2019	December 3, 2019
December 16, 2019	January 7, 2020

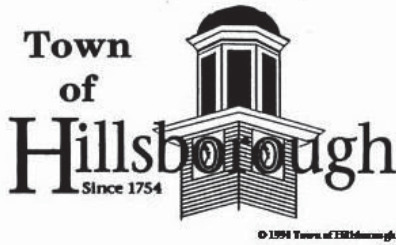
\* Denotes dates that have been adjusted for holidays

### **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](http://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: \_\_\_\_\_

Acres: \_\_\_\_\_ 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**