

UNIFIED DEVELOPMENT ORDINANCE

Administrative Manual

Hillsborough, NC

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INTRODUCTION

HOW TO USE THIS MANUAL

Whether you are looking to remodel a house or develop a brand new housing subdivision, interpreting the rules found in a zoning ordinance can be a challenging task, even for experienced developers. Hillsborough's recently adopted *Unified Development Ordinance* is an attempt to clarify the rules and streamline the steps of the development process, all while ensuring the town grows and evolves in a way that is compatible with our history and vision for the future.

This Administrative Manual has been developed in conjunction with the *Unified Development Ordinance* and is a compilation of information and recommendations related to developing land and building in Hillsborough. The intent is to provide a resource to help members of the general public navigate through various planning and zoning processes. It is our hope that landowners, developers, design professionals, contractors and others involved in building and developing in the Town of Hillsborough will find this information helpful in enhancing our community's quality of life.

This manual is composed of four main parts:

- **Part 1: Introduction:** This section explains the purpose and format of the Administrative Manual.
- **Part 2: Community Development Documents at a Glance:** This section provides brief summaries of the various planning and regulatory documents that guide development policy and outline development requirements. For applicants who are new to the development review process, these documents provide insight into the long-range vision for the town and the particular regulations that direct development in Hillsborough.
- **Part 3: Review Bodies:** This section describes the various boards, commissions, and departments responsible for reviewing and deciding upon the appropriateness of proposed development. In addition, the section provides an organizational structure of the town government and contact information for the review bodies.
- **Part 4: Permitting and Review Procedures:** This section provides detailed information on development review procedures, including a general description, steps to follow for specific review processes, aspects all applicants should know about a particular review procedure, and submittal requirements. In addition to information on each specific review procedure, the section includes details on steps, policies, and submittal requirements common to each of the specific review processes. This section also includes information about notice of violation procedures.

- **Part 5: Design Specifications**

This section includes design regulations that are additional to the requirements specified in the *Unified Development Ordinance*. This section also includes explanatory information related to the design requirements.

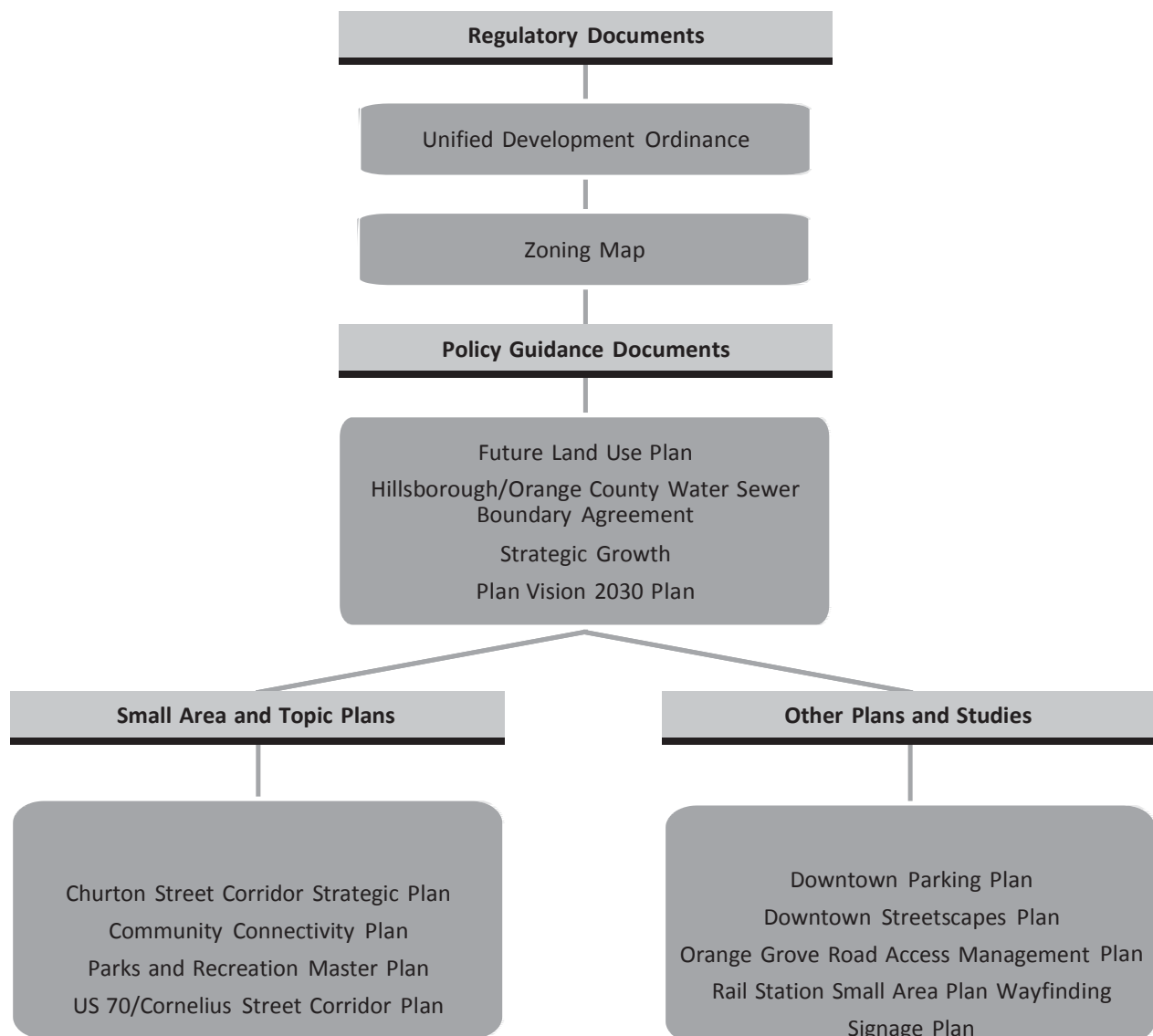
A digital version of this manual, along with additional information on city policies, processes, contact information, and frequently asked questions is available on the Town of Hillsborough website.

COMMUNITY DEVELOPMENT DOCUMENTS AT A GLANCE

APPLICABLE COMMUNITY DEVELOPMENT DOCUMENTS

Hillsborough’s community development documents include a network of plans and ordinances that work to reinforce each other. Development review in Hillsborough is based on these community development documents and ordinances, so it is important to understand each individually as well as their position within the network of plans. Summaries of the documents that guide land development and building in Hillsborough are found on the following pages.

The diagram below explains the relationship between the various documents and plans.



HILLSBOROUGH UNIFIED DEVELOPMENT ORDINANCE

Hillsborough's original Zoning Ordinance was adopted in 1986; however with significant changes in the patterns of development in the intermediary decades, new issues have presented themselves without reasonable regulatory mechanisms. Hillsborough's newly adopted *Unified Development Ordinance* (UDO) consolidates the town's zoning code and subdivision ordinance into one document, with a emphasis on the clarification of many of the development processes and regulations. The UDO was carefully crafted with the following goals in mind:

Make the code more customer-friendly,

Streamline the development review process,

Modernize the regulations, procedures, and definitions,

Improve development quality, and

Achieve development and redevelopment that is consistent with the community's planning and development goals.

The *Unified Development Ordinance* can be found on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

HILLSBOROUGH ZONING MAP

Accompanying the *Unified Development Ordinance* is the Zoning Map which is a spatial representation of the allowable land use categories throughout the Town. Hillsborough's Zoning Map has been in effect since February 17, 1986, and did not change with the adoption of the *Unified Development Ordinance*.

Before preparing any kind of development application, it is important to consult the Zoning Map to know which sections of the *Unified Development Ordinance* with which you will need to comply. The Zoning Map specifies the zoning district for each parcel. Within the UDO, regulations are laid out by Zoning District and by land use. For instance, if your property falls with the Neighborhood Business (NB) Zone, pictured in pink on the Zoning Map, Section 4.2.2 of the *Unified Development Ordinance* explains that the intent and criteria of the district and Section 5.1 of the UDO show the allowable land uses for the property. The dimensional requirements for the property including lot size, setbacks, and building height, can be found in Section 6.3 of the UDO.

The Zoning Map can be found on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

FUTURE LAND USE MAP AND CLASSIFICATIONS

The Future Land Use Map (FLU Map) is a visual and spatial representation of the community's goals and vision. The FLU Map looks similar to the Zoning Map, but does not reflect the law found in the UDO. Instead, the FLU Map exists to direct future UDO and map amendments so that development will occur congruous with the town's vision for the future.

The FLU Map and associated descriptions of land use categories was first conceived in 1991 and accompanied the former Vision 2010 Plan. The FLU Map was revised in 2007. The new future land use map more accurately attempts to spatially conceive of the written goals, objectives and policies in the updated Vision 2030 plan.

The FLU Map divides land within the Hillsborough Planning and Zoning Jurisdiction into 15 different classifications, each with a different character. For example, land on the map that is classified as permanent open space are areas that are intended for long-term uses as parks or other areas with scenic, natural, or historical significance; areas identified as historic residential are those that should preserve and retain their historic nature with infill and redevelopment projects that match that character; or mixed-use with residential areas are those that have the potential to include a mix of retail, office, residential, and other uses that improve the pedestrian experience.

Copies of the Future Land Use Map and the descriptions of each land classification are available on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

HILLSBOROUGH AND ORANGE COUNTY STRATEGIC GROWTH PLAN

Hillsborough and Orange County have a history of collaborating and cooperating on land use management issues in the developing areas surrounding the Town. That cooperation has continued in the effort to produce the Hillsborough-Orange County Strategic Growth Plan. The document provides planning direction and guidance for the Town of Hillsborough and Orange County in the immediate environs of the Town. The Plan was developed jointly by the Town of Hillsborough and Orange County through a Steering Committee and with the assistance of planning consultants. The Plan reviews existing conditions, evaluates the impacts of expected development, and offers recommendations in two major areas: a recommended land use pattern, and a recommended structure for an Interlocal Agreement.

The key foundation for these ideas is a premise that an Urban Services Area should be defined for Hillsborough - - an area within which urban and suburban development will be expected to occur, consistent with the character and scale of Hillsborough, an area within which public water and sewer services will be expected to be available, and an area that can be expected, at some point, to become part of the corporate limits of Hillsborough. Outside this Urban Services Area the expectation would be for low density residential and/or agricultural uses, with no public water or sewer service and no annexation.

This concept of an Urban Services Area surrounded by a Rural Buffers already in place in the southern end of Orange County, and the Chapel Hill- Carrboro Rural Buffer abuts the area around Hillsborough being considered here. Establishment of a Hillsborough Urban Services Area will create a similar Rural Buffer Area around Hillsborough that is continuous and coordinated with the Rural Buffer designations to the south. New Interlocal agreements are necessary for implementation of this plan. Shared jurisdictional responsibilities are proposed for “edge” areas where both Hillsborough and Orange County have interests in land use patterns. This Strategic Growth Plan report serves as Phase 1 of this

initiative. Phase I involves establishing boundaries (annexation boundary, Rural Buffer, areas of joint concern), with general land use principles and the construction of a framework for Interlocal Agreements. Phase II will move to implementation of the Plan, and preparation of parcel-specific Land Use designations. Phase II will include negotiation and execution of an Interlocal Agreement as suggested in the Plan, specifying jurisdiction and procedures for land use planning, zoning, and development review. Phase II will also include examination of priorities for transportation improvements within the Plan area.

The Strategic Growth Plan is available on the Town of Hillsborough website or a hardcopy can be requested from the Planning Department for a fee.

HILLSBOROUGH/ORANGE COUNTY WATER/SEWER BOUNDARY AGREEMENT

In 1994, a Task Force consisting of elected officials from Carrboro, Chapel Hill, Hillsborough, and Orange County as well as members of the OWASA Board of Directors developed the Water and Sewer Boundary Agreement. The agreement was revised and adopted in July 2000 and is renewed every 10 years. The purpose of the Water and Sewer Boundary Agreement is:

- To provide a comprehensive, County-wide system of service areas for future utility development and interest areas for dealing with private water and wastewater system problems in areas without public water and sewer service
- To complement growth management objectives, land use plans and annexation plans in existing agreements, such as the Orange County-Chapel Hill-Carrboro Joint Planning Agreement and Joint Planning Area Land Use Plan.
- To resolve in advance and preclude future conflicts about future service areas and annexation areas.
- To provide for predictable long-range water and sewer capital improvement planning and financing.
- To provide for limitations on water and sewer service in certain areas, as defined.

The agreement includes courtesy review of development proposals within service areas and interest areas. However, the agency with development plan review authority retains approval authority for all development proposals within its planning jurisdiction.

The Water and Sewer Boundary Agreement is available on the Town of Hillsborough website or a hardcopy can be requested from the Engineering Department for a fee.

VISION 2030 PLAN

Communities engage in comprehensive planning processes to anticipate and address the particular needs and concerns of the community into the future. First adopted in 2015 to replace the Vision 2010 Plan, the Vision 2030 Plan is Hillsborough's general guide to the town's goals. The plan presents a set of objectives, policies, and guidelines for Town officials and staff to use in drafting work plans,

reviewing development proposals, and periodically reviewing the progress made to achieve the objectives of the Plan. The main goals outlined include:

- Sustaining Hillsborough's unique "sense of place" by protecting the special character of the historic district and existing neighborhoods, encouraging more responsive communication between citizens and the government, conserving natural and environmental resources, and ensuring that future development is compatible with the special character of Hillsborough.
- Supporting economic and cultural diversity in the community by encouraging programs that feature minority populations, and by tracking information locally to develop policies that encourage affordable housing, business retention, workforce development, and business recruitment, as appropriate, based on that local information.
- Promoting community sustainability by taking action to make local government cost-effective, continuing to support and encourage sustainable practices in public and private development, implementing sustainable practices in the management of local resources, and implementing innovations to development patterns, building methods, and regulatory authority that can support and expand the options for sustainable living in Hillsborough.
- Improving community connectivity and connectedness by implementing existing local plans for pedestrian connectivity and recreation improvements, developing alternative transportation options best suited to the local environment, and developing alternatives to congested routes.
- Taking deliberate action to realize the vision of the Plan by amending the economic incentive policy to allow participation in a broader spectrum of desirable development types, identifying funding in every budget cycle that supports a project, policy, or effort which advances the vision of the town, developing a policy or process to retire outdated policies or planning documents, leveraging grant funding for public construction projects, when available, pursuing public-private partnerships for significant development projects, when appropriate, providing an annual update to the planning and town boards about the implementation status of Vision 2030 during the year-end review for the Balanced Scorecard Report, and conducting a public process to reassess and update the Vision 2030 plan every five years.

In addition to outlining objectives, policies, and guidelines, the Vision 2030 Plan prioritizes steps that can be taken to implement the programs and policies recommended in the document.

The Vision 2030 Plan is representative of the town's collective goals for the future, however does not carry the force of the law. Rather, Town regulations, such as those found in the *Unified Development Ordinance* or Zoning Maps, reinforce this document.

The Vision 2030 Plan is available on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

SMALL AREA PLANS

Hillsborough’s small area plans provide a vehicle for the community to address specific issues that may be unique to a particular area. Small area plans can be tailored in their recommendations for proposed physical improvements and for proposed implementation programs.

CHURTON STREET CORRIDOR STRATEGIC PLAN

The Churton Street Corridor Strategic Plan was adopted by the Town in 2006. Churton Street plays an important role in the civic, cultural and economic life of Hillsborough. The plan aimed to improve the appearance and economic vitality of the corridor, as well as celebrate the cultural identity of the town, promote environmental stewardship, and encourage active lifestyles. The plan includes recommendations and strategies to advance a conceptual plan for what Churton Street might become with strategic investments into public infrastructure and streetscape elements. Also included in the plan are recommendations for regulatory tools that could be used to implement the plan that would guide high quality private development.

The key objectives of the plan include:

- Foster the development of an urban environment along Churton Street that complements the historic character of downtown Hillsborough, welcomes visitors, and is a desirable destination in which to live and work.
- Identify and plan for districts within the Churton Street Corridor that displays a common character or types of and uses.
- Develop community entrances that convey a sense of arrival and reflect the character of Hillsborough.
- Improve the appearance of Churton Street and the properties adjacent to Churton Street.
- Encourage private investment along the corridor.
- Improve mobility and access for users of the corridor, including automobiles, pedestrians and bicyclists.
- Improve the appearance and effectiveness of signage throughout the corridor.

The Churton Street Corridor Plan, along with supporting documents, can be found on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

COMMUNITY CONNECTIVITY PLAN

In September 2007, the Parks and Recreation Board embarked on an extensive planning process to create a community connectivity plan that would provide specific recommendations to improve the pedestrian and bicycle environment in Hillsborough. Over the next 12 months, the board reviewed related elements of existing plans, evaluated existing resources, identified key destinations, and considered safety issues. Public input was solicited through a connectivity survey, three separate design charrettes, and a public input session. The board inventoried

existing pedestrian and bicycle routes and amenities and identified sidewalk repair and maintenance issues. Based on the information gathered along with comments from the public input sessions, the board identified new infrastructure projects and amenities that are vital to creating a safe, accessible, and cohesive pedestrian and bicycle network.

A series of recommendations are proposed for new infrastructure and amenities and an implementation schedule is presented in this plan. The recommendations include improvements to existing resources as well as the installation of new infrastructure, such as repair and maintenance to sidewalks in the Historic District, new sidewalk construction, bike lane striping, and greenway construction. Regional connections and connectivity barriers were considered when making route recommendations. The recommendations also propose design policies to create a cohesive aesthetic, enhance pedestrian and bicycle amenities, and coordinate signage. In addition, the board looked at funding opportunities and partnerships with local organizations to provide education and outreach about pedestrian and bicycle resources and community events. The implementation plan presented in this plan outlines specific tasks and sets priorities for accomplishing the recommendations. The Community Connectivity Plan was formally approved in June 2009.

The Community Connectivity Plan is available on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

PARKS AND RECREATION MASTER PLAN

In June 2007 the Parks and Recreation Board completed a Parks and Recreation Master Plan Update for the Town of Hillsborough. The plan inventories current recreation facilities and assesses the needs of Hillsborough based on population size and the National Standards for Parks and Recreation. In addition to providing recommendations to improve upon bicycle/pedestrian facilities, social equity, and regional partnerships, the master plan provides a series of recommendations for designated neighborhood park districts. Recommendations include action steps such as providing internal and external pedestrian connectivity, investigating opportunities for greenway access along sewer easements, and constructing, maintaining, and promoting the use of Riverwalk for public recreation. The Parks and Recreation Master Plan was originally adopted in 1993 but is now updated annually.

The Parks and Recreation Master Plan is available on the Town of Hillsborough website or a hardcopy can be requested from the Planning Department for a fee.

US 70/CORNELIUS STREET CORRIDOR PLAN

In 2007, the US 70/Cornelius Street Corridor Plan was adopted by the town. The plan addressed specific needs and concerns of the corridor that runs along US 70/Cornelius Street from Holiday Park Road to NC 86. The plan is a series of solutions and recommendations that include improvements in the areas of transportation, crime and code enforcement, economic development, development and redevelopment potential, landscaping and signage, and compatibility with other planning documents. The Task Force developed an implementation

plan that outlines specific tasks and a timeframe for those tasks in order to accomplish the recommendations of the plan.

The US 70/Cornelius Street Corridor Plan, along with supporting documents, can be found on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

OTHER DOCUMENTS

DOWNTOWN PARKING STUDY

The Downtown Parking Study was initiated in fall 2009 and aimed to measure the current parking situation, project the effects of future development on parking availability and accessibility and develop recommendations to improve downtown parking in such a way that the needs of downtown business owners, customers and visitors are met. An inventory of parking spaces was taken, surveys were conducted, and parking occupancy counts were taken. Phase 1 of the parking study was presented to the Hillsborough Board of Commissioners in December 2009. Phase II was initiated in summer 2010. Additional data was collected, the inventory was updated, and recommendations were compiled. The final analysis was completed in the summer of 2010 and the document was adopted in September 2010.

The Downtown Parking Study can be found on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

DOWNTOWN STREETSCAPES PLAN

The Downtown Streetscapes Plan was conducted in 1998 as a response to the Downtown Streetscapes Feasibility Report. The mission of the plan is to continue to make Hillsborough, which is known for its colonial history and architecture, a special place for residents and visitors by protecting, promoting and improving the historic business district through: maintaining the historic buildings; making appropriate streetscape improvements; involving design guidelines; and promoting and supporting a healthy environment. The Downtown Streetscapes Plan was adopted in 1998

The plan objectives include the following:

- Hillsborough will improve the appearance of its street, sidewalks, lighting, landscaping and structures.
- The Town will work to solve traffic problems in order to create pedestrian safe streets.
- The downtown will become an important cultural center in the Triangle as River Park and Indian Village sites are completed.
- The downtown mercantile community will thrive with interesting specialty shops, food stores, and restaurants to serve local citizens and tourists.
- Hillsborough will be marketed throughout the area as an important historical town that is well endowed with business, cultural and educational opportunities.

- With strong emphasis on community pride, Hillsborough will be known as a twentieth century town with an eighteenth century heritage.

The Downtown Streetscapes Plan has been used as a guide for more recent plans such as the Churton Street Corridor Plan and the Community Connectivity Plan.

The Downtown Streetscapes Plan can be found on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

ORANGE GROVE ROAD ACCESS MANAGEMENT PLAN

In a collaborative effort between Orange County and the Town of Hillsborough, the Orange Grove Transportation Study Task Force developed a multi-modal (automobile, bicycle, pedestrian, transit) transportation plan in 2004. The intent of the plan was to study access management using Orange Grove Road as a case study.

The Task Force's emphasis was on access management, an idea that seeks to improve safety, reduce congestion and improve access to businesses. The Access Management Plan takes a comprehensive look at research regarding the effectiveness of access management as well as case study examples to come up with transportation goals, objectives, and policies for the Orange Grove Road Corridor. The goals focus on coordinating land use and transportation activities more carefully and creating a better environment for bicyclists and pedestrians. More specifically, the Access Management Plan proposes new roadway connections, redesigning roadway configuration to ease congestion, improvements to signs, limiting the number of curb cuts and driveways, and installing sidewalks.

The Orange Grove Access Management Plan is available on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

RAIL STATION SMALL AREA PLAN

The Rail Station Small Area Plan was adopted by the Town Board in September 2010. The Rail Station Small Area Plan is a site and land use plan for the 20-acre tract of land owned by the Town located off of Orange Grove Street. Proposed land uses are a rail station building with space for municipal meetings and a police station; a fire station, and space for a civic arts center. On the eastern portion of the site, high-density commercial and residential land uses are suggested. Phasing options have been considered as well. In addition to the conceptual site plan for the Hillsborough tract, a general transportation network and set of land uses is proposed for the adjacent Collins property.

The Rail Station Small Area Plan can be found on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

WAYFINDING SIGNAGE PLAN

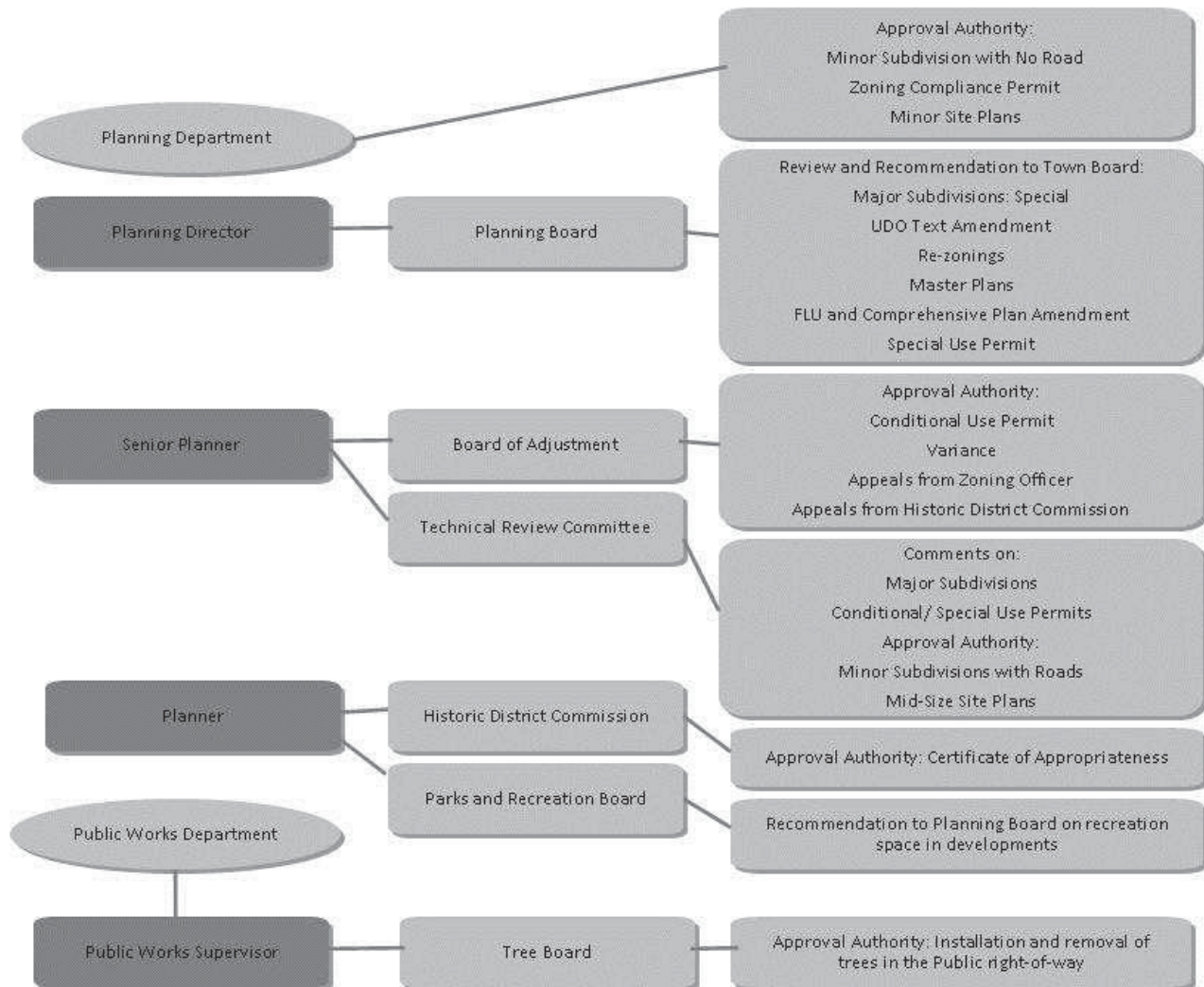
The Wayfinding Plan, Sign Manual and Sign Program were adopted by the Hillsborough Board of Commissioners in July 2009. The Wayfinding Task Force was formed with the goal of creating a wayfinding plan that celebrates the character and heritage of Hillsborough. The task force worked with town staff and a consultant, Design Workshop, to create a coordinated directional and destination signage system for the town. The Wayfinding Signage Plan is the comprehensive document that contains the plan development, needs analysis and recommendations. The Wayfinding Sign Manual provides the sign fabrication specifications. The Wayfinding Sign Program details the process of creating the sign template and sign design family.

The Wayfinding Signage Plan and Sign Manual are available on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

REVIEWING AGENCIES

REVIEW ORGANIZATION CHART

The Town of Hillsborough relies on a number of elected, appointed and volunteer officials to guide city staff in the implementation of adopted city regulations. Below is a diagram detailing the relationship between staff and the various review boards charting the review and approval authority of each board.

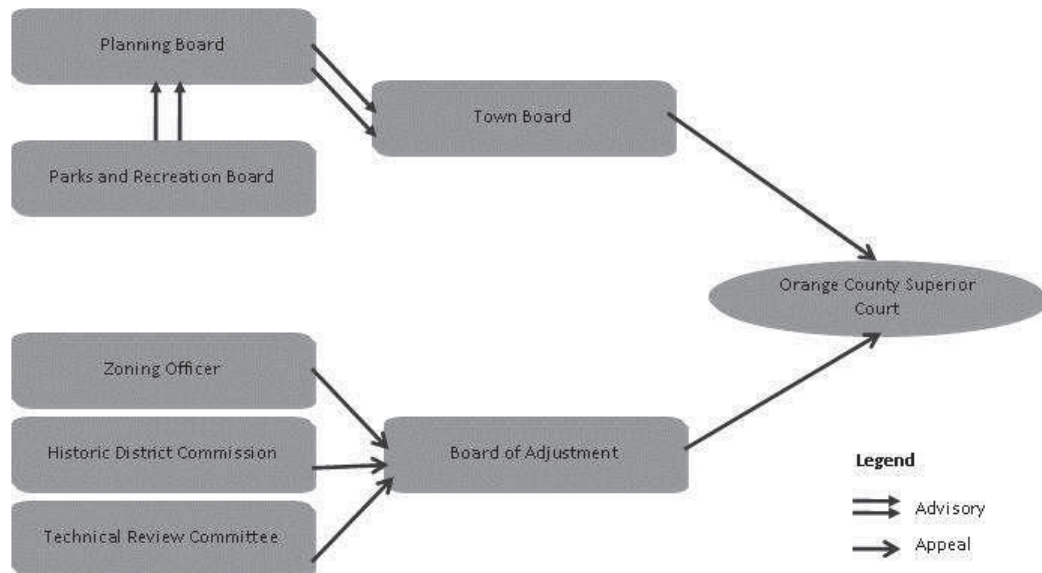


DEVELOPMENT REVIEW RESPONSIBILITIES

The following summary table is adapted from one found in the *Unified Development Ordinance*, and sets out the review responsibilities for each of the different boards and commissions described in the ordinance.

Development Review Structure						
"D"= Decision "R"= Recommendation "C"= Comment "A"= Appeal <=>= Public Hearing						
Procedure	Review and Decision Making Bodies					
	Town Board	Planning Board	Board of Adjustment	Historic District Commission	Planning Director	Technical Review Committee
Map and Text Amendments						
UDO Text Amendment	<D>	R			C	C
Rezoning (Map Amendment)	<D>	R			C	C
Future Land Use Plan Amendment	<D>	R			C	C
Comprehensive Plan Amendment	<D>	R			C	C
Permits						
Master Plan	<D>	R			C	C
Special Use Permit	<D>	R			C	C
Conditional Use Permit			<D>			C
Zoning Compliance Permit					D	
Certificate of Appropriateness				D		
Creation of New Lots/ Subdivision of Land						
Exempt Subdivision			<A>		D	
Limited Minor Subdivision			<A>		D	
Minor Subdivision Without Road			<A>		D	
Minor Subdivision With Road			<A>			D
Conditional Use Subdivision			<D>			C
Special Use Subdivision	<D>	R			C	C
Conservation Subdivision	<D>	R			C	C
Site Plans						
Small Site Plan			<A>		D	
Mid-Size Site Plan			<A>			D
Large Site Plan			<A>			C
Variances and Appeals						
Variance			<D>			
Appeal			<D>			

The following chart displays the appeals process for each review board or authority.



BOARDS AND COMMISSIONS

The following sections provide additional information on each of the review bodies mentioned in the previous pages. It is important to note that information on meeting times is subject to change. For more accurate information please check the Town of Hillsborough website or with the Hillsborough Planning Department to confirm the date, time, and location of meetings.

TOWN BOARD OF COMMISSIONERS

The Hillsborough Town Board is the town's governing body that is composed of the mayor and five elected members. The board serves as the town's primary legislative body by enacting ordinances/laws and making final decisions regarding land use plan amendments, rezoning or text amendments, and approval of large scale site plans, among other things.

The Town Board holds regular meetings at 7 p.m. the second Monday of each month and work sessions at 7 p.m. the fourth Monday of each month in the Town Bard, located at 101 East

Orange Street. Access is from East Corbin Street. Times are subject to change so please consult the Town of Hillsborough website to confirm meeting schedules.

PLANNING BOARD

The Planning Board is a 10-member volunteer board appointed by the Town Board to review planning issues in the Town's zoning jurisdiction. The Planning Board reviews rezoning requests, ordinance amendments, and Special Use Permit applications to make recommendations to the Town Board. The intent of the Board is to promote “a coordinated and harmonious development of the Town which will, in accordance with present and future needs, best promote the health, safety, and general welfare, as well as efficiency in the process of development,” as described in Section 2.3 of the UDO.

Three of the Planning Board members are appointed by the Orange County Board of Commissioners to represent residents of the Extraterritorial Jurisdiction (ETJ). The ETJ is an area just outside the town limits, established by a joint agreement of the town and county boards, in which the town has zoning jurisdiction because of the area's proximity to Hillsborough. It often is believed that ETJ areas will be annexed into Hillsborough, although there is no specific plan or time schedule to annex those areas. Residents of the ETJ do not pay town taxes and do not receive town services, such as police service and garbage collection.

The Planning Board meets at 7 p.m. the third Thursday of each month in the Town Barn, located at 101 East Orange Street on the Town Hall campus. Access is from East Corbin Street.. Times are subject to change so please consult the Town of Hillsborough website or call the Hillsborough Planning Department to confirm meeting schedules.

BOARD OF ADJUSTMENT

The BOA has seven members, five of which are considered regular members and two of which are alternate members, serving only in the absence of a regular member. The Town Board appoints four residents of Hillsborough to the board while the Orange County Board of Commissioners appoints the three members who are residents of Hillsborough's Extraterritorial Jurisdiction (ETJ). The ETJ is an area outside of the town's corporate limits where the town has zoning and subdivision regulation authority. One regular member also serves on the Hillsborough Planning Board and is selected by the Planning Board on an annual basis.

The Board of Adjustment (BOA) provides a forum for hearing disputes when an applicant encounters select difficulties in meeting the strict application of the *Unified Development Ordinance*. The BOA is a quasi-judicial board that reviews applications for Conditional Use Permits (including modifications to such permits) and Variances. The Board also hears appeals from decisions of planning staff, the Historic District Commission, the Technical Review Committee, and the Minimum Housing Code Inspector.

The Board of Adjustment meets at 7 p.m. the second Wednesday of each month in the Town Barn, located at 101 East Orange Street on an as needed basis. Access is from East Corbin

Street. Times are subject to change so please consult the Town of Hillsborough website or call the Hillsborough Planning Department to confirm meeting schedules.

HISTORIC DISTRICT COMMISSION

The Historic District Commission is a seven-member volunteer board appointed by the Hillsborough Town Board that reviews applications for exterior changes within the Historic District. Its mission is to identify, protect and preserve Hillsborough's architectural resources and to educate the public about those resources and about preservation in general. A majority of the commission's members have specialized training or an interest in architecture, preservation, archaeology, history or building methods. In its quasi-judicial role, the commission hears evidence, determines relevant facts and then applies the law as it concerns the exterior changes to or demolition of any properties as well as new construction in the district.

The Historic District Commission weighs the appropriateness of applications against standards found in the Historic District Design Guidelines. The Hillsborough Historic District Design Guidelines were developed to guide the commission in reviewing applications for changes to existing buildings, new construction and additions, the historic district setting, and relocation and demolition. The guidelines also provide information on exempt and minor works, as well as other architectural and historic resources.

The Historic District Design Guidelines are available on the Town of Hillsborough website or a hard copy can be requested from the Planning Department for a fee.

The Historic Districts Commission meets at 7 p.m. the first Wednesday of each month in the Town Barn, located at 101 East Orange Street. Access is from East Corbin Street. Times are subject to change so please consult the Town of Hillsborough website or call the Hillsborough Planning Department to confirm meeting schedules.

PARKS AND RECREATION BOARD

The Parks and Recreation Board is comprised of up to 11 volunteers, who are appointed by the Town Board. The board offers advice to the Town Board and Planning Board about park-related issues. The Parks and Recreation Board work to implement the recommendations in the Parks and Recreation Master Plan, which is the guiding document for the board. The Parks and Recreation Board also work to implement the recommendations in the Community Connectivity Plan which was developed by the board and was adopted in 2007. The Parks and Recreation Board also provide comments about recreation space offered by various developments and communicate with other recreational organizations to facilitate the sharing of resources and programming opportunities. The board also coordinates with neighborhood groups to establish neighborhood parks and with the Public Works Department to ensure proper maintenance of the parks and sidewalks.

The Parks and Recreation Board meets at 7 p.m. the third Tuesday of each month in the Town Barn, located at 101 East Orange Street. Access is from East Corbin Street. Times are subject to change so please consult the Town of Hillsborough website or call the Hillsborough Planning Department to confirm meeting schedules.

TREE BOARD

The Tree Board is a seven member volunteer board that is responsible for hearing requests by citizens for planting, maintenance and removal of trees located on town-owned land and in the public right-of-way. The Tree Board is also responsible for establishing guidelines for the spacing of trees on town property.

The Tree Board meets at 9:30 a.m. the third Wednesday of each month in the Town Barn, located at 101 East Orange Street. Access is from East Corbin Street. Times are subject to change so please consult the Town of Hillsborough website to confirm meeting schedules.

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee (TRC) is comprised of the representatives of the Planning Department, Public Works Department, Police Department, Engineering Department, the Fire Marshal, the NCDOT District Engineer, and representatives of the Fire Department, Orange County Building Inspections Department, Orange County Erosion Control Department, and Orange County Solid Waste Department. The TRC is responsible for reviewing site plans and other applications as assigned by the Town Board. The TRC is also responsible for reviewing and providing comments on construction drawings. TRC decisions are appealed to the Board of Adjustment.

The TRC meets the first Tuesday of each month in the Town Barn, located at 101 East Orange Street. Access is from East Corbin Street. Times are subject to change so please consult the Town of Hillsborough website to confirm meeting schedules.

REVIEW PROCEDURES

This section of the administrative manual is a guide to the various permitting and review procedures used in the Town of Hillsborough's *Unified Development Ordinance*. As stated earlier, the purpose of this manual is to outline the steps in the various processes and provide general background and information on each procedure. This section is not a substitute for the specific procedures set forth in the applicable ordinances. Cross-references are provided to direct applicants to the appropriate regulations that specifically define the procedure, review process, review criteria, and other applicable regulations. The *Unified Development Ordinance* is available on the Town of Hillsborough website or in the Planning Department.

This part of the manual summarizes the common steps applicants should follow for every procedure type, whether it is for a land use amendment or a zoning compliance permit for a fence. The section on common information is followed by specific information to consider when submitting an application for each of the various review procedures.

COMMON INFORMATION ON DEVELOPMENT REVIEW PROCESS

The following subsections outline common information applicable to all or most of the review procedures outlined in this document. Additional information may be found in Section 6 of the *Unified Development Ordinance*.

AUTHORITY TO FILE APPLICATIONS

Applications for any approval or permit required by the *Unified Development Ordinance* must be signed by the property owner, a designated owner's agent, or a contract purchaser of a property with authorization of the property owner. Written proof of authority must be submitted with every application

FEES

Filing fees for all development approvals pursuant to the *Unified Development Ordinance* shall be established by the Fee Schedule adopted by the Town Board. See Appendix C for application deadlines.

SKETCH PLAN SUBMITTAL

Prior to scheduling a pre-application conference with Planning Department staff, each applicant is expected to submit for preliminary review a Sketch Plan. A Sketch Plan should act as a concept plan and convey basic information about the development proposal. See Appendix D for Sketch Plan submittal requirements.

PRE-APPLICATION CONFERENCE

Every applicant for a zoning map amendment is required to schedule a pre-application conference with appropriate planning department staff prior to submitting a development proposal application. Pre-application conferences are encouraged for Special Use Permits and Conditional Use Permits, Certificates of Appropriateness, and Site Plans, the pre-application conference is intended to provide time for the staff and the applicant to become familiar with the review process. Staff will introduce basic information, convey submittal requirements, check for parallel review requirements, outline the review authority responsibilities and schedule, and answer basic questions about the review process and governing town documents.

APPLICATION SUBMITTAL AND DETERMINATION OF COMPLETENESS

All applications for any approval required by this Ordinance must be complete. Planning Staff will establish application deadlines to allow time to review applications for completeness before continuing the application process. Applicants who submit incomplete applications will receive a written notice stating the information needed to complete the application and a date by which the information must be submitted to maintain the review schedule. No application will be considered complete until all fees required by the Town's fee schedule have been paid in full.

WITHDRAWAL OF APPLICATION

An applicant may withdraw an application at any time by submitting in writing to the Planning Director a letter indicating their wish to withdraw the application. In the case of a rezoning, UDO text amendment, or Special Use or Conditional Use Permit application, withdrawal after the public hearing has been advertised will trigger a one year waiting period before a similar application can be heard for the same parcel.

CREATION OF NEW LOTS/SUBDIVISION OF LAND

REFERENCE TO THE UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to the creation of lots and subdivision of land can be found in Section 3.5 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

The purposes of subdivision regulations have historically been to protect consumers by coordinating the development of new neighborhoods with adequate public facilities and infrastructure, providing environmental protection, and accurately recording land titles. In other words, subdivision regulations are designed to regulate the division of land within the town to provide for the harmonious development of the town with consideration of, light, air, recreation, transportation, drainage, sewerage, and other facilities.

In the Town of Hillsborough there are multiple types of review procedures for the division of land. There are six types of subdivisions that follow four separate review paths including; Exempt Plats, Minor Subdivision with/without a road, Conditional Use Subdivisions, Special Use Subdivisions, and Conservation Subdivisions.

Conditional Use, Special Use and Conservation Subdivisions all require board review but follow various processes as shown in the flow charts below. These types of major subdivisions are required to submit a Sketch Plan before proceeding with the review procedure for the Preliminary Plat and Final Plat.

Subdivisions of 4 lots or fewer can forego the Preliminary Plat and proceed with the Final Plat review process. Approval of subdivision plats is necessary before land can be either sold or building permits issued. See Appendix F of this manual for final plat requirements.

REVIEW PROCESS

Exempt Plats

Exempt plats are divisions of land identified in N.C. Gen. Stat. § 160A-376(a)(1) through (4), as well as the following: (1) the division of land for the purpose of creating a lot for use as a site for a utility pump station; (2) the recordation of a plot of lots created by deeds recorded in the Orange County Registry prior to March 13, 1978; (3) the creation of a lot to be conveyed to the Town or to a non-profit entity for the purpose of creating public parks or public open space, provided that the plat and the deed creating such parcel shall specifically state that the parcel created may not be used for any other purpose, (4) the division of land owned by a governmental entity to facilitate the conveyance of a portion of said land to another governmental entity for governmental or public use, and (5) the recordation of a plat consistent with Section 7.3.3, *Multiple Detached Dwellings on a Single Parcel*. Exempt plats are reviewed by the Planning Director as detailed below.

1. Present paper map to Planning Director to review
2. Planning Director will review the submittal to make sure various requirements are met and will provide comments to the applicant within 5 working days.
3. The Planning Director will make a final decision after questions have been addressed.
4. The Planning Director will either sign the Mylar copy of the final plat or provide a written reason why he/she has determined that the plat is not exempt.

Minor Subdivisions without a Road

The division of land into four (4) or fewer lots is considered Minor Subdivision. Minor Subdivisions where no public road is proposed are reviewed by the Planning Director as detailed below.

1. Present paper map to Planning Director to review
2. Planning Director will review the submittal to make sure various requirements are met and will provide comments to the applicant within 5 working days.

3. The Planning Director will make a final decision after questions have been addressed.
4. The Planning Director will sign the Mylar copy of the subdivision.
5. The applicant will record the subdivision at the Register of Deeds.

Minor Subdivisions with a Road

The division of land into four (4) or fewer lots is considered Minor Subdivision. If a road is proposed the Minor Subdivision is reviewed by the Technical Review Committee as detailed below.

1. Applicants submit the Sketch Plan.
2. Following the submittal of the Sketch Plan, applicants are required to meet with the Planning Director for a pre-application conference. At this meeting applicants should present the basic proposal and the Planning Director will provide specific comments on the Sketch Plan and permit and application requirements as well as deadlines for the application.
3. Applicants submit the application materials to the Planning Director. (See Appendix H for Application Packet)
4. Once the application is deemed complete by the Planning Director the item will be placed on the next available Technical Review Committee agenda. The Technical Review Committee will review the submittal to make sure various requirements are met.. If there are comments or questions, the item will be tabled to the next available Technical Review Committee agenda to allow the applicant to respond. The Technical Review Committee will make a final decision after questions have been addressed. The Technical Review Committee may attach conditions to the approval. Staff will compile comments from TRC members and present them to the applicant within 10 working days after the TRC meeting.
5. After approval has been granted by the Technical Review Committee, the Planning Director will sign the Mylar copy of the subdivision after the required improvements are constructed or their construction has been guaranteed with a performance bond.
6. The applicant will record the subdivision at the Register of Deeds.

Conditional Use Subdivisions

The division of land into between five (5) or more new lots is considered Major Subdivision. The division of land resulting in the creation of between five (5) to nineteen (19) lots is called a Conditional Use Subdivision and requires a Conditional Use Permit. The review process is detailed below.

1. Applicants submit the Sketch Plan.
2. Following the submittal of the Sketch Plan, applicants are required to meet with the Planning Director for a pre-application conference. At this meeting applicants should present the basic proposal and the Planning Director will provide specific comments on the Sketch Plan and permit and application requirements as well as deadlines for the application.

3. Applicants submit the application materials to the Planning Director. (See Appendix H for Application Packet)
4. Once the application is deemed complete by the Planning Director the item will be placed on the next available Technical Review Committee agenda. The Technical Review Committee will review the submittal to make sure various requirements are met. If there are comments or questions, the item will be tabled to the next available Technical Review Committee agenda to allow the applicant to respond. The Technical Review Committee will make a final decision after questions have been addressed. The Technical Review Committee may attach conditions to the approval. Staff will compile comments from TRC members and the Planning Director and present them to the applicant within 10 working days after the TRC meeting.
5. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once the application is deemed complete by the Planning Director the item will be placed on the next available Board of Adjustment agenda.
6. Planning staff will send public notices and place public ads as specified in the Unified Development Ordinance.
7. In conjunction with other qualified representatives of the town and other agencies, the Planning Director will prepare, for the Board of Adjustment, a staff report which analyzes the proposal to determine conformity of the proposed project to the UDO, Land Use Plan, Comprehensive Plan, any Master Plans for the property, and any other applicable regulations.
8. The application will be heard by the Board of Adjustment at a public hearing. The public hearing is closed by a motion and vote of the board members present at the hearing.
9. The Board of Adjustment will make a final decision after the public hearing is closed. The Board of Adjustment may attach conditions to the approval.
10. After approval has been granted by the Board of Adjustment, the Planning Director will sign the Mylar copy of the subdivision after the required improvements are constructed or their construction has been guaranteed with a performance bond.
11. The applicant will record the subdivision at the Register of Deeds.

Special Use Subdivisions, Conservation Subdivisions

The division of land resulting in the creation of twenty (20) or more lots is called Special Use Subdivision or Conservation Subdivision depending on the features included and requires a Special Use Permit. The review process is detailed below.

1. Applicants submit the Sketch Plan.

2. Following the submittal of the Sketch Plan, applicants are required to meet with the Planning Director for a pre-application conference. At this meeting applicants should present the basic proposal and the Planning Director will provide specific comments on the Sketch Plan and permit and application requirements as well as deadlines for the application.
3. Applicants submit the application materials to the Planning Director. (See Appendix H for Application Packet)
4. Once the application is deemed complete by the Planning Director the item will be placed on the next available Technical Review Committee agenda. The Technical Review Committee will review the submittal to make sure various requirements are met. If there are comments or questions, the item will be tabled to the next available Technical Review Committee agenda to allow the applicant to respond. The Technical Review Committee will make a final decision after questions have been addressed. The Technical Review Committee may attach conditions to the approval. Staff will compile comments from TRC members and the Planning Director and present them to the applicant within 10 working days after the TRC meeting.
5. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once the application is deemed complete by the Planning Director the item will be placed on the next available Board of Adjustment agenda.
6. Planning staff will send public notices and place public ads as specified in the Unified Development Ordinance.
7. In conjunction with other qualified representatives of the town and other agencies, the Planning Director will prepare, for the Planning Board, a staff report which analyzes the proposal to determine conformity of the proposed project to the UDO, Land Use Plan, Comprehensive Plan, any Master Plans for the property, and any other applicable regulations. The staff report will include a recommendation to the Planning Board to approve, approve with conditions, or deny the proposal.
8. The application will be heard by the Town Board and Planning Board at a quarterly joint Public Hearing or at a specially scheduled public hearing. The public hearing is closed by a motion and vote of the board members present at the hearing.
9. The Planning Board will review the proposal and make separate recommendations to approve, approve with conditions, or deny the rezoning and master plan to the Town Board within 30 days of the public hearing.
10. The Town Board will make a final decision in separate motions at least 30 days after the date of the Public Hearing or after the Planning Board makes its recommendation. The Town Board may attach conditions to the approval.

11. After approval has been granted by the Town Board, the Planning Director will sign the Mylar copy of the subdivision after the required improvements are constructed or their construction has been guaranteed with a performance bond.
12. The applicant will record the subdivision at the Register of Deeds.

THINGS TO KNOW ABOUT SUBDIVISIONS

1. At any point during the application process an applicant may withdraw an application for a subdivision by written notice to the Planning Director.
2. An aggrieved party may appeal a decision by the Planning Director or Technical Review Committee on an application for a Minor Subdivision to the Board of Adjustment within the time provided by North Carolina General Statutes.
3. An aggrieved party may appeal a decision by the Board of Adjustment on an application for a Conditional Use Subdivision to the Superior Court within the time provided by North Carolina General Statutes.
4. An aggrieved party may appeal a decision by the Town Board on an application for a Special Use Subdivision to the Superior Court within the time provided by North Carolina General Statutes.
5. After a Conditional Use Subdivision has been issued, the Planning Director is authorized to approve minor changes to the project. Modifications to the project are referred to the Board of Adjustment for review and approval. Criteria used for determining whether the change constitutes a minor change or modification can be found in Section 3.9 of the UDO.
6. After a Special Use Subdivision has been issued, the Planning Director is authorized to approve minor changes to the project. Modifications to the project are referred to the Town Board for review and approval. Criteria used for determining whether the change constitutes a minor change or modification can be found in Section 3.8.21 of the UDO.
7. Preliminary Plat approvals are valid for 24 months
8. Performance Bonds- Applicants have the option of building the required infrastructure or bonding its completion
9. Phased Development- Applicants have the option of building the required infrastructure or bringing final plats in phases

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix H for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Subdivision applications.

UNIFIED DEVELOPMENT ORDINANCE (UDO) AMENDMENTS, ZONING MAP AMENDMENTS (REZONINGS), FUTURE LAND USE PLAN AMENDMENTS AND COMPREHENSIVE PLAN AMENDMENTS

REFERENCE TO THE UNIFIED DEVELOPMENT ORDINANCE

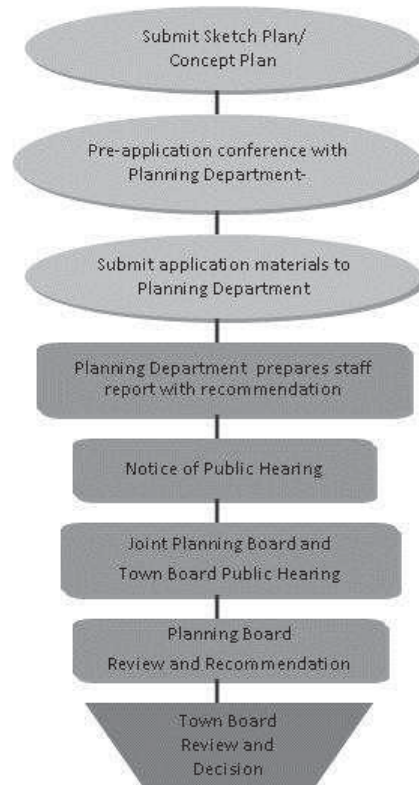
Regulations relating to *Unified Development Ordinance* and Zoning Map (Rezoning) Amendments, Future Land Use Plan and Comprehensive Plan Amendments can be found in Section 3.6 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

The text amendment and rezoning process allows for a reconsideration of the *Unified Development Ordinance*, Zoning Map, Future Land Use Map, and Comprehensive Plan. Applicants who believe the current ordinance, zoning map, and land use and comprehensive plans do not promote the public health, safety, and general welfare may propose amendments to the documents. Also, the Town Board, Planning Board, and Board of Adjustment have the authority to apply to amend these documents and maps.

REVIEW PROCESS

The following chart and list explain the process of review for Text and Map Amendments.



1. Applicants submit Sketch Plan.
2. Following the submittal of the Sketch Plan, applicants are required to meet with the Planning Director for a pre-application conference. At this meeting applicants should present the basic proposal and the Planning Director will provide specific comments on the Sketch Plan and permit and application requirements as well as deadlines for the application.
3. Applicants submit the application materials to the Planning Director. (See Appendix I for Application Packet)
4. Once the application is deemed complete by the Planning Director the item will be placed on the next available Technical Review Committee agenda. The Technical Review Committee will review the submittal to make sure various requirements are met. If there are comments or questions, the item will be tabled to the next available Technical Review Committee agenda to allow the applicant to respond. The Technical Review Committee may attach conditions to the approval. Staff will compile comments from the TRC members and present them to the applicant within 10 working days after the TRC meeting.

5. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once the application is deemed complete by the Planning Director the item will be placed on the next available quarterly joint Public Hearing agenda. The Town Board may, in its discretion, schedule public hearings on applications at times other than the quarterly joint Public Hearing.
6. Planning staff will send public notices and place public ads as specified in the Unified Development Ordinance.
7. If the amendment is related to historic preservation or a historic district, the Historic District Commission will review the application and make recommendation to the Planning Board.
8. In conjunction with other qualified representatives of the town and other agencies, the Planning Director will prepare, for the Planning Board, a staff report which analyzes the proposal to determine conformity of the proposed project to the UDO, Land Use Plan, Comprehensive Plan, any Master Plans for the property, and any other applicable regulations.
9. The application will be heard by the Town Board and Planning Board at a quarterly joint Public Hearing or at a specially scheduled public hearing. The public hearing is closed by a motion and vote of the board members present at the hearing.
10. The Planning Board will review the proposal and make separate recommendations to approve, approve with conditions, or deny the text amendment to the Town Board within 30 days of the public hearing.
11. The Town Board will make a final decision in separate motions at least 30 days after the date of the Public Hearing or after the Planning Board makes its recommendation. The Town Board may attach conditions to the approval.
12. After approval has been granted by the Town Board, the Planning Director will amend the appropriate document.

THINGS TO KNOW ABOUT UNIFIED DEVELOPMENT ORDINANCE (UDO) TEXT AMENDMENTS, ZONING MAP AMENDMENTS (REZONINGS), FUTURE LAND USE PLAN AMENDMENTS, AND COMPREHENSIVE PLAN AMENDMENTS

1. Rezoning and text amendments should be consistent with the Land Use Plan and therefore, any proposed development that is inconsistent with the Land Use Plan, may need a Land Use Plan Amendment.
2. At any point during the application process an applicant may withdraw an application for a text amendment or rezoning by written notice to the Planning Director. If the withdrawal occurs after the notice of public hearing has been published, there will be a one year waiting period before the town will accept an similar application affecting the same parcel or text.
3. An aggrieved party may appeal a decision by the Town Board on an application for a text amendment of rezoning to the Superior Court within the time provided by North Carolina General Statutes.

4. Text and map amendments enacted by the Town Board are legislative actions and are not subject to deviations, modifications, revocation, or expiration except through specific action to further amend these documents.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix I for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with UDO text amendments, rezonings, Future Land Use Plan amendments and Comprehensive Plan Amendments.

ANNEXATIONS

REFERENCE TO THE UNIFIED DEVELOPMENT ORDINANCE

The review of requests for voluntary annexation are not regulated in the *Unified Development Ordinance* but instead are outlined in the Town Code. Regulations relating to Annexations can be found in Section 2-29 of the Town Code.

GENERAL DESCRIPTION

There are two types of annexation; voluntary and involuntary.

Where an area is proposed to be added to the town's jurisdiction through a landowner's petition for voluntary annexation, the landowner may submit an application for a Zoning Map Amendment requesting a specific zoning district classification along with the annexation petition. In such a case, the public hearing for the Zoning Map Amendment application may be held concurrently with any public hearing required for the annexation.

Where an area is proposed to be added to the town's jurisdiction through the involuntary annexation process, a landowner may submit an application for a Zoning Map Amendment requesting a specific zoning district classification.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix J for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with annexations.

MASTER PLANS

REFERENCE TO THE UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to Master Plans can be found in Section 3.7 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

The Master Plan review provides a process limited to Special Use Zoning Districts for considering requests for approval of significant, large, or multiphase projects not ordinarily addressed in other processes available under the *Unified Development Ordinance*. An application for Master Plan must be filed simultaneously with an application for rezoning to a special use district for a unified project involving at least 20 acres of land. An approved Master Plan provides authorization to install infrastructure only, not the construction of buildings or parking.

REVIEW PROCESS

1. Applicants submit Sketch Plan.
2. Following the submittal of the Sketch Plan, applicants are required to meet with the Planning Director for a pre-application conference. At this meeting applicants should present the basic proposal and the Planning Director will provide specific comments on the Sketch Plan and permit and application requirements as well as deadlines for the application.
3. Applicants submit the application materials to the Planning Director. (See Appendix K for Application Packet)
4. Once the application is deemed complete by the Planning Director the item will be placed on the next available Technical Review Committee agenda. The Technical Review Committee will review the submittal to make sure various requirements are met. If there are comments or questions, the item will be tabled to the next available Technical Review Committee agenda to allow the applicant to respond. The Technical Review Committee may attach conditions to the approval. Staff will compile comments from the TRC members and present them to the applicant within 10 working days after the TRC meeting.
5. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once the application is deemed complete by the Planning Director the item will be placed on the next available quarterly joint Public Hearing agenda. The Town Board may, in its discretion, schedule public hearings on applications at times other than the quarterly joint Public Hearing.
6. Planning staff will send public notices and place public ads as specified in the Unified Development Ordinance.
7. In conjunction with other qualified representatives of the town and other agencies, the Planning Director will prepare, for the Planning Board, a staff report which analyzes the proposal to determine conformity of the proposed project to the UDO, Land Use Plan, Comprehensive Plan, and any other applicable regulations.
8. The application will be heard by the Town Board and Planning Board at a quarterly joint Public Hearing or at a specially scheduled public hearing. The public hearing is closed by a motion and vote of the board members present at the hearing.
9. The Planning Board will review the proposal and make separate recommendations to approve, approve with conditions, or deny the Master Plan to the Town Board within 30 days of the public hearing.

10. The Town Board will make a final decision in separate motions at least 30 days after the date of the Public Hearing or after the Planning Board makes its recommendation. The Town Board may attach conditions to the approval.
11. Notice of the Town Board decision will be made by the Planning Director within 10 working days of the Town Board decision.

THINGS TO KNOW ABOUT MASTER PLANS

1. At any point during the application process an applicant may withdraw an application for a Master Plan by written notice to the Planning Director.
2. An aggrieved party may appeal a decision by the Town Board on an application for a Master Plan to the Superior Court within the time provided by North Carolina General Statutes.
3. A Master Plan may be modified through specific Town Board action, following the Zoning Map amendment process, upon the application of the property owner or authorized representative as specified in Section 3.6.14, *Deviations, Modifications, Revocation, Expiration*. Town Board approval of a Special Use Permit that is inconsistent with an approved Master Plan shall be considered to be an amendment to the Master Plan. An approved Master Plan expires 5 years from the date of approval if construction has not begun.
4. Master plans often authorize the installation on on-site and off-site infrastructure but do not authorize the construction of any buildings. Individual site development requires a Special Use Permit.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix K for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Master Plans.

SPECIAL USE PERMITS

REFERENCE TO THE UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to Special Use Permits can be found in Section 3.8 of the *Unified Development Ordinance*.

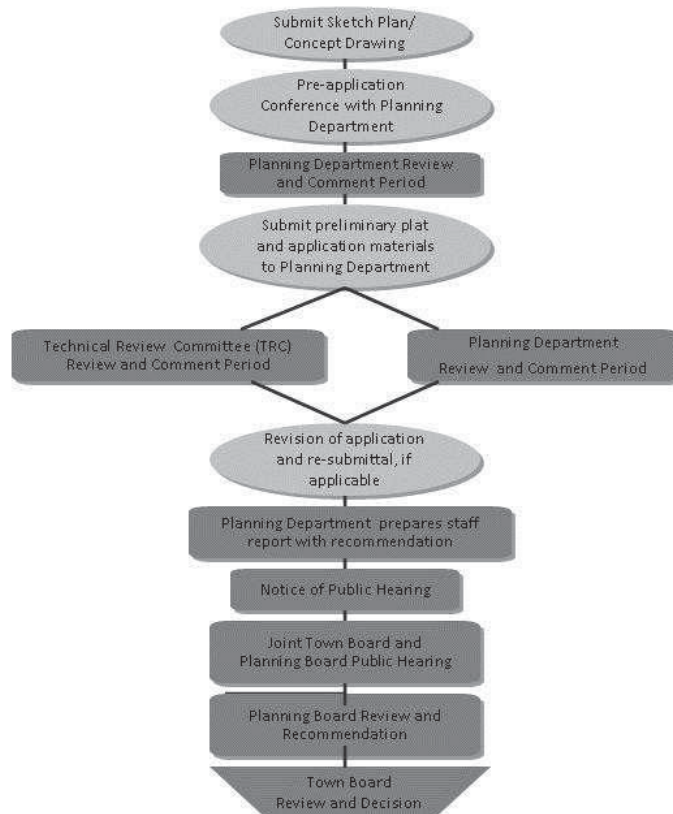
GENERAL DESCRIPTION

A special-use permit is required for development within special-use district; a district with no uses permitted by right. A special-use permit is also required for certain uses that require special consideration. Special Use Permits may be submitted when the use is designated 'Special Use' in the Permitted Use Table found in Section 5.1 of the *Unified Development Ordinance*. The permits often are filed for projects seeking annexation and initial zoning. A special-use permit filed in conjunction with a rezoning request to a special-use district allows

the town to apply development conditions and to understand the specific development being considered.

REVIEW PROCESS

The following chart and list explain the process of review for Special Use Permit applications.



1. Applicants submit the Sketch Plan.
2. Following the submittal of the Sketch Plan, applicants are required to meet with the Planning Director for a pre-application conference. At this meeting applicants should present the basic proposal and the Planning Director will provide specific comments on the Sketch Plan and permit and application requirements as well as deadlines for the application.
3. Applicants submit the application materials to the Planning Director. (See Appendix L for Application Packet)
4. Once the application is deemed complete by the Planning Director the item will be placed on the next available Technical Review Committee agenda. The Technical Review Committee will review the submittal to make sure various requirements are met. If there are comments or questions, the item will be tabled to the next available Technical Review

Committee agenda to allow the applicant to respond. The Technical Review Committee may attach conditions to the approval. Staff will compile comments from the TRC members and present them to the applicant within 10 working days after the TRC meeting.

5. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once the application is deemed complete by the Planning Director the item will be placed on the next available quarterly joint Public Hearing agenda. The Town Board may, in its discretion, schedule public hearings on applications at times other than the quarterly joint Public Hearing.
6. Planning staff will send public notices and place public ads as specified in the Unified Development Ordinance.
7. In conjunction with other qualified representatives of the town and other agencies, the Planning Director will prepare, for the Planning Board, a staff report which analyzes the proposal to determine conformity of the proposed project to the UDO, Land Use Plan, Comprehensive Plan, and any other applicable regulations.
8. The application will be heard by the Town Board and Planning Board at a quarterly joint Public Hearing or at a specially scheduled public hearing. The public hearing is closed by a motion and vote of the board members present at the hearing.
9. The Planning Board will review the proposal and make separate recommendations to approve, approve with conditions, or deny the Special Use Permit to the Town Board within 30 days of the public hearing.
10. The Town Board will make a final decision in separate motions at least 30 days after the date of the Public Hearing or after the Planning Board makes its recommendation. The Town Board may attach conditions to the approval.
11. Notice of the Town Board decision will be made by the Planning Director within 10 working days of the Town Board decision. If the Special Use Permit is issued, the applicant must record it with the Orange County Register of Deeds within 90 calendar days of the decision.

THINGS TO KNOW ABOUT SPECIAL USE PERMITS

1. At any point during the application process an applicant may withdraw an application for a Special Use Permit by written notice to the Planning Director. If the withdrawal occurs after the notice for public hearing has been published, there will be a one year waiting period before the town will accept an similar application affecting the same parcel.
2. An aggrieved party may appeal a decision by the Town Board on an application for a Special Use Permit to the Superior Court within the time provided by North Carolina General Statutes.
3. After a Special Use Permit has been issued, the Planning Director is authorized to approve minor changes to the project. Modifications to the project are referred to the Town Board

for review and approval. Criteria used for determining whether the change constitutes a minor change or modification can be found in Section 3.8.21 of the UDO.

CONDITIONAL USE PERMIT

REFERENCE TO THE UNIFIED DEVELOPMENT ORDINANCE

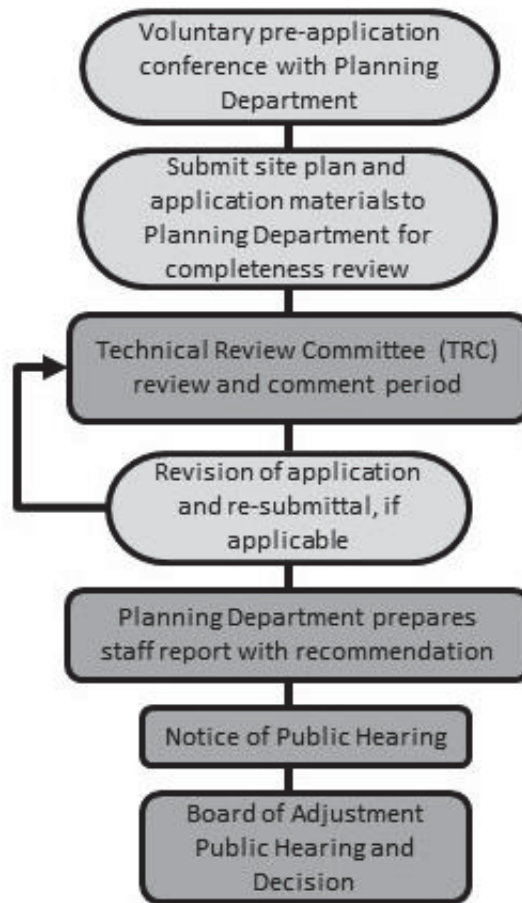
Regulations relating to Conditional Use Permits can be found in Section 3.9 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

Conditional Use Permits (CUPs) are required for uses that are not expressly prohibited in a zoning district, but which also should not be allowed to be developed in just any old way. Specific uses that need a CUP are found in the Permitted Use table. For instance, group care facilities are required to obtain a CUP to locate within residentially zoned districts. The intention of CUPs is to provide additional flexibility to landowners in the use for their property, but in exchange for additional controls imposed on the manner of development that may mitigate the impacts in the surrounding area.

REVIEW PROCESS

The following chart and list explain the process of review for Conditional Use Permit applications.



1. Applicants submit the Concept Plan for pre-application conference, if they so desire. Following the submittal of the Concept Plan, applicants may meet with the Planning Director. At this meeting applicants should present the basic proposal and the Planning Director will provide specific comments on the Concept Plan and permit and application requirements as well as deadlines for the application.
2. Applicants submit the application materials and site plan to the Planning Director. The Planning Director will perform a completeness review. Incomplete applications will be returned to the applicant and will not be placed on any agenda until the application is deemed completed. (See Appendix M for Application Packet and Appendix E for Site Plan Requirements)
3. Once the application is deemed complete by the Planning Director the item will be placed on the next available TRC (Technical Review Committee) agenda. The TRC will review the submittal to make sure various Town, County and State requirements are met. If there are comments or questions, the item may be tabled to the next available TRC agenda to allow the applicant to respond. The TRC will make a final decision after questions have been addressed. The TRC may attach conditions to the approval. Staff will compile comments from TRC members and the Planning Director and present them to the applicant within 10 working days after the TRC meeting.

4. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once all TRC comments are addressed, the item will be placed on the next available Board of Adjustment agenda.
5. Planning staff will provide notice of the Public Hearing on the Conditional Use Permit consistent with the process used for Conditional Use Permits as detailed in Unified Development Ordinance Section 3.9.7.1, *Notice of Public Hearing*.
6. The Planning Director will prepare a staff report for the Board of Adjustment which analyzes the proposal to determine conformity of the proposed project to the UDO, Comprehensive Plan, any Master Plans for the property, and any other applicable regulations.
7. The application will be heard by the Board of Adjustment at a public hearing.
8. The Board of Adjustment will make a final decision after the public hearing is closed. The Board of Adjustment may attach conditions to the approval.
9. Notice of the Board of Adjustment decision will be made by the Planning Director. If the Conditional Use Permit is issued, the applicant must record it with the Orange County Register of Deeds within 10 calendar days of its receipt.

THINGS TO KNOW ABOUT CONDITIONAL USE PERMITS

1. At any point during the application process an applicant may withdraw an application for a Conditional Use Permit by written notice to the Planning Director. If the withdrawal occurs after the first notice for public hearing has been published, there will be a one year waiting period before the town will accept an similar application affecting the same parcel
2. Should a Conditional Use Permit request be denied, an application for the same use cannot be submitted until one year has passed from the date of the original permit denial.
3. An aggrieved party may appeal a decision by the Board of Adjustment on an application for a Conditional Use Permit to Orange County Superior Court within the time provided by North Carolina General Statutes.
4. After a Conditional Use Permit has been approved, the Planning Director is authorized to approve minor changes in the approved plans of Conditional Uses, as long as they are in harmony with action of the Board of Adjustment, but the Planning Director shall not have the authority to approve changes that constitute a modification of the approved plans. A modification shall require approval of the Board of Adjustment. If the Planning Director is uncertain whether a requested deviation is a “minor change” or a “modification”, it shall be treated as a modification and referred to the Board of Adjustment for review and approval.
5. An approved Conditional Use Permit expires 24 months from the date of approval if a Zoning Compliance Permit has not been issued for the project.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix M for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Conditional Use Permits. Appendix E contains requirements for Site Plans.

VARIANCE

REFERENCE TO THE UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to Variances can be found in Section 3.10 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

A variance is a process by which an applicant can seek relief from the strict requirements of the *Unified Development Ordinance* through a special review by the Board of Adjustment (BOA). This kind of special review is only considered when full compliance with the UDO creates an “unnecessary hardship” for the applicant as defined in the ordinance. Generally speaking, variances are typically considered when lots have unique layouts, sizes, topographic, or other extraordinary conditions that cannot accommodate development as normally required by the ordinance.

REVIEW PROCESS

1. Applicants submit the application materials to the Planning Director. (See Appendix N for Application Packet)
2. Planning staff will provide notice of the Public Hearing on the variance consistent with the process used for Conditional Use Permits as detailed in Unified Development Ordinance Section 3.9.7.1 and 3.10.6.4 (as applicable), *Notice of Public Hearing*.
3. The Planning Director will prepare a staff report for the Board of Adjustment which analyzes the proposal. The staff report will include a recommendation to the Board of Adjustment to approve, approve with conditions, or deny the Variance.
4. The application will be heard by the Board of Adjustment at a public hearing. The public hearing is closed by a motion and vote of the board members present at the hearing.

5. The Board of Adjustment will make a final decision after the public hearing is closed. The Board of Adjustment may attach conditions to the approval.
6. Notice of the Board of Adjustment decision will be made by the Planning Director. If the variance request is granted, the applicant must record a document outlining the terms of the variance with the Orange County Register of Deeds Office within 30 days of approval.

THINGS TO KNOW ABOUT VARIANCES FOR USES AND STRUCTURES

1. The Board of Adjustment does not approve variance requests unless it finds:
 - Unnecessary hardship would result from the strict application of the Ordinance. It shall not be necessary to demonstrate that, in the absence of the Variance, no reasonable use can be made of the property; and
 - The hardship results from conditions that are peculiar to the property such as location, size or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a Variance; and
 - The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a Variance shall not be regarded as a self-created hardship; and
 - The requested Variance is consistent with the spirit, purpose and intent of the Ordinance such that public safety is secured and substantial justice is achieved.
 - Additional specific findings are required for watershed and Riparian Buffer Variances.
2. An aggrieved party may appeal a decision by the Board of Adjustment on an application for a variance to Orange County Superior Court within the time provided by North Carolina General Statutes.
3. Variance approval shall automatically expire if the applicant does not record the variance with the Orange County Register of Deeds within 30 days of approval.
4. An approved and recorded variance shall run with the land and has no expiration date, unless an expiration date is attached as a condition of its granting or if the variance is only needed for a set period of time.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix N for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Variance applications.

APPEAL

REFERENCE TO UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to Appeals can be found in Section 3.11 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

Appeals from determinations or decisions of the Planning Director, Technical Review Committee or Historic District Commission are heard and decided upon by the Board of Adjustment.

REVIEW PROCESS

1. Applicants submit application to the Planning Director. (See Appendix O for Application Packet). Once an application has been received, the Planning Director shall schedule the appeal for the next available meeting of the Board of Adjustment
2. Upon receipt of an appeal, the Planning Director shall prepare a staff report detailing the situation involved in the appeal. If the appeal involves the action of the Historic District Commission, minutes of the relevant Historic District Commission meeting shall be included in the materials provided to the Board of Adjustment.
3. Written notice of the hearing on the appeal shall be provided as required by UDO Section 3.11.4.4, Notice of Public Hearing.
4. Following receipt of the application from the Planning Director, the Board of Adjustment shall conduct a quasi-judicial public hearing on the appeal.
5. The Board of Adjustment shall conduct a quasi-judicial public hearing on the application. After close of the hearing, the Board of Adjustment shall consider the application, relevant support materials, and any testimony or evidence given at the hearing and included in the record. The Board of Adjustment shall take one of the following actions
 - Uphold the determination which is being appealed;
 - Overturn the determination which is being appealed; or
 - Uphold in part and overturn in part the determination which is being appealed.
 - The Board of Adjustment may include direction to the appealed entity for how it should carry out the direction from the Board.
 - The affirmative vote of a majority of the members of the Board of Adjustment who are eligible to vote is required to grant an appeal (overturn a determination).
6. The applicant shall receive a written notification of the outcome or final decision by the Board of Adjustment at the conclusion of the review process. The date of this notice will initiate the appeal time frame for the decision.

THINGS TO KNOW ABOUT APPEALS

1. An aggrieved party may appeal a decision by the Board of Adjustment to Orange County Superior Court. Such appeal shall be in the nature of certiorari and must be filed within the time provided by N.C. Gen. Stat. § 160A-388(e2)(2).
2. The decision on an appeal before the Board of Adjustment, if attached to a development approval, shall run with the approval period of that permit or approval.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix O for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Appeal applications.

CERTIFICATE OF APPROPRIATENESS (COA)

REFERENCE TO UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to Certificates of Appropriateness can be found in Section 3.12 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

The Town has established an historic overlay district, the purpose and intent of which is to protect the historic and culturally important and significant structures located in the historic district. It is unlawful to begin construction, moving, demolition, alteration or restoration of any structure or site until a Certificate of Appropriateness (COA) has been issued by the Historic District Commission.

The Historic District Commission weighs the appropriateness of COA applications against the Hillsborough Historic District Design Guidelines. The Historic District Design Guidelines were developed to guide the commission in reviewing applications for changes to existing buildings, new construction and additions, the historic district setting, and relocation and demolition. The guidelines also provide information on exempt and minor works, as well as other architectural and historic resources.

REVIEW PROCESS

1. Applicants are recommended to meet with the Planning Director for a preliminary concept meeting. At this meeting applicants should present the basic proposal and the Planning Director will provide specific permit and application requirements as well as deadlines for application submission.
2. Applicants submit the application materials to the Planning Director. (See Appendix P for application packet)

3. The Planning Director will review the submittal and provide comments to the applicant within 5 working days of its submission.
4. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once the application is deemed complete by the Planning Director, the application will be reviewed to determine conformity of the proposed project to the UDO and any other applicable regulations.
5. Planning staff will send public notices as specified in the Unified Development Ordinance.
6. In conjunction with other qualified representatives of the town and other agencies, the Planning Director will prepare, for the Historic District Commission, a staff analysis that determines conformity of the proposed project to the UDO and any other applicable regulations.
7. The application will be heard by the Historic District Commission at a regularly scheduled meeting.
8. The Historic District Commission will make a final decision after the public hearing is closed. The Historic District Commission will approve, approve with conditions, or deny application based on findings of fact presented by applicant, the public, and planning staff. The Historic District Commission may attach conditions to the approval.
9. The applicant will receive written notice confirming the vote of the Historic District Commission within 5 working days.

THINGS TO KNOW ABOUT COAS

1. At any point during the application process an applicant may withdraw an application for a Certificate of Appropriateness by written notice to the Planning Director.
2. An aggrieved party may appeal a decision by the Historic District Commission on an application for a Certificate of Appropriateness to the Board of Adjustment within the time provided by North Carolina General Statutes.
3. Planning Director is authorized to approve minor changes to the project. Modifications to the project are referred to the Historic District Commission for review and approval. Criteria used for determining whether the change constitutes a minor change or modification can be found in the Hillsborough Historic District Design Guidelines.
4. Certificates of Appropriateness are valid for 12 months from the date of approval if construction has not begun. A new Certificate of Appropriateness may be issued by the Zoning Officer if he/she can determine that there have been no changes to the application or significant changes in the neighborhood or regulations during the past twelve months. If the Zoning Officer cannot make this determination, the applicant shall re-apply for a new Certificate of Appropriateness with notification and review procedures the same as a new application. If the work approved by the issuance of a Certificate of Appropriateness has

not been complete within twelve months, the Certificate expires, and the applicant shall apply for an extension to the original application. This extension may be approved by the Zoning Officer if he/she can determine that there have been no changes to the application or significant changes in the neighborhood or regulations in the past twelve months. If this determination cannot be made, the application will be considered with the standard notification and review procedures by the Commission. This review is to insure that no significant changes have taken place in the neighborhood or regulations in the past twelve months that would make the project unacceptable.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix P for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Certificate of Appropriateness applications.

SITE PLANS

REFERENCE TO UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to the site plan applications can be found in Section 3.13 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

Site Plan review is the general term used to describe review of projects other than (a) the construction of single-family dwellings on lots zoned for single-family uses and (b) uses requiring a Conditional or Special Use Permit.

Site plan review is required for nearly all development in Hillsborough to determine whether a proposed development complies with the UDO and other applicable ordinances. Reviewing site plans for development projects help to assess the impacts a proposed project might have on issues like drainage, vehicle and pedestrian circulation, and other elements that may affect neighboring properties or environmental systems. The “site plan” is a series of drawings and plans that illustrate the building, parking, landscaping, lighting, and drainage of proposed projects.

There are three types of site plans and each has a separate review path.

Projects where (a) involving the disturbance of 10,000 sf or more of land and/or involving the construction of new structures or additions in any general purpose non-residential zoning district are considered small site plans. Approval authority for small site plans belongs to the Planning Director.

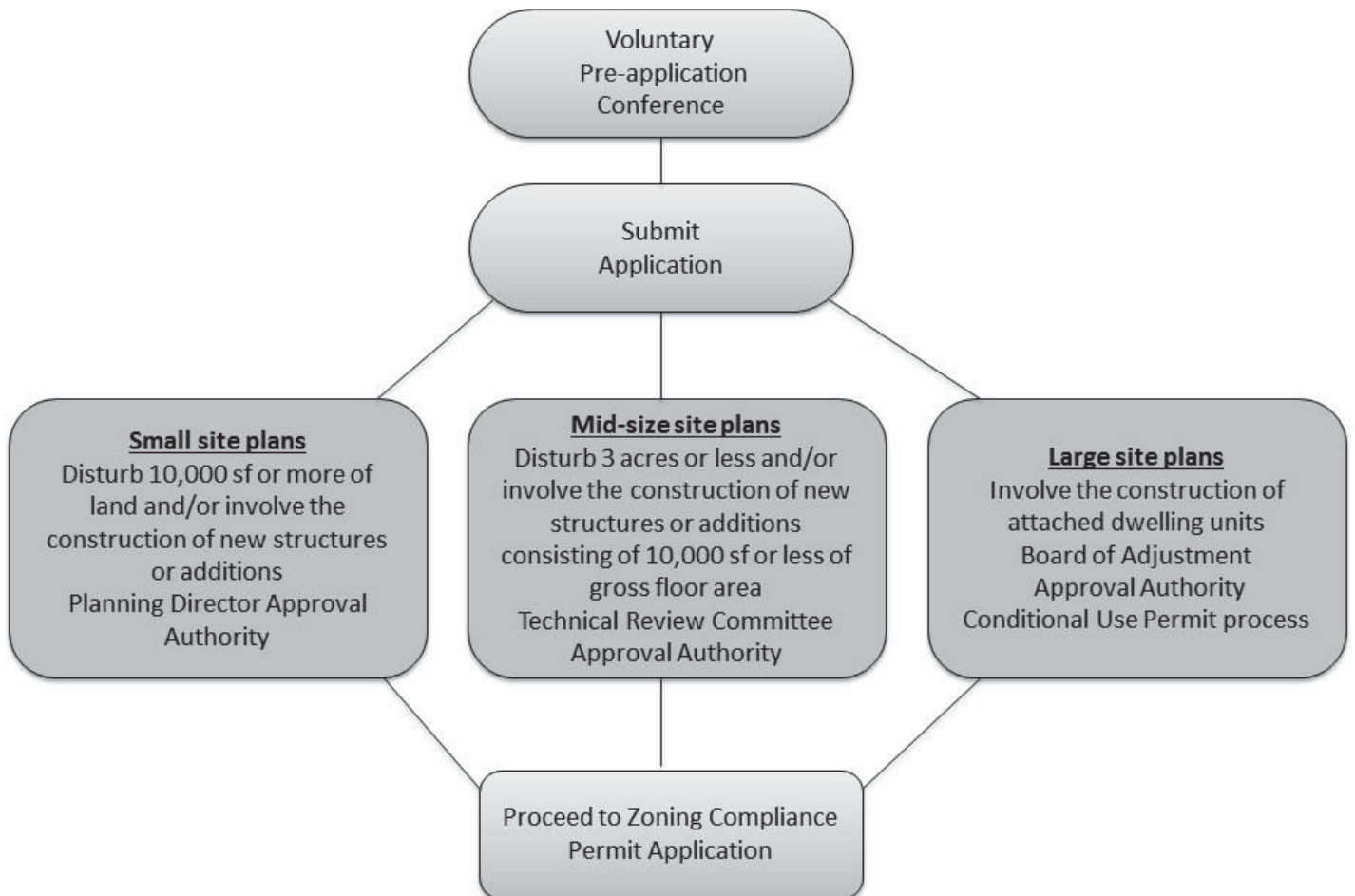
Projects where (b) involving the disturbance of 3 acres or less and/or involving the construction of new structures or additions consisting of 10,000 square feet or less of gross floor area in any general purpose residential zoning district. Any development exceeding this threshold are

required to pursue a Conditional Use Permit in accordance with the standards and provisions established by Section 3.9, Conditional Use Permit of this Ordinance are considered mid-size site plans belongs to the Technical Review Committee.

Projects where (c) involving the construction of attached dwelling units in any general purpose zoning district that does not otherwise exceed a threshold above are considered large site plans. Approval authority for large site plans belongs to the Board of Adjustment and follows the Conditional Use Permit process.

REVIEW PROCESS

The following section includes descriptions of the process by which site plans are reviewed. The diagram below outlines the review path.



Small Site Plans

1. Applicants are recommended to meet with the Planning Director for a preliminary concept meeting. At this meeting applicants should present the basic proposal and the Planning Director will provide specific permit and application requirements as well as deadlines for applications.
2. Applicants submit the application materials to the Planning Director. (See Appendix Q for Application Packet)
3. Once the application is deemed complete by the Planning Director the item will be reviewed by Planning Department staff or Technical Review Committee as applicable.
4. The Planning Director has approval authority over small site plans. Applicants will be notified of the Planning Director's decision within 30 working days. The TRC has approval authority over other site plans not associated with a Special or Conditional Use Permit Application.

Mid to Large Site Plans

1. Applicants are recommended to meet with the Planning Director for a preliminary concept meeting. At this meeting applicants should present the basic proposal and the Planning Director will provide specific permit and application requirements as well as deadlines for applications.
2. Applicants submit the application materials to the Planning Director. (See Appendix Q for application packet)
3. Once the application is deemed complete by the Planning Director the item will be placed on the next available Technical Review Committee agenda. The Technical Review Committee will review the submittal to make sure various requirements are met. If there are comments or questions, the item will be tabled to the next available Technical Review Committee agenda to allow the applicant to respond. The Technical Review Committee will make a final decision after questions have been addressed. Staff will compile comments from TRC members and the Planning Director and present them to the applicant within 10 working days after the TRC meeting.
4. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review.

Things to know about site plans

1. At any point during the application process an applicant may withdraw an application for a site plan by written notice to the Planning Director.
2. An aggrieved party may appeal a decision by the Planning Director or Technical Review Committee on an application for a site plan to the Board of Adjustment within the time provided by North Carolina General Statutes.

3. An aggrieved party may appeal a decision by the Board of Adjustment on an application for a site plan to the Superior Court within the time provided by North Carolina General Statutes.
4. Site Plan approvals are valid for 24 months from the date of approval if a Zoning Compliance Permit has not been issued for the project. Zoning Compliance Permits are valid for 12 months.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix Q for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Site Plan applications.

ZONING COMPLIANCE PERMITS (ZCP)

REFERENCE TO UNIFIED DEVELOPMENT ORDINANCE

Regulations relating to Zoning Compliance Permits can be found in Section 3.14 of the *Unified Development Ordinance*.

GENERAL DESCRIPTION

The intent of the Zoning Compliance Permit (ZCP) is to provide written documentation of the completion of the development review processes under the *Unified Development Ordinance*. This permit is a pre-requisite to securing an Orange County Building Permit. A ZCP document's a project's compliance with the UDO and this manual.

The Hillsborough Planning Department issues ZCPs for activities that are regulated under the UDO on property in the town limits and in the extraterritorial jurisdiction. In some cases, a building permit may also be required.

A Zoning Compliance Permit is issued for:

- Site change: such as relocating or expanding an existing structure, or constructing a new building, accessory building, deck, or fence.
- Sign: installing a new sign or changing the location, sign face, or message of an existing sign.
- Change of Use: moving your business into an existing non-residential retail/office space
- Home Occupation: operating a business out of your personal residence.

REVIEW PROCESS

1. Applicants submit the application materials to the Planning Director. (See Appendix R for application packet)
2. The Planning Director will review the submittal and provide comments to the applicant within 5 working days of its submission.
3. If the applicant chooses to make revisions to the application, it must be re-submitted to the Planning Director for review. Once the application is deemed complete by the Planning Director, the application will be reviewed to determine conformity of the proposed project to the UDO and any other applicable regulations.
4. The Planning Director will issue the ZCP when the provisions of the UDO and any other applicable regulations are met.

THINGS TO KNOW ABOUT ZONING COMPLIANCE PERMITS

1. At any point during the application process an applicant may withdraw an application for a Zoning Compliance Permit by written notice to the Planning Director.
2. An aggrieved party may appeal a decision by the Planning Director on an application for a Zoning Compliance Permit to the Board of Adjustment within the time provided by North Carolina General Statutes.
3. After a ZCP has been issued, the Planning Director is authorized to approve modifications. A ZCP may be modified at the request of the applicant at any time before it expires. All modifications must comply with all provisions of the UDO. All modifications must be documented in writing.
4. ZCP approvals are valid for 12 months from the date of approval. In the case that a ZCP authorizes a construction project that takes more than 12 months to complete, the permit shall be valid so long as the Orange County Building Permit for the project remains active and unexpired.

SUBMITTAL REQUIREMENTS AND APPLICATION PACKET

See Appendix R for the complete agenda packet which includes deadlines, fees, submittal requirements and checklists, and the application forms associated with Zoning Compliance Permit applications.

CERTIFICATES OF OCCUPANCY

GENERAL DESCRIPTION

The Orange County Building Inspections Division enforces the mandated NC State Building Code and conducts inspections during construction of buildings, mechanical, electrical and plumbing systems to ensure code compliance. The Town of Hillsborough Planning Department must provide approval of zoning compliance before a Certificate of Occupancy can be issued by Orange County. Please contact the Orange County Building Inspections Division for more information.

NOTICE OF VIOLATION

REFERENCE TO UNIFIED DEVELOPMENT ORDINANCE

Violations and associated penalties are covered in Section 8, *Enforcement*.

GENERAL DESCRIPTION

Upon the Planning Director's determination that any provision of this Ordinance has been violated, a written notice shall be delivered by personal service or by registered or certified mail, return receipt requested, to the property owner, indicating the nature of the violation and ordering the action necessary to correct it. Additional written notices may be sent at the Planning Director's discretion.

The final written notice, delivered by certified mail, which may also be the initial notice, shall state the action the Planning Director intends to take if the violation is not corrected, and shall advise that the Planning Director's order may be appealed to the Board of Adjustment within thirty (30) days of final written notice.

Once the final written notice is delivered, the penalties covered in Section 8.5, *Remedies and Penalties*, shall apply.

Suspected violations and complaints can be reported to the Planning Director by phone or in writing. Complainants who provide contact information will be apprised of the outcome of the investigation whereas anonymous complainants will not.

PLANTINGS

PLANTINGS FOR LANDSCAPE PLANS FOR DEVELOPMENT APPLICATIONS

PROHIBITED SPECIES

The following list includes exotic plant species that may be available in the nursery trade and are known to be invasive or have a likelihood of being invasive in the Hillsborough area. Plants on this list may not be specified for inclusion on landscaping plans for development applications that require plan approval by review boards or town staff. The use of the listed plants is strongly discouraged in non-regulated landscaping projects within the Town and Extraterritorial Jurisdiction.

Invasive Tree Species	
Scientific Name	Common Name
<i>Acer negundo</i>	Boxelder
<i>Acer platanoides</i>	Norway Maple
<i>Acer saccharinum</i>	Silver Maple
<i>Ailanthus altissima</i>	Tree of Heaven
<i>Albizia julibrissin</i>	Mimosa
<i>Broussonetia papyrifera</i>	Paper Mulberry
<i>Celtis occidentalis</i>	Hackberry
<i>Cupressocyparis leylandii</i>	Leyland Cypress
<i>Meia azadarach</i>	Chinaberry
<i>Morus alba</i>	White Mulberry
<i>Paulownia tomentosa</i>	Princess Tree
<i>Populus deltoides</i>	Cottonwood
<i>Populus alba</i>	White Poplar
<i>Populus nigra</i>	Lombardy Poplar
<i>Pyrus calleryana</i>	Bradford Pear
<i>Quercus acutissima</i>	Sawtooth Oak
<i>Robinia pseudoacacia</i>	Black Locust
<i>Salix</i> spp.	Willow
<i>Triadica sebifera</i>	Tallowtree
<i>Ulmus pumila</i>	Siberian Elm

Invasive Shrubs and Vines Species	
Scientific Name	Common Name
<i>Akebia quinata</i>	Fiveleaf Akebia
<i>Ampelopsis brevipedunculata</i>	Porcelain Berry Vine
<i>Berberis thunbergii</i>	Japanese Barberry-dwarf forms may be acceptable
<i>Celastrus orbiculatus</i>	Oriental Bittersweet Vine

Invasive Shrubs and Vines Species	
Scientific Name	Common Name
<i>Clematis paniculatus</i> , <i>C. terniflora</i>	Sweet Autumn Clematis
<i>Eleagnus angustifolia</i> , <i>E. pungens</i> , <i>E. umbellata</i>	Russian Olive, Silverleaf
<i>Euonymus alata</i>	Burning Bush-dwarf forms may be acceptable
<i>Euonymus fortunei</i>	Wintercreeper-dwarf forms may be acceptable
<i>Hedera helix</i>	English Ivy
<i>Ipomoea purpurea</i> , <i>I. Tricolor</i>	Common Morningglory
<i>Ligustrum lucidum</i>	Waxleaf Privet
<i>Ligustrum sinense</i>	Chinese Privet
<i>Lonicera japonica</i>	Common Privet
<i>Lonicera maackii</i> , <i>L. morrowii</i> , <i>L. tatarica</i>	Japanese Honeysuckle
<i>Meilia azedarach</i>	Chinaberry Tree
<i>Rhamnus alnus</i> , <i>R. cathartica</i>	Buckthorn
<i>Rosa multiflora</i>	Multiflora Rose
<i>Spiraea japonica</i>	Japanese Spiraea
<i>Viburnum dilatatum</i>	Linden Arrowwood
<i>Wisteria floribunda</i>	Japanese Wisteria
<i>Wisteria sinensis</i>	Chinese Wisteria

Invasive Groundcovers and Grasses Species	
Scientific Name	Common Name
<i>Arundinaria</i> sp.	Golden Grove Bamboo
<i>Arundo donax</i>	Giant Reed
<i>Coronilla varia</i>	Crownvetch
<i>Fallopia cuspidatum</i> , <i>Polygonum cuspidatum</i>	Japanese Knotweed
<i>Iris psuedoacorus</i>	Yellow Flag
<i>Lysimachia nummularia</i>	Creeping Jenny
<i>Lythrum salicaria</i>	Purple Loosestrife
<i>Miscanthus sinensis</i>	Chinese Silvergrass
<i>Phalaris arundinacea</i>	Reed Canarygrass
<i>Phyllostachys aurea</i> , <i>P. nigra</i>	Golden Bamboo, Black Bamboo
<i>Polygonum perfoliatum</i> , <i>P. sachalinense</i>	Giant Knotweed
<i>Pueraria montana</i>	Kudzu
<i>Sasa palmata</i> , <i>S. pygmaea</i>	Dwarf Bamboo

RECOMMENDED SPECIES

The following list includes species native to the Southeastern United States that are generally available in the nursery trade and are known to perform well in typical landscape installations in the Hillsborough area. Plants on this list are recommended for inclusion on landscaping plans for development applications that require plan approval by review boards or town staff. The use of the listed plants is encouraged in non-regulated landscaping projects within the Town and Extraterritorial Jurisdiction.

Recommended Small Tree Species		
Scientific Name	Common Name	Mature Height
<i>Acer buergeranum</i>	Trident Maple	35 feet
<i>Acer campestre</i>	Hedge Maple	40 feet
<i>Acer leucoderme</i>	Chalkbark Maple	30 feet
<i>Acer palmatum</i>	Japanese Maple	15-25 feet
<i>Aesculus pavia</i>	Red Buckeye	8-12 feet
<i>Amelanchier arborea</i> , <i>A. laevis</i>	Serviceberry	20-25 feet
<i>Betula pendula</i>	European White Birch	25-40 feet
<i>Carpinus carolina</i>	American Hornbeam	15-25 feet
<i>Catalpa bignonioides</i>	Catalpa	30-40 feet
<i>Cercis canadensis</i>	Eastern Redbud	20-30 feet
<i>Chionanthus virginicus</i>	Fringe Tree	15-20 feet
<i>Cornus alternifolia</i>	Pagoda Dogwood	15-25 feet
<i>Cornus florida</i>	Flowering Dogwood	20-25 feet
<i>Cornus kousa</i>	Kousa Dogwood	25 feet
<i>Cotinus coggygria</i>	Smoketree	15 feet
<i>Crataegus phaenopyrum</i>	Washington Hawthorn	25-35 feet
<i>Crataegus viridis</i>	Green Hawthorn	30 feet
<i>Eriobotrya japonica</i>	Loquat	25 feet
<i>Franlinia alatomaha</i>	Franklinia	10-25 feet
<i>Halesia carolina</i>	Carolina Silverbell	20-40 feet
<i>Hamamelis virginianan</i>	Common Witchhazel	15-20 feet
<i>Ilex cassine</i>	Dahoon Holly	20-30 feet
<i>Ilex decidua</i>	Possumhaw	20-25 feet
<i>Ilex opaca</i>	American Holly	15-30 feet
<i>Ilex verticillata</i>	Winterberry Holly	12-15 feet
<i>Ilex vomitoria</i>	Yaupon Holly	15-20 feet
<i>Juniperus virginiana</i>	Red Cedar	15-20 feet
<i>Koelreuteria paniculata</i>	Goldenraintree	40 feet
<i>Lagerstromia</i> spp.	Crapemyrtle	25 feet
<i>Maackia amurensis</i>	Amur Maackia	30 feet
<i>Magnolia soulangeana</i>	Saucer Magnolia	20-25 feet

Recommended Small Tree Species		
Scientific Name	Common Name	Mature Height
Magnolia stellata	Star Magnolia	15-20 feet
Magnolia tripetela	Umbrella Tree	15-20 feet
Magnolia virginiana	Sweet Bay Magnolia	10-20 feet
Malus spp.	Flowering Crabapple	20 feet
Ostrya virginiana	Hop-hornbeam	20-30 feet
Oxydendrum arboreum	Sourwood	25-30 feet
Pistacia chinensis	Chinese Pistache	35 feet
Prunus americana	American Plum	15-25 feet
Prunus caroliniana	Carolina Cherrylaurel	20 feet
Prunus mume	Japanese Apricot	10-20 feet
Prunus pensylvanica	Pin Cherry	25-30 feet
Prunus sargentii	Sargent Cherry	40 feet
Prunus virginiana	Choke Cherry	30 feet
Ptelea trifoliata	Hoptree	20-30 feet
Punica granatum	Pomegranate	10-20 feet
Salix caprea	Pussy-Willow	12-25 feet
Stewartia pseudocamellia	Stewartia	20-40 feet
Syringa reticulata	Japanese Tree Lilac	30 feet
Thuja spp.	Arborvitae	20-40 feet
Vitex negundo	Chasetree	10-15 feet

Recommended Large Tree Species		
Scientific Name	Common Name	Mature Height
Acer barbatum	Southern Sugar Maple	65 feet
Acer rubrum	Red Maple	60-90 feet
Acer saccharum	Sugar Maple	80-115 feet
Acer x freemanii	Freeman Maple	60-70 feet
Aesculus flava	Yellow Buckeye	60-75 feet
Aesculus hippocastanum	Horsechestnut	70 feet
Aesculus x carnea	Red Horsechestnut	50 feet
Alnus glutinosa	European Alder	60 feet
Betula alleghanienses	Yellow Birch	60-75 feet
Betula lenta	Sweet Birch	70-80 feet
Betula nigra	River Birch	40-50 feet
Carpinus betulus	European Hornbeam	60 feet
Carya illinoensis	Pecan	60-100 feet
Carya spp.	Hickories	60-100 feet
Castanea pumila	Chinquapin	40-65 feet
Cedrus deodora	Deodar Cedar	30-50 feet
Celtis laevigata	Sugar Hackberry	50 feet

Recommended Large Tree Species		
Scientific Name	Common Name	Mature Height
Cladrastis kentuckea	Yellowwood	40-50 feet
Corylus colurna	Turkish Filbert	60 feet
Cryptomeria japonica	Japanese Cryptomeria	40-50 feet
Cunninghamia lanceolata	Chinafir	50-60 feet
Diospyros virginiana	Persimmon	30-60 feet
Eucommia ulmoides	Hardy Rubber Tree	60 feet
Fagus grandifolia	Beech	50-75 feet
Fraxinus americana	White Ash	60-80 feet
Fraxinus pennsylvanica	Green Ash	55 feet
Ginkgo biloba	Ginkgo	55 feet
Gleditsia triacanthos var.inermis	Thornless Honeylocust	80 feet
Gymnocladus dioicus	Kentucky Coffeetree	75 feet
Liquidambar styraciflua	Sweetgum	75 feet
Liriodendron tulipifera	Tulip Tree	80-150 feet
Magnolia acuminata	Cucumber Tree	80-100 feet
Magnolia grandiflora	Southern Magnolia	40-60 feet
Metasequoia glyptostroboides	Dawn Redwood	85 feet
Nyssa sylvatica	Black Gum	50-75 feet
Phellodendron amurense	Amur Corktree	45 feet
Picea rubens	Red Spruce	60-80 feet
Pinus palustris	Longleaf Pine	80-100 feet
Pinus sylvestris	Scotch Pine	40-70 feet
Pinus taeda	Loblolly Pine	70 feet
Platanus occidentalis	Sycamore	75-100 feet
Platanus x acerifolia	London Planetree	80 feet
Prunus serotina	Black Cherry	80-100 feet
Quercus alba	White Oak	60-100 feet
Quercus coccinea	Scarlet Oak	60-80 feet
Quercus imbricaria	Shingle Oak	60 feet
Quercus laurifolia	Laurel Oak	60-80 feet
Quercus lyrata	Overcup Oak	45 feet
Quercus macrocarpa	Bur Oak	80 feet
Quercus montana	Chestnut Oak	60-70 feet
Quercus nigra	Water Oak	80-100 feet
Quercus pagodifolia	Cherrybark Oak	100-130 feet
Quercus palustris	Pin Oak	60-80 feet
Quercus phellos	Willow Oak	90 feet
Quercus robur	English Oak	60 feet
Quercus rubra	Red Oak	70-90 feet
Quercus stellata	Post Oak	30-70 feet

Recommended Large Tree Species		
Scientific Name	Common Name	Mature Height
<i>Quercus virginiana</i>	Live Oak	80 feet
<i>Salix babylonica</i>	Weeping Willow	30-50 feet
<i>Sassafras albidum</i>	Common Sassafras	40-60 feet
<i>Sophora japonica</i>	Japanese Pagodatree	70 feet
<i>Taxodium distichum</i>	Bald Cypress	50-70 feet
<i>Tilia americana</i>	American Linden	40-50 feet
<i>Tilia cordata</i>	Littleleaf Linden	80 feet
<i>Tilia tomentosa</i>	Silver Linden	70 feet
<i>Tsuga canadensis</i>	Canadian Hemlock	60-80 feet
<i>Tsuga caroliniana</i>	Carolina Hemlock	40-70 feet
<i>Ulmus americana</i>	Princeton Elm	75-125 feet
<i>Ulmus parvifolia</i>	Lacebark Elm	75 feet
<i>Ulmus spp.</i>	Hybrid Elms	60 feet
<i>Zelkova serrata</i>	Japanese Zelkova	70 feet

Recommended Large Shrubs		
Common Name	Scientific Name	Mature Height
Clethra acuminata	Cinnamonbark	12-20 feet
Fothergilla major	Large Fothergilla	10-15 feet
Ilex montana	Mountain Winterberry	30 feet
Ilex verticillata	Common Winterberry	10-12 feet
Lagerstroemia indica	Crape Myrtle	10-20 feet
Loropetalum chinense	Chinese Fringe Flower	10-12 feet
Myrica pusilla	Dwarf Waxmyrtle	20-30 feet
Osmanthus fragrans	Sweet Tea Olive	20 feet
Philadelphus inodorus	Mock Orange	10-12 feet
Prunus caroliniana	Cherry Laurel	15-20 feet
Rhododendron maximum	Rosebay Rhododendron	30-40 feet
Thuja occidentalis	Arborvitae	20 feet
Viburnum rufidulum	Blackhaw Viburnum	12-15 feet

Recommended Mid-size Shrubs		
Scientific Name	Common Name	Mature Height
<i>Aronia arbutifolia</i>	Red Chokeberry	6-8 feet
<i>Aronia melanocarpa</i>	Black Chokeberry	6-8 feet
<i>Buddleia Davidii</i>	Butterfly Bush	6 feet
<i>Calycanthus floridus</i>	Sweetshrub	6-9 feet
<i>Clethra alnifolia</i>	Summersweet clethra	4-8 feet
<i>Cornus amomum</i>	Silky Dogwood	6-8 feet

Recommended Mid-size Shrubs		
Scientific Name	Common Name	Mature Height
<i>Corylus americana</i>	Hazelnut	6-15 feet
<i>Diervilla sessilifolia</i>	Bush-honeysuckle	6-8 feet
<i>Euonymus americanus</i>	Hearts-a-bustin	6-8 feet
<i>Forsythia x intermedia</i>	Goldenbells	8-10 feet
<i>Hamamelis virginiana</i>	Common Witch Hazel	8-10 feet
<i>Hydrangea quercifolia</i>	Oakleaf Hydrangea	6-8 feet
<i>Hypericum densiflorum</i>	Dense Hypericum	6-8 feet
<i>Ilex Aquifoliaceae</i>	Winterberry Holly	8-10 feet
<i>Ilex glabra</i>	Inkberry Holly	4-6 feet
<i>Illicium floridanum</i>	Florida Anise	8-10 feet
<i>Kalmia latifolia</i>	Mountain Laurel	6-12 feet
<i>Lindera benzoin</i>	Spicebush	6-8 feet
<i>Mahonia bealei</i>	Leatherleaf Mahonia	5-6 feet
<i>Rhododendron aborescens</i>	Sweet Azalea	6-12 feet
<i>Rhododendron calendulaceum</i>	Flame Azalea	8-10 feet
<i>Rhododendron carolinianum</i>	Carolina Rhododendron	6 feet
<i>Rhododendron catawbiense</i>	Mountain Rosebay	10 feet
<i>Rhododendron periclymenoides</i>	Wild or Pinxter Azalea	6 feet
<i>Rhododendron vaseyi</i>	Pinkshell Azalea	6-8 feet
Rhus glabra	Smooth Sumac	5-15 feet
<i>Rosa palustris</i>	Swamp Rose	5-6 feet
Salix sericea	Silky Willow	6-10 feet
Sambucus canadensis	Elderberry	6-12 feet
Symphoricarpus orbiculatus	Coral Berry	6 feet
<i>Taxus Baccata</i>	Common Yew	10 feet
Vaccinium corymbosum	Highbush Blueberry	4-7 feet
<i>Vaccinium stamineum</i>	Deerberry	6-8 feet
<i>Viburnum cassinoides</i>	Witherod Viburnum	6 feet
<i>Viburnum alnifolium</i>	Hobblebush	10 feet
Viburnum dentatum	Arrowwood	6-8 feet
<i>Weigelia florida</i>	Weigelia	7-9 feet

Recommended Small Shrubs		
Scientific Name	Common Name	Mature Height
<u>Alnus serrulata</u>	Tag alder	4-6 feet
Callicarpa americana	American Beautyberry	4 feet
Callicarpa dichotoma	Purple Beautyberry	4 feet
Callicarpa japonica	Japanese Beautyberry	4 feet
Camellia japonica	Japanese Camellia	6-8 feet
Camellia sasanqua	Sasanqua Camellia	6-8 feet
Ceanothus americanus	New Jersey Tea	3-4 feet
Comptonia peregrina	Sweetfern	2-3 feet
Hydrangea aborescens	Snowhill Hydrangea	4 feet
Hypericum prolificum	Shrubby St. John's Wort	1-2 feet
Itea virginica	Virginia Sweetspire	4 feet
Kalmia latifolia	Mountain Laurel	3-5 feet
Leucothoe fontanesiana	Drooping Leucothoe	3-6 feet
Rosa carolina	Carolina Rose	3-4 feet
Spirea x bumalda	Goldflame	3-4 feet
Spirea Japonica	Japanese Spirea	3-4 feet
Vaccinium pallidum	Lowbush Blueberry	2-3 feet
Viburnum acerifolium	Maple-leaf Viburnum	4 feet

Recommended Groundcovers and Grasses Species	
Scientific Name	Common Name
Andropogon gerardii	Big Bluestem
Andropogon virginicus	Broomsedge
Antennaria plantaginifolia	Pussy's Toes
Arundinaria gigantea ssp. gigantea	River Cane
Asarum canadense	Wild Ginger
Baultheria procumbens	Wintergreen
Carex pennsylvanica	Pennsylvania Sedge
Carex plantaginea	Plantain-leaved Sedge
Chasmanthium latifolium	River Oats
Chrysogonum virginianum	Green-and-gold
Coreopsis auriculata	Mouse-eared Coreopsis
Danthonia compressa	Oat Grass
Echinacea Purpurea	Purple Coneflower
Elymus bystris	Bottle Brush
Fragaria virginiana	Wild Strawberry
Hexastylis arifolia	Little Brown Jugs

<i>Iris cristata</i>	Dwarf crested iris
<i>Mitchella repens</i>	Partridge Berry
<i>Monarda</i>	Bee Balm
<i>Pachysandra procumbens</i>	Allegheny Spurge
<i>Panicum virgatum</i>	Switchgrass
<i>Phacelia bipinnatifida</i>	Phacelia
<i>Phlox amoena</i>	Chalice Phlox
<i>Phlox divaricata</i>	Wild Blue Phlox
<i>Phlox stolonifera</i>	Creeping Phlox
<i>Pityopsis graminifolia</i>	Golden Aster
<i>Polystichum acrostichoides</i>	Christmas Fern
<i>Rudbeckia</i>	Black-eye Susan
<i>Schizachyrium scoparium</i>	Little Bluestem
<i>Shortia galacifolia</i>	Oconee Bells
<i>Sisyrinchium mucronatum</i>	Blue-eyed Grass
<i>Sorghastrum nutans</i>	Indian Grass
<i>Tiarella cordifolia</i>	Foamflower
<i>Tripsacum dactyloides</i>	Eastern Gamma Grass
<i>Xanthorhiza simplicissima</i>	Yellow-root

Recommended Vine Species	
Scientific Name	Common Name
<i>Aristolochia macrophylla</i>	Dutchman's Pipe
<i>Bignonia capreolata</i>	Crossvine
<i>Campsis radicans</i>	Trumpet Creeper
<i>Clematis virginiana</i>	Virgin's Bower
<i>Decumaria barbara</i>	Climbing Hydrangea
<i>Gelsemium sempervirens</i>	Carolina Jasmine
<i>Lonicera sempervirens</i>	Coral Honeysuckle
<i>Parthenocissus quinquefolia</i> (2)	Virginia Creeper
<i>Passiflora incarnata</i>	Passion Flower
<i>Vitis labrusca</i>	Fox Grape

Appendix A

Planning Department Contact Information

Location

The Hillsborough Planning Department is located in Town Hall, at 101 E. Orange St.; the parking lot is accessed from East Corbin Street. Once inside the building's main entrance, the offices are on the first floor on the left.

Planning Department website: <https://www.hillsboroughnc.gov/government/departments-and-divisions/planning/>

Phone: 919-732-1270

Fax: 919-644-2390

Mailing Address: P.O. Box 429, Hillsborough, NC 27278

Staff

Planning Director: Margaret Hauth, AICP, 919-296-9471

margaret.hauth@hillsboroughnc.gov

Directs work flow within the department to accomplish goals and board directives. Serves as primary contact for rezonings, major subdivisions, special use permits, code enforcement and addressing. Provides staff support to the **Town Board** and **Planning Board**.

Senior Planner: Tom King, AICP, CZO, 919-296-9472

tom.king@hillsboroughnc.gov

Performs site plan review and issues zoning compliance permits. Provides staff support to the **Board of Adjustment** and the **Technical Review Committee**.

Planner: Justin Snyder, AICP, 919-296-9473

justin.snyder@hillsboroughnc.gov

Issues zoning compliance permits. Performs code enforcement duties. Provides staff support to the **Historic District Commission**.

Planning Technician: vacant

Provides support to staff in the Planning Department. Assists with zoning permit application review, site inspections, and code enforcement.

Economic Development Planner: Shannan Campbell, CZO, 919-296-9477

shannan.campbell@hillsboroughnc.gov

Acts as a permitting liaison between businesses and the Town/County. Performs recruitment, retention, and business expansion assistance. Provides staff support to the **Tourism Board** and **Tourism Development Authority**. Accomplishes tourism goals and board directives.

Public Space Manager: Stephanie Trueblood, 919-296-9481

stephanie.trueblood@hillsboroughnc.gov

Responsible for developing and maintaining public facilities and grounds including parks, greenways, cemeteries, sidewalks, streets and urban spaces. Performs project management for public projects and is responsible for placemaking strategies. Provides staff support to the **Parks and Recreation Board** and the **Tree Board**.

Administrative Support Specialist: Lindsay Rhew, 919-296-9600

lindsay.rhew@hillsboroughnc.gov

Provides support to staff in the Public Works and Public Space Division.

Stormwater & Environmental Services Manager: Terry Hackett, 919-296-9621

terry.hackett@hillsboroughnc.gov

Manages town's stormwater program, including the NPDES permit requirements, public information and outreach, stream buffer and stream determination and stormwater review and monitoring BMP maintenance.

Stormwater Coordinator: Heather Fisher, AICP, 919-296-9622

heather.fisher@hillsboroughnc.gov

Implements and oversees the illicit discharge and stormwater pollution reduction plans, and ensures compliance of the town's post-construction stormwater program.

Other Contacts

Orange County
Building Inspections
131 W. Margaret Ln.
P.O. Box 8181
Hillsborough, NC 27278
919-245-2600

David Cates
Fire Inspector
890 N.C. 86 N
P.O. Box 429
Hillsborough, NC 27278
919-241-4801

Nathan Jacobsen
Orange County
Erosion Control
P.O. Box 8181
Hillsborough, NC 27278
919-245-2580

Chuck Edwards, PE NCDOT
District Engineer
P.O. Box 766
Graham, NC 27253
336-570-6833

Marie Strandwitz
Utilities Director
105 E Corbin St.
P.O. Box 429
Hillsborough, NC 27278
919-296-9631

Dustin Hill (*interim*)
Public Works Director
101 E. Orange St.
P.O. Box 429
Hillsborough, NC 27278
919-296-9601

Orange County Solid Waste
Jeff Scouten
1207 Eubanks Rd.
P.O. Box 17177
Chapel Hill, NC 27516
919-968-2788

Jeff Cabe
Fire Chief
206 S. Churton St.
P.O. Box 30
Hillsborough, NC 27278
919-732-7911

Appendix B

Application Deadlines & Meeting Dates

Quarterly Joint Public Hearings (Planning Board & Town Board)
(Future Land Use Plan & Comprehensive Amendments, Ordinance Amendments (Text & Rezoning), Special Use Permits & Annexations)

No more than 3 development projects will be scheduled for each Quarterly Joint Public Hearing. Submittal of a complete application by the deadline will not guarantee time on the next agenda. Also, incomplete applications will not be scheduled. Pre-application conference with staff is required prior to submittal.

<u>Complete Application</u> <u>Deadline Date (12 Noon)¹</u>	<u>Technical Review</u> <u>Committee Meeting Date¹</u>	<u>Joint Public Hearing</u> <u>Date</u>	<u>Earliest Decision</u> <u>Date</u>
November 16, 2020	December 1, 2020	January 21, 2021	March 8, 2021
February 15, 2021	March 2, 2021	April 15, 2021	June 14, 2021
May 17, 2021	June 1, 2021	July 15, 2021	September 13, 2021
August 23, 2021	September 7, 2021	October 21, 2021	December 13, 2021
November 22, 2021	December 7, 2021	January 20, 2022	March 14, 2022

¹Only applicable to Special Use Permit applications. Applications for general use rezonings & ordinance amendments may be submitted on the Technical Review Committee meeting date by 12 noon. Deadlines for annexation requests will depend on the whether or not a rezoning s being requested or not.

Board of Adjustment
(Variances, Appeals, Conditional Use Permits & Ordinance Interpretations)

Incomplete applications will not be scheduled. Pre-application conference with staff is required prior to submittal.

<u>Complete Application Deadline Date (12 Noon)¹</u>	<u>Technical Review Committee</u> <u>Meeting Date¹</u>	<u>BOA Meeting Date</u>
November 16, 2020	December 1, 2020	January 13, 2021
December 21, 2020	January 5, 2021	February 10, 2021
January 19, 2021*	February 2, 2021	March 10, 2021
February 15, 2021	March 2, 2021	April 14, 2021
March 22, 2021	April 6, 2021	May 12, 2021
April 19, 2021	May 4, 2021	June 9, 2021
May 17, 2021	June 1, 2021	July 14, 2021
June 21, 2021	July 6, 2021	August 11, 2021
July 19, 2021	August 3, 2021	September 8, 2021
August 23, 2021	September 7, 2021	October 13, 2021
September 20, 2021	October 5, 2021	November 10, 2021
October 18, 2021	November 2, 2021	December 8, 2021
November 22, 2021	December 7, 2021	January 12, 2022
December 20, 2021	January 4, 2022	February 9, 2022

¹Only applicable to Conditional Use Permit applications. All other applications may be submitted by 12 noon on the Technical Review Committee meeting date.

* Denotes a shift to accommodate holidays

*Historic District Commission
(Certificates of Appropriateness)*

Incomplete applications will not be scheduled until they are complete. All applicants are encouraged to schedule a pre-application conference. Agendas are often full in advance of the deadline. Please contact staff to confirm availability on an upcoming agenda.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>HDC Meeting Date</u>
December 16, 2020	January 6, 2021
January 13, 2021	February 3, 2021
February 10, 2021	March 3, 2021
March 17, 2021	April 7, 2021
April 14, 2021	May 5, 2021
May 12, 2021	June 2, 2021
June – N/A	July – no meeting
July 14, 2021	August 4, 2021
August 11, 2021	September 1, 2021
September 15, 2021	October 6, 2021
October 13, 2021	November 3, 2021
November 10, 2021	December 1, 2021
December 15, 2021	January 5, 2022

* Denotes a shift to accommodate holidays

*Technical Review Committee
(Site Plans, Special and Conditional Use Permits)*

Incomplete applications will not be scheduled. Pre-application conference with staff is required prior to submittal.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>TRC Meeting Date</u>
November 16, 2020	December 1, 2020
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

* Denotes a shift to accommodate holidays

Appendix C

Planning Fee Schedule FY 2020-2021

APPLICATIONS FOR REVIEW

Comprehensive Plan or Future Land Use Plan Amendment	\$ 300.00
Text Amendment	\$ 300.00
Rezoning ² to other than Special Use district	\$ 300.00 ¹
Rezoning to a Special Use district with Special Use Permit ²	\$ 1,200.00 ¹
Rezoning to a Special Use district with Master Plan ²	\$ 800.00 ¹
Special Use Permit without Rezoning	\$ 1,000.00 ¹
Conditional Use Permit	\$ 800.00 ¹
CUP , SUP or Master Plan Modification Requiring Public Hearing	\$ 500.00
CUP, SUP or Master Plan Modification NOT Requiring Public Hearing	\$ 300.00
Minor Subdivision Review (1-4 lots, with/without street)	\$100.00
Site Plan Review – Technical Review Committee or Staff	\$ 600.00 ¹
Construction Plan Review ³	\$ 300.00 ¹
Variance	\$ 150.00
Street Closing Request	\$ 150.00

¹ Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$920.00 fee)

² Rezoning reviewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

³ This fee will apply to staff review of construction drawings submitted for Special Use Permits and Conditional Use Permits.

NOTE: For projects requiring board review and approval, if plans are deemed incomplete upon the third review by staff before reaching the permit-issuing board, the applicant will be required to file a new application and pay new filing fees to cover the significant staff time spent reviewing incomplete plans.

PERMITS - (SUBJECT TO CHANGE ANNUALLY ON JULY 1 WITH THE TOWN' S BUDGET ADOPTION)

Certificate of Appropriateness	\$ 1.00 / \$ 1,000.00 of construction cost; \$10.00 min.
Historic District Minor Work	\$ 10.00

Zoning Compliance Permit

Site Change

Residential Uses	\$ 1.00 / \$ 1,000.00 of construction cost; \$ 5.00 min.
Multi-Family Uses	\$ 1.50 / \$ 1,000.00 of construction cost; \$ 10.00 min.
Non-Residential Uses	\$ 2.00 / \$ 1,000.00 of construction cost; \$ 10.00 min.

NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving, and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.

Signs (New or Replacement):

Wall-Mounted	\$ 40.00
Free-Standing	\$ 75.00
Sandwich Board	\$ 10.00
Event Sign Package (from 6.18.6.2)	\$ 20.00
Banner (from 6.18.6.3)	\$ 5.00
Change of Use (one business use to another or change of ownership)	No Charge
Home Occupation	\$ 25.00

DOCUMENTS & MAPS¹

Unified Development Ordinance	\$ 25.00
UDO Administrative Manual	\$ 10.00
Historic District Design Guidelines	\$ 25.00
Community Connectivity Plan	\$ 15.00
Small Area Plans (including Parks & Recreation Plan)	\$ 10.00
Zoning Map or other color plot/map (larger than 11 x 17)	\$ 10.00
Town Street Map with Street Grid (11 x 17 Black & White)	\$ 2.00
Future Land Use Map & Other 11 x 17 Color Maps	\$ 2.00
Photocopies	\$ 0.10 / page

¹ All Town produced documents and maps can be provided in electronic form (pdf, jpeg, word, or excel) at no cost if we are provided with the media. If we provide the CD, \$2 covers the CD and case.

OTHER CHARGES**Consultant Fee Reimbursement**

Projects constructing new local roads will also reimburse the Town for consultant fees to review road construction plans and specifications.

No-Permit Penalty

Work begun without a necessary Zoning Compliance Permit will be charged a \$100 ZCP fee or the standard fee will be doubled, whichever is greater. Work begun without a required Certificate of Appropriateness will be charged a \$100 COA review fee or the standard fee will be doubled, whichever is greater. Work requiring both a COA and ZCP shall only pay the increased COA fee.

Appendix D

Sketch Plan Requirements

- a) Applicant name, address, and phone number
- b) Owner name, address, and phone number
- c) Design professional's name, address, and phone number
- d) Key map
- e) Date of current survey
- f) North arrow, scale, date (original and revisions)
- g) Approval block
- h) Acreage of tract
- i) Copy and/or delineation of any existing or proposed deed restrictions.
- j) Any existing or proposed easements or land reserved for or dedicated to public use.
- k) Development stages or staging plans
- l) List of required regulatory approvals or permits
- m) Property owners and lines of all parcels within 1000 feet identified.
- n) All existing streets, water courses, flood plains, stream buffers, wetlands, or other environmentally sensitive areas on and within 1000 feet of the site.
- o) Existing rights of way and or easements on or within 1000 feet of the site.
- p) Topographical features
- q) Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features.
- r) Proposed utility infrastructure plans.
- s) General vehicular and pedestrian circulation patterns

Appendix E

Site Plan Requirements

Site Plans must be prepared by a registered North Carolina surveyor, architect, landscape architect, or engineer (as noted below). Ten (10) paper copies and one digital electronic copy must be provided. The site plan shall contain the following:

All Plan Sheets (as applicable)

- a) Project name including phase number (if applicable)
- b) Date (including revision dates)
- c) Legend
- d) Labels
- e) North point
- f) Scale (engineering - graphic & numeric)
- g) Symbol schedule
- h) Property boundaries labeled with bearings and distances
- i) Streets (labeled public or private) including names, right-of-way widths & State road number (if applicable)
- j) Streams & water features including required riparian buffers
- k) 100-year floodplains & regulatory floodways with BFEs (Base Flood Elevations noted (where applicable)
- l) Wetland boundaries
- m) Professional seals & signatures

Cover/Title Sheet

- a) Project name including phase number (if applicable)
- b) Type of permit/approval requested (Zoning Compliance, Site Plan, Conditional Use or Special Use)
- c) Applicant name, address & phone number
- c) Legal owner name, address & phone number
- d) Design professional(s) name, address & phone number
- e) PIN (Parcel Identification Number)
- f) Vicinity map showing general location & surrounding streets
- g) A listing of any required/requested modifications &/or waivers from the provisions of UDO (Unified Development Ordinance) Section 6 (Design Standards)
- h) The following notes, as applicable to the case:

- *For Staff level & Technical Review Committee approved plans:*

This plan will expire if a Town of Hillsborough Zoning Compliance Permit has not been issued by _____.

- *For Conditional/Special Use Permit Plans:*

A vested right pursuant to NCGS 160A-385.1 & Section 1.8 of the *Unified Development Ordinance* is established as of the date hereof. Unless terminated at an earlier date, the vested right of the approval shall be valid until _____.

Area Map

- a) Property lines
- b) Existing public & private streets (including names), rights-of-way & sidewalks
- c) Existing land uses located on adjoining/adjacent properties (including those across public & private street rights-of-way)
- d) Current zoning designation of the subject property, including overlay districts
- e) Current zoning designation of adjoining properties (including those across public & private street rights-of-way) including overlay districts
- f) Corporate limits &/or ETJ (extraterritorial jurisdiction) limits line
- g) Location of driveways on adjacent parcels within 300 feet of the proposed site access, including those across any public or private street right-of-way
- h) Location & distance to any existing structures within 100 feet of the development area
- i) Location & distance to any significant physical or natural features within 100 feet of the development area

Existing Conditions Plan

- a) Lot area inclusive & exclusive of public & private street rights-of-way
- b) Existing impervious surfaces/built-upon area, including relative tabular data
- c) Vegetation including site landscaping, canopy trees & stands of mature trees
- d) Natural drainage features and waterbodies
- e) Environmental constraints (floodplains, floodways, riparian buffers, wetlands, etc.)
- f) Buildings & structures (including current use)
- g) Existing fencing, signs, screening, gates, air handling & other utility units, service & storage areas
- h) Existing utilities (water, sewer, electric, gas, cable) & easements including location, sizes & easement widths
- i) Existing solid waste & recycling collection area including number of dumpsters &/or roll-out carts
- j) Nearest fire hydrants
- k) Topography at two-foot intervals

Tree Protection Plan

- a) Existing vegetation including tree coverage areas
- b) Clearing limits/limits of disturbance line
- c) Proposed tree protection/silt fencing locations
- d) Canopy trees identified by species & dbh (diameter at breast height). For sites greater than 20 acres in area, 100' X 100' sample survey areas for each separate undisturbed portion of the site containing an acre or more may be used.
- e) Canopy trees being saved & those being removed
- f) A table containing the following calculations:
 - number of canopy trees to be removed
 - estimate of the number of canopy trees being retained
 - number of trees 24-inches or greater dbh to be removed
 - percentage of tree cover area before development
 - percentage of tree cover area after development
 - method used to calculate the tree coverage area
- g) A statement as to all considerations investigated by the applicant to retain any canopy tree 24- inch dbh

Detailed Site Plan

- a) Easements within & adjacent to the site identified by purpose & width
- b) Existing & proposed building locations
- c) Location of existing & proposed freestanding signs
- d) Proposed phase lines, if any
- e) Parking information as follows:
 - Number of parking spaces required (both regular & handicap accessible)
 - Number of parking spaces proposed (both regular & handicap accessible)
 - Location, arrangement & dimension of vehicular parking areas including entrances, exists & drives
 - Widths of drive aisles and parking bays
 - Angle of parking
 - Typical pavement sections & surface type
- f) Location of existing & proposed fire hydrants
- g) Dimensioned street cross sections & right-of-way widths
- h) Dimensioned sidewalk cross sections
- i) Pavement, curb & gutter construction details
- j) Proposed impervious surfaces/built-upon area, including relative tabular data
- l) Proposed or existing fencing, signs, screening, gates, air handling & other utility units, service & storage areas.
- m) Proposed solid waste & recycling collection area including number of dumpsters &/or roll-out cart or statement of shared dumpster agreement
- n) Required landscape buffers
- o) Location of outside display areas or storage areas
- p) Sight distance triangles at intersections
- q) Location of street & on-site pole lighting & underground utility lines &/or conduit lines to be installed

Utilities Plan

- a) Size & location of all existing services
- b) Size & location of all proposed services
- c) Location & dimensions of all easements
- d) Above-ground utilities & equipment, including details & screening methods

Outdoor Lighting Plan

- a) Existing & proposed buildings
- b) Existing & proposed vehicular use areas
- c) Existing & proposed trees
- d) Layout of proposed fixture locations including wall mounted lights, ground mounted lights & illuminated signs
- e) Footcandle data & illumination intensities
- f) Description of the equipment (catalog cuts) including glare control devices & lamps
- g) Freestanding light fixture mounting heights
- h) Hours of operation
- i) A statement as to who will maintain site lighting

Solid Waste Management Plan

- a) Preliminary written Solid Waste Management Plan document
- b) Existing & proposed dumpster pads
- c) Proposed dumpster pad layout
- d) Solid waste containers identified as for garbage, mixed-recyclable & cardboard
- e) Proposed heavy duty pavement locations & pavement construction detail
- f) A dimensioned, scaled detail of the proposed refuse/recycling enclosure
- g) Preliminary shared dumpster agreement, if applicable
- h) Solid Waste Management notes:

Construction Waste:

- All existing structures 500 Square Feet & larger in size shall be assessed prior to demolition to ensure compliance with the County's Regulated Recyclable Materials Ordinance (RRMO) & to assess the potential for de-construction &/or the re-use of salvageable materials.
- By Orange County Ordinance, clean wood waste, scrap metal, & corrugated cardboard present in construction or demolition waste must be recycled.
- By Orange County Ordinance, all haulers of mixed construction & demolition waste that includes any regulated recyclable materials shall be licensed by Orange County.
- Prior to any demolition or construction activity on the site the Applicant shall hold a pre-demolition/pre-construction conference with the Solid Waste staff. This may be the same pre-construction meeting held with other development/enforcement officials.
- The presence of any asbestos containing materials ('ACM') &/or other hazardous materials in construction & demolition waste shall be handled in accordance with any & all local, state, & federal regulations and guidelines.

Landscaping Plan (must be prepared by a registered North Carolina landscape architect)

- a) Existing vegetation to remain after construction
- b) Perimeter buffers, dimensioned & labeled as to type & width, including planting detail
- c) Landscape buffer & parking lot planting plan, including planting strip between building & parking areas, interior parking lot shade trees & street trees
- d) Screening with height, details & cross sections)
- e) Fences & walls, including details
- f) Planting details for trees, shrubs & groundcover)
- g) Pedestrian circulation Existing & proposed utilities (water, sewer, storm drainage) & associated easements
- h) Freestanding light poles
- i) Freestanding signs
- j) Planting list with common name, species, planting height & estimated mature height of all plantings (keyed to plan)

Stormwater Management Plan

- a) Site layout
- b) Top of banks for streams
- c) Riparian buffers
- d) Locations of SCMs (Stormwater Control Measures)
- e) SCM access & maintenance easements
- f) Locations of existing storm drainage infrastructure
- g) Locations of proposed storm drainage infrastructure
- h) The following statements must be placed on the plan sheet:
 - All permanent slopes, including SCM side slopes, will be constructed at no steeper than 3:1.
 - A statement indicating how off-site drainage will be addressed (if applicable)
- i) Preliminary SIA (Stormwater Impact Analysis) document including:
 - Total area of site & total disturbed area proposed
 - Whole site impervious area breakdown (existing, proposed & demolition)
 - Plan sheets showing existing & proposed contour lines identifying pre- & post- development drainage patterns
 - Existing & proposed drainage area maps delineating drainage areas to each proposed SCM & all drainage areas bypassing SCMs
 - Calculations of required water quality volume & estimate of required volume & surface area of SCMs (as applicable to chosen SCM)
 - Indication of which SCMs will be used for peak attenuation
 - Approved stormwater nutrient accounting tool input & output sheets

Soil & Erosion Control Plan

- a) Existing & proposed conditions, topography & grades
- b) Proposed limits of disturbance
- c) Proposed total amount of land disturbance
- d) Location of proposed erosion control devices & sediment basins

Architectural Elevations (must be prepared by a registered North Carolina architect)

- a) An outline of each elevation of the building including the finished grade line along the foundation (height of building measured from mean natural grade)
- b) Proposed building materials listed for buildings, roofs & windows

Appendix F

Final Plat Requirements

All **final plats** must be submitted on sheets with dimensions between 12" x 18" and 24" x 36". The left margin must be 1 ½", the other margins must be at least ½". Scale must be between 1" = 200' and 1" = 50'. Three match marks are needed for multiple page plats. Final plats must contain the following information:

- ___ Subdivision name
- ___ Owner's name
- ___ Surveyor stamp & registration
- ___ North arrow
- ___ Parcel Identification Number of parent parcel
- ___ Township, county, state
- ___ Deed reference
- ___ Control corner(s)
- ___ Vicinity map
- ___ Boundaries of subdivision, notated by metes and bounds
- ___ Boundaries of lots, notated by metes and bounds
- ___ Area of lots not including ROW
- ___ Survey date & revision dates
- ___ Lots numbered consecutively
- ___ Abutting subdivisions and/or property owners
- ___ Setbacks
- ___ Location of existing structures
- ___ Owner's certificate, to be signed and notarized
- ___ Accurate description of all monuments, especially geodesic within 2000 feet
- ___ Boundaries of streets, alleys, crosswalks, easements
- ___ Names & ROW widths of all proposed, existing, adjoining streets & alleys with angle of departure radii, tangent arc or chord distance, central angle, & chord bearings
- ___ Additional road ROW dedicated on existing collector & arterial roads
- ___ Label all streets as either public or private
- ___ Floodplain boundaries & restricted use notation
- ___ Location of all streams, stream buffers, & drainage easements & notation
- ___ Impervious surface data if applicable
- ___ Location of lots of restricted development potential & notation
- ___ Notation and location of land use buffers required
- ___ Blank space of 4" X 6" for certificates

Final Plat Requirements, continued

Approval Certificates:

Exempt Plats:

This plat does not require approval.

Date

Planning Director or designee

Minor Subdivisions:

Provided that this plat is recorded within 60 days of final approval, approved by the Hillsborough Planning Department _____.
(date)

Planning Director or designee

Major Subdivisions (requiring either Conditional Use Permit or Special Use Permit)

I hereby certify that all streets shown on this plat are within the Town of Hillsborough's planning jurisdiction, all streets and other improvements shown on this plat have been installed or completed or that their installation or completion (within twelve months after the date below) has been assured by the posting of a performance bond or other sufficient surety, and that the subdivision shown on this plat is, in all respects, in compliance with the Unified Development Ordinance of the Town of Hillsborough and therefore this plat has been approved by the Hillsborough Planning Director, subject to its being recorded in the Orange County Registry within 60 days of the date below.

Date

Planning Director or designee

Certificate of Ownership and Dedication (all types, requires Notary)

I hereby certify that I am the owner of the property described hereon, which property is located within the jurisdiction of the Town of Hillsborough, that I hereby freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority.

Date

Owner

Division of Highways District Engineer Certificate (required for any subdivision creating new state roads)

I hereby certify that the public streets shown on this plat have been completed, or that a performance bond or other sufficient surety has been posted to guarantee their completion, in accordance with at least the minimum specifications and standards of the State Department of Transportation for acceptance of subdivision streets on the state highway system for maintenance.

Date

District Engineer

Appendix G

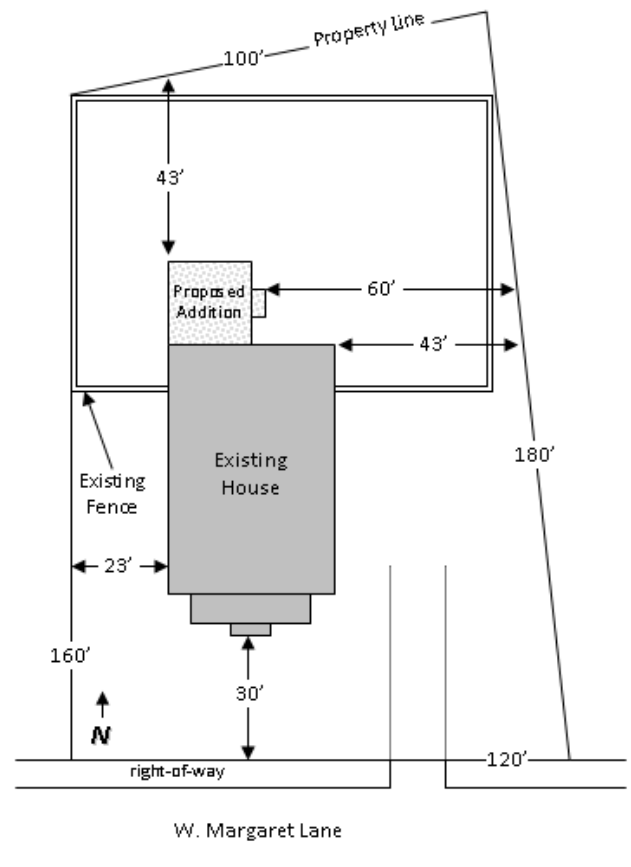
Plot Plan Requirements

If you are applying for a Zoning Compliance Permit for a site change, or Certificate of Appropriateness from the Historic District Commission, you will need to submit a plot plan of your lot showing existing structures, proposed changes, and all relevant dimensions. An example plot plan is shown below. Your plot plan must be drawn to scale (example: one inch = 40 feet) and include all of the following:

- Property lines and dimensions of the lot
- Existing structures such as house, garage, shed, pool, or fence. Include all decks, steps, exterior chimneys, bay windows and any other building articulation
- Proposed structures, additions, or fences
- Distances from all sides of the proposed structure to the property lines
 - Measurements must be taken at the closest points between the structure and the property line.
 - Measure distances in feet from the edge of the street right-of-way, not the edge of the street pavement.
- Location of any streams, creeks, drains or ponds
- Location of driveways, walkways, steps, easements, rights-of-way, utility easements, etc.
- North arrow
- Property address, owner, date, and scale

Helpful Hints:

- Check the documents you received when you closed on your house or had the house constructed. Sometimes a physical survey, prepared by a land surveyor, already exists showing the existing house and property lines. Your plot plan can be drawn from this survey.
- Check with the Planning Department. Sometimes their property files contain physical surveys and other information that will help you prepare your plot plan.
- If your proposed construction is close to a required building setback line, and a physical survey does not exist of your property, it is advisable that you have one prepared by a professional land surveyor.



Smith House
Scale: 1"=40'
Address: 123 W. Margaret Lane
Owner: Jane Smith
Date: 4/15/2010

Appendix H

Application Packet for Subdivisions

The creation of new lots is divided into two main processes. For the division of land into four or fewer lots, follow the Minor Subdivision process (pages 1-3 of this packet). For the division of land into more than four lots, follow the Major Subdivision process (pages 4-6 of this packet).

Minor Subdivisions

1. Applicable for land divided into four (4) or fewer lots.

- a. If no new road is necessary to create the lots → may be approved by the **Planning Director** by signing the approval certificate on the recordable map.
- b. If a new road is proposed → goes to the Technical Review Committee (TRC)

Minor Subdivision (with roads proposed): Deadlines for January – December 2021	
Application Deadline (12 noon)	Earliest Decision Date
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

Minor without road: \$100.00
Minor with road: \$100.00

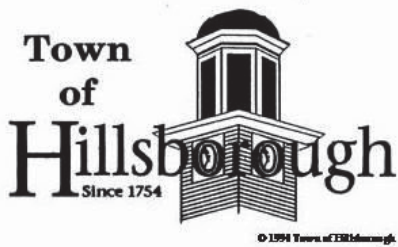
Submittal Requirement Checklist

Minor without roads proposed

- ☐ Completed application form
- ☐ Two (2) copies of the survey (see plat requirements in **Appendix E**)
- ☐ Mylar original + two (2) paper copies.
- ☐ Town water procedures completed **OR** Orange County Environmental Health Department certification of well availability.
- ☐ Town sewer procedures completed **OR** Orange County Environmental Health Department certification of septic availability.
- ☐ Fee

Minor with roads proposed

- ☐ All of the above
- ☐ Soil & Erosion Control Permit or exemption
- ☐ Received Street Construction & Acceptance Procedures
- ☐ Road name verification – does not duplicate another in County
- ☐ Road sign purchased
- ☐ If connected to a state road, approval from N.C. Department of Transportation
- ☐ Road completed **OR** Letter of Credit provided for road completion
- ☐ Preliminary Plat



**APPLICATION FOR
Minor Subdivision**

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

Address or Location: _____

PIN #: _____

Property Owner Name: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Applicant Name: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Surveyor/Engineer: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Number of New Roads: _____

☐ Public ☐ Private

Road Names: _____

Water Service: ☐ Public Water ☐ Well

Sewer Service: ☐ Public Sewer ☐ Septic Tank

Critical Areas: ☐ Flood Zone ☐ Stream Buffer ☐ Watershed ☐ Interstate Buffer ☐ Historic District

Zoning: _____ Adjacent Zoning: _____ Total Lot Size: _____ Number of Lots Proposed: _____

Lot # Lot Size Proposed & Existing Structures

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Major Subdivisions

1. Applicable for land divided into five (5) or more new lots.

- a. **Conditional Use Subdivision:** division of land into between five (5) and nineteen (19) new lots in any two (2) year period is reviewed through the **Conditional Use Permit** process.
- b. **Special Use Subdivision:** division of land into twenty (20) or more new lots in any two (2) year period is reviewed through the **Special Use Permit** process.
- c. **Conservation Subdivision:** division of land into twenty (20) or more new lots in any two (2) year period with special conservation subdivision features is reviewed through the **Special Use Permit** process.

Conditional Use Subdivision Application Requirements

Conditional Use Subdivision: Deadlines for January – December 2021		
Application Deadline (12 noon)	Technical Review Committee Meeting	Board of Adjustment Meeting
November 16, 2020	December 1, 2020	January 13, 2021
December 21, 2020	January 5, 2021	February 10, 2021
January 19, 2021*	February 2, 2021	March 10, 2021
February 15, 2021	March 2, 2021	April 14, 2021
March 22, 2021	April 6, 2021	May 12, 2021
April 19, 2021	May 4, 2021	June 9, 2021
May 17, 2021	June 1, 2021	July 14, 2021
June 21, 2021	July 6, 2021	August 11, 2021
July 19, 2021	August 3, 2021	September 8, 2021
August 23, 2021	September 7, 2021	October 13, 2021
September 20, 2021	October 5, 2021	November 10, 2021
October 18, 2021	November 2, 2021	December 8, 2021
November 22, 2021	December 7, 2021	January 12, 2022
December 20, 2021	January 4, 2022	February 9, 2022

* Denotes dates that have been adjusted for holidays

Fee Schedule

Conditional Use Subdivision: \$800.00

Submittal Requirement Checklist

- ☐ Complete Conditional Use Permit application form (see **Appendix L**)
- ☐ Complete site plan (see site plan requirements in **Appendix E**)
- ☐ Traffic impact statement showing pre and post level of service for public street intersections within 500 feet of any site driveway. This requirement may be expanded for sites with high traffic volumes or located within congested areas. This requirement may be waived for additions or buildings totaling 1,000 square feet or less. Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.
- ☐ Fee

Special Use Subdivision and Conservation Subdivision Application Requirements

Special Use Subdivision & Conservation Subdivision: Deadlines for January – December 2021			
<u>Complete Application Deadline (12 Noon)</u>	<u>Technical Review Committee Meeting</u>	<u>Joint Public Hearing</u>	<u>Earliest Decision Date</u>
November 16, 2020	December 1, 2020	January 21, 2021	March 18, 2021
February 15, 2021	March 2, 2021	April 15, 2021	June 17, 2021
May 17, 2021	June 1, 2021	July 15, 2021	September 16, 2021
August 23, 2021	September 7, 2021	October 21, 2021	December 23, 2021
November 22, 2021	December 7, 2021	January 20, 2022	March 17, 2022

Fee Schedule

Special Use Subdivision:	\$1,000.00 ¹
Conservation Subdivision:	\$1,000.00 ¹
Special Use Permit with Rezoning:	\$1,200.00 ¹

¹Plus \$10.00 per each acre for sites larger than 10 acres

Special Use Subdivision Submittal Requirement Checklist

Twenty (20) copies of a complete application prepared by the appropriate combination of the following professionals: land surveyor, engineer, landscape architect, architect, or attorney, which shall contain the following items. Staff may determine that some requirements are not applicable to all applications.

- ☐ Complete Special Use Permit application form (see **Appendix L**)
- ☐ Complete site plan (see site plan requirements in **Appendix E**)
- ☐ Legal documents indicating unified control over the site, such as a deed or a contract to purchase.
- ☐ Land suitability analysis including topography, steep slopes, soil types, hydrology, vegetated areas
- ☐ Environmental protection plan indicating how items in the land suitability analysis will be protected
- ☐ Traffic Impact Statement that shows the following:
 - a. Internal traffic flow
 - b. Impacts at external connections
 - c. Impacts on & improvements to existing facilities

Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.

- ☐ Reviews by Other Agencies – submit confirmation of approval or their comments.
 - Orange County
 - Soil Erosion & Grading Control Plan
 - Stormwater Management Plan
 - Solid Waste Management Plan
 - Fire Chief/Marshal
 - Fire Code compliance
 - Ability to protect
 - NCDOT
 - Driveway Permit

- Off-site Road improvements
- Thoroughfare Plan compliance

☐ Fee

Conservation Subdivision Submittal Requirement Checklist

- ☐ Completed Special Use Permit application form (see **Appendix L**)
- ☐ Completed site plan (see site plan requirements in **Appendix E**)
- ☐ Narrative that provides the following information:
 - Description of the irreplaceable natural features or difficult physical features that make a conservation subdivision a desirable land use.
 - Gross development parcel size.
 - Proposed common space size.
 - Proposed number and size of lots.
- ☐ Fee

Appendix I

Application Packet for Unified Development Ordinance Text & Zoning Map Amendments (Including Rezoning) Future Land Use Plan & Comprehensive Plan Amendments

Deadlines for January – December 2021		
Application Deadline (12pm)	Joint Public Hearing Date	Earliest Decision Date
November 16, 2020	January 21, 2021	March 8, 2021
February 15, 2021	April 15, 2021	June 14, 2021
May 17, 2021	July 15, 2021	September 13, 2021
August 23, 2021	October 21, 2021	December 13, 2021
November 22, 2021	January 20, 2022	March 14, 2022

Fee Schedule

Future Land Use Plan Amendment: \$300.00

Plan or Ordinance Text Amendment: \$300.00

Rezoning²: \$300.00¹

¹Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$320.00 fee)

² Rezoning and Special Use rezonings viewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

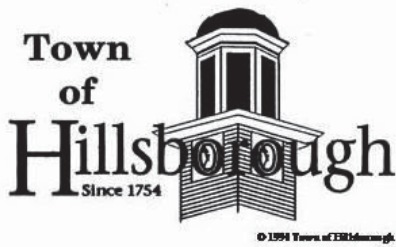
Submittal Requirement Checklist

Unified Development Ordinance & Comprehensive Plan Text Amendments

- ☐ Write a statement to be submitted to the Planning Director that addresses the following:
 - Proposed amendments to the text, including additions, deletions, or revisions.
 - If an error exists in the ordinance, a detailed explanation of error with an explanation of how the proposed amendment would correct the error.
 - An explanation of how the proposed amendments promote the public health, safety and general welfare.
 - A description of how the proposed amendment would conform to the intent of the ordinance and to the adopted Land Use Plan.

Zoning Map & Future Land Use Map Amendments

- ☐ Complete application
- ☐ Copy of the deed and/or a fully dimensioned survey to a scale greater than 100 ft to the inch and smaller than 20 ft to the inch that includes existing structures, critical areas (specified on application), rights-of-way and width, and driveways (existing and new).
- ☐ A description of how the proposed amendment would conform to the intent of the ordinance and to the adopted Land Use Plan.



**APPLICATION FOR
Zoning Map Amendment (Rezoning) Request
Future Land Use Plan Amendment Request**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278

Phone: (919) 296-9471, Fax: (919) 644-2390

Website: www.hillsboroughnc.gov

Amendment Type: ☐ Zoning Map Amendment ☐ Future Land Use Plan Amendment

Property Address:

PIN #: _____

Applicant Name: _____

Mailing Address:

Phone:

City, State, Zip: _____ E-mail: _____

Property Owner Name: _____

Mailing Address:

Phone:

City, State, Zip: _____ E-mail: _____

Location/Streets Accessed:

Current Zoning: _____

Proposed Zoning: _____

Acreage: _____

Lot Dimensions: _____

Water Service: ☐ Public Water ☐ Well

Sewer Service: ☐ Public Sewer ☐ Septic Tank

Existing Structures:

Critical Areas:

☐ Flood ☐ Drainage / Stream ☐ Pond ☐ Steep Slopes ☐ Cemetery

☐ Easements ☐ Historic

See next page

Reasons for requesting the change

Error:

Changing Conditions:

Other:

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

Appendix J

Application Packet for Annexations

Deadlines for January – December 2021		
Application Deadline (12pm)	Joint Public Hearing Date	Earliest Decision Date
November 16, 2020	January 21, 2021	March 8, 2021
February 15, 2021	April 15, 2021	June 14, 2021
May 17, 2021	July 15, 2021	September 13, 2021
August 23, 2021	October 21, 2021	December 13, 2021
November 22, 2021	January 20, 2022	March 14, 2022

Fee Schedule

Rezoning, if applicable²: \$300.00¹

¹Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$320.00 fee)

² Rezoning and Special Use rezonings viewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

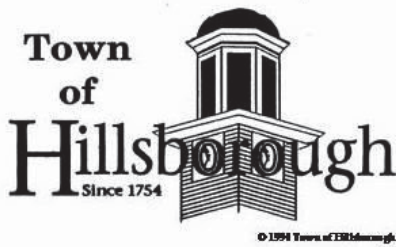
Submittal Requirement Checklist

Voluntary Annexation Request

- ☐ Annexation Petition
- ☐ Zoning Map Amendment request (see **Appendix I**)

Involuntary Annexation Request

- ☐ Zoning Map Amendment application (see **Appendix I**)



**PETITION FOR
Annexation of Contiguous Property**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 296-9471 Fax: (919) 644-2390
Website: www.hillsboroughnc.gov

TO THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH:

- (1) The undersigned, _____

being the owner(s) of all real property located within the area described in paragraph two below requests that such area be annexed to the Town of Hillsborough.
- (2) The area to be annexed is contiguous to the Town of Hillsborough and is located _____

- (3) A map of the foregoing property, showing its relationship to the existing corporate limits of the town, is attached hereto.
- (4) This petition is presented under the authority contained in G.S. 160A-31.

Respectfully submitted this _____ day of _____, 20____

Property Owner

Witness

Property Owner

Witness

Property Owner

Witness

Property Owner

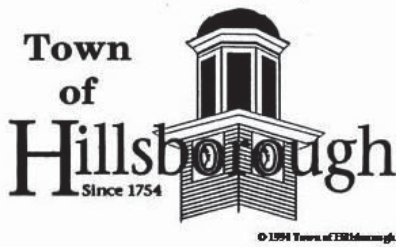
Witness

Property Owner

Witness

Property Owner

Witness



**PETITION FOR
Annexation of Non Contiguous Property**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 296-9471 Fax: (919) 644-2390
Website: www.hillsboroughnc.gov

TO THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH:

- (5) The undersigned, _____
_____ being the owner(s) of all real property located within the area described in paragraph two below requests that such area be annexed to the Town of Hillsborough.
- (6) The area to be annexed is not contiguous to the Town of Hillsborough and has the following metes and bounds description: _____

- (7) A map of the foregoing property, showing its relationship to the existing corporate limits of the town, is attached hereto.
- (8) This petition is presented under the authority contained in G.S. 160A-31.
- Respectfully submitted this _____ day of _____, 20____

_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness

Appendix K

Application Packet for Master Plan

Deadlines for January – December 2021		
Application Deadline (12pm)	Joint Public Hearing Date	Earliest Decision Date
November 16, 2020	January 21, 2021	March 8, 2021
February 15, 2021	April 15, 2021	June 14, 2021
May 17, 2021	July 15, 2021	September 13, 2021
August 23, 2021	October 21, 2021	December 13, 2021
November 22, 2021	January 20, 2022	March 14, 2022

Fee Schedule

Special Use Rezoning with Master Plan Review²: \$800.00¹

¹Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$920.00 fee)

²Special Use Rezoning reviewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

Submittal Requirement Checklist for Master Plan

Staff may determine that some requirements are not applicable to all applications.

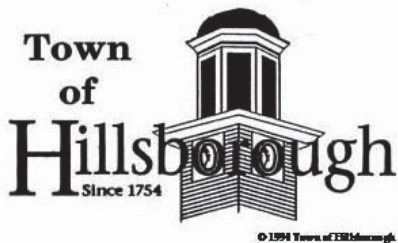
- ☐ Complete application form
- ☐ Complete site plan, 20 copies (see site plan requirements in **Appendix E**) showing the following:
 - a. Non Residential Uses
 - Location
 - Types
 - Maximum Floor Areas
 - Impervious Surface Area
 - b. Location and Orientation of the following:
 - Buildings
 - Parking Areas
 - Recreational Facilities
 - Open Spaces
 - c. Transportation Plan including:
 - Access and circulation system for vehicles
 - Access and circulation for bicycles
 - Access and circulation for pedestrians
 - d. Address the following questions:
- ☐ How the development plans to use design and architectural controls as well as screening and landscaping to ensure that the design flexibility provided in this district produces high quality development
- ☐ How the development proposes to minimize or mitigate and adverse impacts on neighboring properties and the environment, including without limitation impacts from traffic and stormwater runoff; and
- ☐ How the development proposes to satisfy the objectives of this district (below)

The purpose of this district is to provide for the development of well-planned and fully integrated projects containing a diverse mixture of commercial, office, and employment uses along the primary entrances to the Town of Hillsborough

- ☐ How the development complies with the following:
 1. Is adjacent to and has frontage along a street classified as an arterial or higher that leads into the Hillsborough area; and
 2. Is so located in relationship to existing and proposed public streets that traffic generated by the development of the tract proposed for rezoning can be accommodated without endangering the public health, safety, or welfare; and
 3. Will be served by Hillsborough water and sewer line when developed.
- ☐ Fee

Submittal Requirement Checklist for Master Plan Modifications

- ☐ Complete application form
- ☐ An amended to-scale site plan exhibiting the proposed changes.
- ☐ A written statement outlining in detail the changes proposed.
- ☐ Fee



**APPLICATION FOR
Master Plan**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278

Phone: (919) 296-9471, Fax: (919) 644-2390

Website: www.hillsboroughnc.gov

Project Title: _____

PIN #

Address: _____

Property Owner Name: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Applicant Name: _____

Phone: _____

Mailing Address: _____

E-mail _____

City, State, Zip: _____

Surveyor/Engineer: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Zoning: _____

Adjacent Zoning: _____

Acreage: _____

Phases: _____

Water Service: ☐ Public Water ☐ Well

Sewer Service: ☐ Public Sewer ☐ Septic Tank

Existing Structures: _____

Proposed Structures: _____

Critical Areas:

☐ Flood

☐ Drainage / Stream

☐ Pond

☐ Steep Slopes

☐ Cemetery

☐ Easements

☐ Historic

	Bldg A	Bldg B	Bldg C	Bldg D	Bldg E	Complies
Expected Uses						
Expected Employees						
Hours of Operation						
Phase						
Setbacks						
Impervious Surface						
Parking Spaces						
Number of Signs						
Height of Signs						
Building Height						

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.

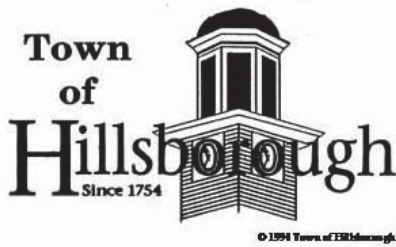
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.

Applicant's signature

date

Property Owner's signature

date



**APPLICATION FOR
Master Plan Modification**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 296-9471, Fax: (919) 644-2390
Website: www.hillsboroughnc.gov

Project Title: _____ **Permit Type:** ☐ SUP ☐ CUP
Address: _____ **PIN #:** _____

Applicant Name: _____
Mailing Address: _____ **Phone:** _____
City, State, Zip: _____ **E-mail:** _____

Property Owner Name: _____
Mailing Address: _____ **Phone:** _____
City, State, Zip: _____ **E-mail:** _____

Minor Change Requested: In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the issued Special or Conditional Use Permit issued for the property identified in this application, as well as all applicable requirements of the Town of Hillsborough Zoning Ordinance. **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.**

Applicant's signature **date**

DEPARTMENT USE ONLY		Date Received: _____	SUP/CUP #: _____
Fee: \$ __.00	Receipt #: _____	Staff: _____	_____

Appendix L

Application Packet for Special Use Permits

Deadlines: January – December 2021			
<u>Complete Application Deadline (12 Noon)</u>	<u>Technical Review Committee Meeting¹</u>	<u>Joint Public Hearing</u>	<u>Earliest Decision Date</u>
November 16, 2020	December 1, 2020	January 21, 2021	March 8, 2021
February 15, 2021	March 2, 2021	April 15, 2021	June 14, 2021
May 17, 2021	June 1, 2021	July 15, 2021	September 13, 2021
August 23, 2021	September 7, 2021	October 21, 2021	December 13, 2021
November 22, 2021	December 7, 2021	January 20, 2022	March 14, 2022

Special Use Permit Minor Changes may be submitted to the Planning Department at any time.

Fee Schedule

Special Use Permit without rezoning ² :	\$ 1,000.00 ¹
Special Use Permit with rezoning ² :	\$ 1,200.00 ¹
Special Use Permit Modification Requiring Public Hearing:	\$ 500.00
Special Use Permit Modification NOT Requiring Public Hearing:	\$ 300.00

¹Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$920.00 fee)

²Rezoning reviewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

Submittal Requirement Checklist for Special Use Permits

Staff may determine that some requirements are not applicable to all applications.

- ☐ Complete application form
- ☐ Complete site plan, 10 copies (see site plan requirements in **Appendix E**)
- ☐ Survey of property boundaries
- ☐ Legal documents indicating unified control over the site, such as a deed or a contract to purchase.
- ☐ Land suitability analysis including topography, steep slopes, soil types, hydrology, and vegetated areas.
- ☐ Environmental protection plan indicating how items in the land suitability analysis will be protected.
- ☐ For each building, a list of the following information:
 - a. List of anticipated uses for each building (from permitted use table)
 - b. Expected number of employees
 - c. Hours of operation
 - d. Phase of construction
 - e. Setbacks
 - f. Impervious Surface
 - g. Number of parking spaces
 - h. Number of signs
 - i. Height of signs
 - j. Building height

- ☐ Traffic Impact Statement that shows the following:

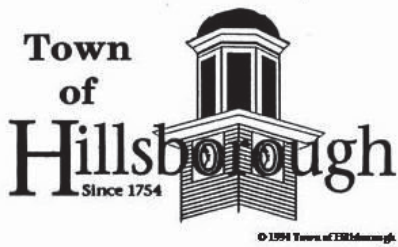
- a. Internal traffic flow
- b. Impacts at external connections
- c. Impacts on & improvements to existing facilities

Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.

- ☐ Evidence that the applicant has consulted with the State Department of Cultural Resources to determine if there are known archeological resources in the vicinity of the site. If resources are expected based on the known database, the applicant shall complete a Phase 1 analysis as part of their Special Use Permit submittal.
- ☐ A statement as to the applicant's preferred green building or sustainable building rating system for the project indicating the performance level intended to be met for the development site or structures in the application materials.
- ☐ A statement as to the applicant's expected water use for the daily operations of the site upon completion. Projects will be required to demonstrate water saving or reuse measures that will be employed (show baseline & their use).
- ☐ Applicants proposing 20 or more dwelling units shall indicate the provisions they intend to make in support of maintaining the diversity of housing types and housing price points in Hillsborough.
- ☐ A statement as to how the proposal satisfies the findings found in Section 3.8.3 (General Standards/Findings of Fact).
- ☐ Reviews by Other Agencies – submit confirmation of approval or their comments.
- Orange County
 - Stormwater & Grading Control Plan
 - Soil & Erosion Control Plan
 - Solid Waste Management Plan
 - Fire Chief/Marshal
 - Fire Code compliance
 - ability to protect
 - NCDOT
 - Driveway Permit
 - Off-site Road improvements
 - Thoroughfare Plan compliance
- ☐ Fee

Submittal Requirement Checklist for Special Use Permit Modification or Minor Changes

- ☐ Complete application form
- ☐ An amended to-scale site plan exhibiting the proposed changes.
- ☐ A written statement outlining in detail the changes proposed.
- ☐ To-scale building elevations exhibiting any proposed building façade changes.
- ☐ Fee (if applicable)



**APPLICATION FOR
Special Use Permit**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278

Phone: (919) 296-9471, Fax: (919) 644-2390

Website: www.hillsboroughnc.gov

Project Title: _____

PIN #

Address: _____

Property Owner Name: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Applicant Name: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Surveyor/Engineer: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Zoning: _____

Adjacent Zoning: _____

Acreage: _____

Phases: _____

Water Service: ☐ Public Water ☐ Well

Sewer Service: ☐ Public Sewer ☐ Septic Tank

Existing Structures: _____

Proposed Structures: _____

Critical Areas:

- ☐ Flood ☐ Drainage / Stream ☐ Pond ☐ Steep Slopes ☐ Cemetery
☐ Easements ☐ Historic

	Bldg A	Bldg B	Bldg C	Bldg D	Bldg E	Complies
Expected Uses						
Expected Employees						
Hours of Operation						
Phase						
Setbacks						
Impervious Surface						
Parking Spaces						
Number of Signs						
Height of Signs						
Building Height						

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.

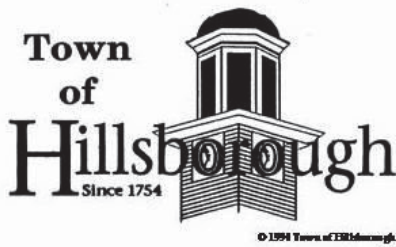
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.

Applicant's signature

date

Property Owner's signature

date



**APPLICATION FOR
Special Use or Conditional Use Permit Modification**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 296-9471, Fax: (919) 644-2390
Website: www.hillsboroughnc.gov

Project Title: _____ Permit Type: ☐ SUP ☐ CUP

Address: _____ PIN #: _____

Applicant Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Property Owner Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Minor Change Requested: In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the issued Special or Conditional Use Permit issued for the property identified in this application, as well as all applicable requirements of the Town of Hillsborough Zoning Ordinance.
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.

Applicant's signature date

Property Owner's signature date

DEPARTMENT USE ONLY

Fee: \$_____.00

Date Received: _____

Receipt #: _____

SUP/CUP #: _____

Staff: _____

Appendix M

Application Packet for Conditional Use Permits

Deadlines for January – December 2021		
Application Deadline (12 noon)	Technical Review Committee Meeting	Board of Adjustment Meeting
November 16, 2020	December 1, 2020	January 13, 2021
December 21, 2020	January 5, 2021	February 10, 2021
January 19, 2021*	February 2, 2021	March 10, 2021
February 15, 2021	March 2, 2021	April 14, 2021
March 22, 2021	April 6, 2021	May 12, 2021
April 19, 2021	May 4, 2021	June 9, 2021
May 17, 2021	June 1, 2021	July 14, 2021
June 21, 2021	July 6, 2021	August 11, 2021
July 19, 2021	August 3, 2021	September 8, 2021
August 23, 2021	September 7, 2021	October 13, 2021
September 20, 2021	October 5, 2021	November 10, 2021
October 18, 2021	November 2, 2021	December 8, 2021
November 22, 2021	December 7, 2021	January 12, 2022
December 20, 2021	January 4, 2022	February 9, 2022

Conditional Use Permit Minor Changes may be submitted to the Planning Department at any time.

Fee Schedule

Conditional Use Permits:	\$800.00 ¹
Conditional Use Permit Modification Requiring Public Hearing:	\$ 500.00
Conditional Use Permit Modification NOT Requiring Public Hearing:	\$300.00

¹Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$920.00 fee)

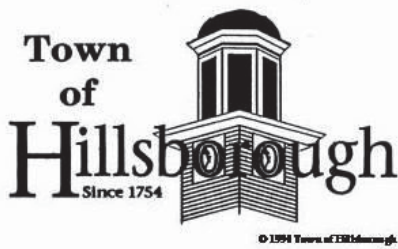
Submittal Requirement Checklist for Conditional Use Permits

- ☐ Completed application form
- ☐ Completed site plan (see site plan requirements in **Appendix E**)
- ☐ A copy of the deed.
- ☐ List of hazardous materials stored, produced, or discharged.
- ☐ Traffic impact statement showing pre and post level of service for public street intersections within 500 feet of any site driveway. This requirement may be expanded for sites with high traffic volumes or located within congested areas. This requirement may be waived for additions or buildings totaling 1,000 square feet or less. Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.
- ☐ Copies of all state permits or reviews required for operation that can be secured in advance of opening

- ☐ Reviews by Other Agencies – submit confirmation of approval or their comments.
 - Town Engineer
 - ☐ Water & Sewer Service
 - Orange County
 - ☐ Stormwater Control & Grading Plan
 - ☐ Soil & Erosion Control Plan
 - ☐ Land Disturbance Permit
 - Fire Chief/Marshal
 - ☐ Fire Code compliance
 - ☐ ability to protect
 - Public Works
 - NCDOT
 - ☐ Driveway Permit
 - ☐ Off-site Road improvements
 - ☐ Thoroughfare Plan compliance
- ☐ Fee

Submittal Requirement Checklist for Conditional Use Permit Minor Changes

- ☐ Complete application form
- ☐ An amended to-scale site plan exhibiting the proposed changes.
- ☐ A written statement outlining in detail the changes proposed,
- ☐ To-scale building elevations exhibiting any proposed building façade changes.
- ☐ Fee



**APPLICATION FOR
Conditional Use Permit**

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: _____

Address: _____ **PIN #:** _____

Property Owner Name: _____

Mailing Address: _____ **Phone:** _____

City, State, Zip: _____ **E-mail:** _____

Applicant Name: _____

Mailing Address: _____ **Phone:** _____

City, State, Zip: _____ **E-mail:** _____

Surveyor/Engineer: _____

Mailing Address: _____ **Phone:** _____

City, State, Zip: _____ **E-mail:** _____

Zoning: _____

Adjacent Zoning: _____

Acreage: _____

Phases: _____

Existing Structures:

Proposed Structures:

Critical Areas: ☐ Flood Zone ☐ Stream Buffer ☐ Watershed ☐ Interstate Buffer ☐ Historic District

Water Service: ☐ Public Water ☐ Well **Sewer Service:** ☐ Public Sewer ☐ Septic Tank

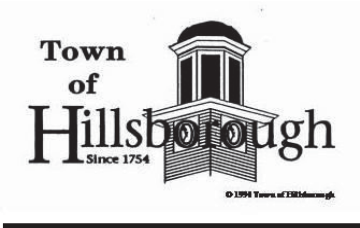
Parking- Required: _____ **Existing:** _____ **Proposed:** _____

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**



Owner's Authorization for Agent

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

This form must accompany any applications going before the Board of Adjustment.

EACH AND EVERY OWNER SHOWN ON THE PROPERTY OWNER'S DEED MUST SIGN THIS AUTHORIZATION FORM

I/WE _____ hereby authorize
(print name of property owner/s)
_____ to represent me/us in processing an application for a
(print name of agent)
_____ on our behalf. In authorizing the agent to represent me/us, I/we, as
(print type of application)
owner/owners, attest that the application is (i) made in good faith; (ii) that all information contained in the application is accurate and complete; (iii) that the agent is authorized to accept any and all conditions that may be placed on the approval; and (iv) that I/we as the property owner are bound by any decision of the Board, including any and all conditions attached to Board approvals.

(Signature of Owner)

(Signature of Owner)

(Print Name of Owner)

(Print Name of Owner)

NORTH CAROLINA _____ COUNTY

Sworn to and subscribed before me on this _____ day of _____, 20____ by

(name of person making statement)

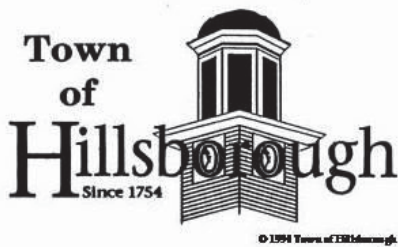
Signature of Notary Public

(SEAL)

Print Commissioned Name of Notary Public

My Commission expires: _____

The individual(s) making the above statement is _____ personally known or _____ identification was produced.



APPLICATION FOR Special Use or Conditional Use Permit Modification

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: _____ Permit Type: ☐ SUP ☐ CUP

Address: _____ PIN #: _____

Applicant Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Property Owner Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Minor Change Requested: In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the issued Special or Conditional Use Permit issued for the property identified in this application, as well as all applicable requirements of the Town of Hillsborough Zoning Ordinance.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.

Applicant's signature date

Property Owner's signature date

DEPARTMENT USE ONLY	Date Received: _____	SUP/CUP #: _____
	Fee: \$ _____ .00	Staff: _____
	Receipt #: _____	

Appendix N

Application Packet for Variances

Deadlines: January - December 2021	
<u>Complete Application Deadline (12 Noon)</u>	<u>Board of Adjustment Meeting</u>
November 16, 2020	January 13, 2021
December 21, 2020	February 10, 2021
January 19, 2021*	March 10, 2021
February 15, 2021	April 14, 2020
March 22, 2021	May 12, 2021
April 19, 2021	June 9, 2021
May 17, 2021	July 14, 2021
June 21, 2021	August 11, 2021
July 19, 2021	September 8, 2021
August 23, 2021	October 13, 2021
September 20, 2021	November 10, 2021
October 18, 2021	December 8, 2021
November 22, 2021	January 12, 2022
December 20, 2021	February 9, 2022

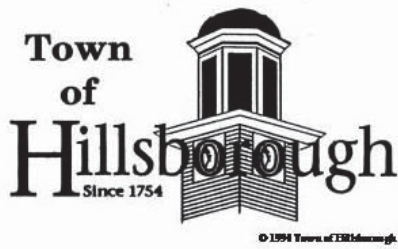
* Denotes dates that have been adjusted for holidays

Fee Schedule

Variance: \$150.00

Submittal Requirements

- ☐ Complete application
- ☐ Plot plan showing existing conditions and demonstrating the requested variance (See **Appendix G** for sample)
- ☐ Fee



APPLICATION FOR Variance from the Unified Development Ordinance

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

Property Address/Location: _____

PIN #: _____ Zoning: _____ Lot Size (acres or sq. ft.): _____

Applicant Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Legal Relationship of Applicant to Property Owner _____

Note: If the Applicant is not the Property Owner, the attached Owner's Authorization for Agent form must be completed.

Property Owner Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

TO THE TOWN OF HILLSBOROUGH BOARD OF ADJUSTMENT:

I/We hereby petition the Board of Adjustment for a VARIANCE from the literal terms of the Town of Hillsborough UDO (Unified Development Ordinance) because, under the interpretation given to me/us by the Planning Department staff, I/we am/are prohibited from using the parcel of land described above in a manner shown by the plot plan/site plan attached to this application. I/We request a variance from the following provision(s) of the Ordinance (cite section and paragraph numbers):

so that the above-mentioned property can be used in a manner indicated by the plot plan/site plan attached to this application form or, if the plot plan/site plan does not adequately reveal the nature of the variance, as more fully described herein: (If a variance is requested for a limited time only, specify duration requested.)

Factors Relevant to the Issuance of a Variance

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a variance. Under the Town of Hillsborough UDO, the Board is required to find that all four conditions exist (see below) before it

may issue a variance. In the spaces provided below, indicate the *facts* that you intend to show and the *arguments* that you intend to make to convince the Board that it can properly reach these four required findings.

- a. **Unnecessary hardship would result from the strict application of the Ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.** (Note: It is *not* sufficient that failure to grant the variance simply makes the property less valuable.)

- b. **The hardship results from conditions that are peculiar to the property such as location, size or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.**

- c. **The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.**

- d. **The requested variance is consistent with the spirit, purpose and intent of the Ordinance such that public safety is secured and substantial justice is achieved.** (State facts and arguments to show that the variance requested represents the least possible deviation from the letter of the Ordinance that will allow the Applicant to use the property in the manner requested, and that the use of the property, if the variance is granted, will not substantially detract from the character of the neighborhood.)

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.

Applicant(s)

Date

Appendix O

Application Packet for Appeals

Appeals from an action of the Historic District Commission, Zoning Officer, Housing Inspector, or Technical Review Committee are appealed to the Board of Adjustment.

Appeals from an action of the Board of Adjustment shall be heard by the Orange County Superior Court and must be filed with the court in the time prescribed in NCGS 160A-388(e2).

This packet is only for appeals made to the Board of Adjustment; contact the court for the application process for appeals made to the Orange County Superior Court.

Deadlines

Appeals must be made within thirty (30) days of the filing of the decision in the office of the Planning Director or the delivery of the notice required in Section 3.11 of the Unified Development Ordinance, whichever is later.

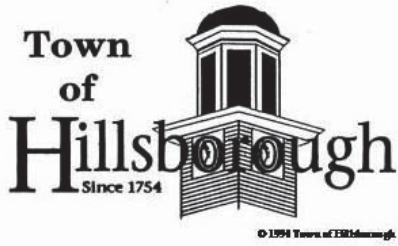
Fee Schedule

There is no fee for appeals made to the Board of Adjustment.

Submittal Requirements

- ☐ Complete application
- ☐ Statement describing specifically what is being appealed and what errors the appellant believes were made.

NOTE: Appeals of Historic District Commission decisions are based solely on the record of the case (minutes, application materials, etc.). The Board of Adjustment cannot consider new evidence unless the new evidence documents a procedural error by the Historic District Commission. Please be specific in describing the error or errors so the Board of Adjustment can fully consider your request.



APPLICATION FOR
Appeal to the Board of Adjustment

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

Property Address: _____

PIN #: _____ Zoning: _____ Lot Size (acres or sq. ft.): _____

Applicant Name:

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Legal Relationship of Applicant to Property Owner _____

Note: If the Applicant is not the Property Owner, the attached Owner's Authorization for Agent form must be completed.

Property Owner Name:

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Appeal Information

Appeal of an action of the:

☐ Zoning Officer ☐ Housing Inspector ☐ Technical Review Committee ☐ Historic District Commission

Adverse decision:

Date of decision: _____

STATEMENT BY APPELLANT: The grounds for this appeal are as hereinafter set forth: (In the space provided below, or on a separate sheet of paper, present your reasons for believing the decision, determination, or order is erroneous.)

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

Signature of Applicant

Date

Appendix P

Application Packet for Certificates of Appropriateness

Deadlines: December 2020 – December 2021	Meeting Dates: January 2021 – January 2022
<u>Complete Application Deadline (12 Noon)</u>	<u>Historic District Commission Meeting</u>
December 16, 2020	January 6, 2021
January 13, 2021	February 3, 2021
February 10, 2021	March 3, 2021
March 17, 2021	April 7, 2021
April 14, 2021	May 5, 2021
May 12, 2021	June 2, 2021
June 16, 2021	July 7, 2021
July 14, 2021	August 4, 2021
August 11, 2021	September 1, 2021
September 15, 2021	October 6, 2021
October 13, 2021	November 3, 2021
November 10, 2021	December 1, 2021
December 15, 2021	January 5, 2022

Fee Schedule

Certificate of Appropriateness: \$1.00/\$1,000.00 of construction cost; \$10.00 min.

After-the-fact application: \$100 or double the COA fee, whichever is higher

Submittal Requirements:

1. Detailed narrative describing the proposed work and how it complies with all adopted documents as submitted.
2. Existing and Proposed Dimensioned Plans (see below):
 - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
 - Scaled Architectural Plans (if changing building footprint or new construction)
 - Scaled Elevations (if adding or changing features of a structure)
 - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
 - Tree Survey (required for new construction when trees over 12" dbH are on site - show both existing and those to be removed)
 - Sign Specifications (if adding, changing, or replacing signage)
3. Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, signs, etc.).
4. Photographs, material samples, examples of comparable properties in the district (if using them as the basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

If your application is for a proposal that includes a change to the building footprint of an existing structure or the construction of a new structure or building, you must provide all items listed above, as well as scaled architectural plans, as described below:

- ☐ Scaled architectural plans that show existing and proposed work (provide 10 copies if larger than 11x17 or more than 10 color pages that are 11x17 or larger) including:
- Plot plan showing actual footprint and including existing and proposed property lines (see **Appendix F** for sample).
 - Elevations - showing dimensions and roof pitches (both existing and proposed)
 - Landscaping Plans (if appropriate)
 - Tree Survey (if appropriate)
 - Sign Specifications (if appropriate)

More information on the Historic District Commission, including an electronic copy of the Historic District Design Guidelines, and a description of the process to obtain a Certificate of Appropriateness can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

Historic District Commission Certificate of Appropriateness (COA) & Minor Works Application

COA Fee: \$1 per \$1,000 of total construction costs, or a minimum of \$10, payable when the application is submitted

Minor Works COA fee: \$10 flat fee payable when the application is submitted

After-the-Fact Application Fee: \$100 fee in addition to the required COA fee or COA fees will be doubled (whichever is higher)

Additional permit fees: Additional fees may be required for a Zoning Compliance Permit and Orange County Building Permit.

Orange County Parcel ID Number

Zoning District

Address of Project

Applicant Name

Property Owner (if different than applicant)

Applicant's Mailing Address

Property Owner's Mailing Address

City, State, Zip

City, State, Zip

Applicant's Phone Number

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work:

Estimated Cost of Construction: \$

The Historic District Design Guidelines, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

Applicant and Owner Acknowledgment and Certification

I am aware that Historic District Design Guidelines, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that Town employees and/or Commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any Commissioner about my project until the public meeting at which it is under consideration.

Applicant's Signature (Optional)

Date

Property Owner's Signature (Required)

Date

SUBMITTAL REQUIREMENTS: The following documents and plans are required to accompany your COA application in order for it to be deemed complete. The Historic District Commission will not accept incomplete applications. Planning staff will determine when all submittal requirements have been met. Only the first FOUR major COA applications submitted by the required deadline will be heard on any HDC agenda if deemed complete by staff. Minor COAs are added based on available agenda space at the discretion of planning staff.

All applications must include the following documents and plans (Provide a digital copy if plans are larger than 11"x17"):

- ☐ Detailed narrative describing the proposed work and how it complies with all adopted documents as submitted.
- ☐ Existing **and** Proposed Dimensioned Plans (see below):
 - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
 - Scaled Architectural Plans (if changing building footprint or new construction)
 - Scaled Elevations (if adding or changing features of a structure)
 - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
 - Tree Survey (required for new construction when trees over 12" dBh are on site - show both existing and those to be removed)
 - Sign Specifications (if adding, changing, or replacing signage)
- ☐ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☐ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

COA Application Form Revised 09/04/2019

STAFF USE ONLY:

**COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum) or
Minor Works fee (\$10 flat fee):**

Amount: \$ _____

☐ After-the-fact application: (\$100 or double the COA/Minor Works fee*)
*whichever is greater

Amount: \$ _____

Total due: \$ _____

Receipt #: _____

Received by: _____ Date: _____

This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.

☐ N/A

☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☐ N/A

☐ Yes

Public Space Manager: _____

Historic Architectural Inventory Information:

Original date of construction: _____

Description of property: _____

Applicable Design Guidelines: _____

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit

☐ Orange County Building Permit

☐ Other: _____

Minor Works Certificate of Appropriateness Application Decision:

☐ Approved

☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision:

☐ Approved

☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable): _____

Zoning Officer's Signature

Date

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).

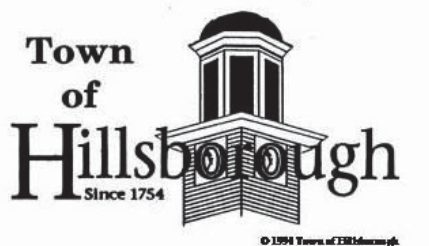
Technical Review Committee Review Deadlines: January – December 2021	
<u>Complete Application Deadline (12 Noon)</u>	<u>Technical Review Committee Meeting</u>
December 21, 2020	January 5, 2021
January 19, 2021*	February 2, 2021
February 15, 2021	March 2, 2021
March 22, 2021	April 6, 2021
April 19, 2021	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**

Appendix R

Application Packet for Zoning Compliance Permits

Zoning Compliance Permits are issued for site changes (including new buildings, accessory buildings, additions, or fences), signs, changes of use, and home occupations. Zoning Compliance Permits are intended to verify that the use of property in town conforms with the regulations of the Unified Development Ordinance.

Deadlines

Zoning Compliance Permit Applications can be submitted to the Planning Department at any time. If all other necessary approvals (for instance a Certificate of Appropriateness or a Special Use Permit) have been granted by the time an applicant submits a ZCP application, turn-around time is typically 1-2 business days.

Fee Schedule

Site Change			
Residential Uses	\$ 1.00 / \$ 1,000.00 of construction cost; \$ 5.00 min.		
Multi-Family Uses	\$ 1.50 / \$ 1,000.00 of construction cost; \$ 10.00 min.		
Non-Residential Uses	\$ 2.00 / \$ 1,000.00 of construction cost; \$ 10.00 min.		
Signs (New or Replacement):			
Wall-Mounted	\$ 40.00	Event Sign Package	\$ 20.00
Free-Standing	\$ 75.00	Banner	\$ 5.00
Sandwich Board	\$ 10.00		
Change of Use	No Charge		
(change of one business to another)			
Home Occupation	\$ 25.00		

Submittal Requirements

- ☐ Complete application, plus any of the below, according to type.

Site Change

- ☐ Plot plan as applicable, or approved site plan (see **Appendix G** for sample plot plan).

Sign

- ☐ Description of sign specifications, including dimensions and sign message.
- ☐ Plot plan (For freestanding signs only; see **Appendix G** for sample)
- ☐ Elevations, including façade dimensions (For wall-mounted signs only)

Home Occupation

- ☐ Scaled floor plan of the residence and any accessory structures, with the area to be used for the home occupation clearly marked.
- ☐ If receiving clients on site, a scaled plot plan showing existing structures, their setbacks from the property lines and street rights-of-way, and the driveway and parking area (see **Appendix G** for a sample plot plan).

APPLICATION FOR ZONING COMPLIANCE PERMIT

Planning Department
101 East Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 732-1270
Fax: (919) 644-2390

A Zoning Compliance Permit (ZCP) is required for site or use changes regulated under the Zoning Ordinance on property in the town limits and in the extraterritorial jurisdiction (ETJ).

Every applicant must fill out the **General Information** and **Authority to File Application** sections, both of which have **black** headings. Sections with **gray** headings are project specific; most projects will require that you only fill out *one* of these five sections. Please read the project descriptions below to determine which section(s) of this application applies to your project. **The property owner must sign the Authority to File Application section on the last page for the application to be considered complete.**

Project Description

If yes,

- Are you relocating or expanding an existing structure or constructing a new building, accessory building, manufactured home, addition, deck, fence, pool, or other structure?
Fill out Section 1: Site Change
- Is your business moving into an existing non-residential retail/office space?
Fill out Section 2: Change of Use
- Are you installing a new sign, or changing the location, sign face, or message of an existing sign?
Fill out Section 3: Permanent Signs
- Are you requesting temporary signs such as sandwich board signs or special event signage?
**Fill out Section 4A: Sandwich Board Signs AND/OR
Section 4B: Special Event Signs**
- Are you planning to operate a business out of your personal residence?
Fill out Section 5: Home Occupation

GENERAL INFORMATION

Project Address:

Parcel ID #: _____

Hillsborough Zoning
Classification: _____

☐ Historic District Overlay

Applicant Name:

Mailing Address:

Phone 1:

Phone 2:

E-mail:

Status of Applicant: ☐ Property Owner ☐ Contractor ☐ Legal Representative ☐ Other:

Property Owner(s) Name:

Mailing Address:

Phone 1:

Phone 2:

E-mail:

Section 1: SITE CHANGE

Select Project Type:

- ☐ New Construction
☐ Addition
☐ Accessory Building
☐ Deck
☐ Fence
☐ Manufactured Home
☐ Other: _____

Lot Size (Acres or Square Feet): _____

Number of Structures Existing/to Remain: _____

Number of New Structures Proposed: _____

Gross Floor Area

Square Footage of Existing Structure(s): _____

Square Footage of Proposed Structure(s): _____

Proposed Setbacks (ft.)

Front: _____

Rear: _____

Right Side: _____

Left Side: _____

Utilities

Water Service: ☐ Public Water ☐ Well | Sewer Service: ☐ Public Sewer ☐ Septic Tank

Parking Spaces (for Commercial Projects)

of Existing Spaces: _____ # of Proposed Spaces: _____ Total # of Parking Spaces: _____

If the project is in the Historic District, has a Certificate of Appropriateness been issued? ☐ Yes ☐ No
(If No, your completed application for Certificate of Appropriateness must accompany this form)

Estimated Total Construction Cost (Labor, Materials, Utilities, and Site Prep): \$ _____

Please explain your request in detail (2-3 sentences):

Along with this application, provide a plan drawn to scale that shows all existing structures and any proposed changes. View the sample site plan on the Town website, www.hillsboroughnc.gov, for clarification.

Section 2: CHANGE OF USE

Name of Business: _____

Business Type: _____

Previous Business Type at that Address: _____

Section 3: PERMANENT SIGNS

Sign Type: ☐ Wall-mounted (includes hanging and awning) ☐ Free-standing (includes pole or post-mounted)

Sign Dimensions: _____ ft. high x _____ ft. wide

If wall-mounted: Exterior length of wall on which the sign(s) will be mounted: _____ ft.

If free-standing: Distance of property street frontage: _____ ft. and height above grade _____ ft.

For any signs in the Historic District a Certificate of Appropriateness is required before a Zoning Compliance Permit may be issued.

PLEASE REMEMBER TO SIGN THE AUTHORITY TO FILE APPLICATION

Section 4: TEMPORARY SIGNS

Section 4A: SANDWICH BOARD SIGNS

Sign Dimensions: _____ ft. high x _____ ft. wide

Display location:

☐ This location is in the Historic District, and I have received a Certificate of Appropriateness.

The sign is constructed of: ☐ Wood ☐ Metal

☐ I understand that the sign may only be displayed when my business is open, and I agree to bring the sandwich board sign inside when the business is closed.

☐ I understand that the sidewalk must have a 6-foot-wide clear, ADA compliant pedestrian path along the back of curb and my business/employees will locate this sign to maintain that clear passage.

☐ I understand that the sidewalk must have a 4-foot-wide clear, ADA compliant pedestrian path to the front door of any businesses and my business/employees will locate this sign such that clear passage is maintained.

☐ I understand that there must be a public sidewalk on which to place a sandwich board directly in front of my business in order for my business to be eligible to have this type of sign.

☐ I understand that only one (1) sandwich board sign is permitted per parcel of land, and in cases where multiple tenants wish to have this type of sign, the first tenant who applies will have rights to the sign.

☐ I understand that the maximum height of a sandwich board sign is 48 inches including the legs, and the maximum square footage of the sign face is six (6) square feet.

Section 4B: SPECIAL EVENT SIGNS

Event Sponsor:

Event Date(s):

Event Location:

Event Description:

Sign Dimensions: _____ ft. high x _____ ft. wide Total square footage requested:

Sign Message:

Sign Locations: 1)

2)

3)

4)

5) (Event site only!)

Sign install date (no more than 14 days in advance of the event):

Sign remove date (no more than 48 hours after the end of the event):

Banner Details

Banner Dimensions: _____ ft. high x _____ ft. wide

Banner Message:

Display period (put up date & take down dates):

☐ I have entered this banner request on the website calendar

PLEASE REMEMBER TO SIGN THE AUTHORITY TO FILE APPLICATION

Section 5: HOME OCCUPATION

Name of Business: _____

Business Type (Use): _____

Please explain your proposed business in detail (2-3 sentences): _____

Site Usage

Will the home occupation be conducted entirely within the residence? ☐ Yes ☐ No

Please indicate whether you are using ☐ *Heated* or ☐ *Habitable* floor area for the following calculations:

Total (heated/habitable) floor area of the residence: _____ sq. ft.

Total amount of (heated/habitable) floor area used for the home occupation: _____ sq. ft.

Will a detached accessory structure be used in conjunction with the home occupation? ☐ Yes ☐ No

If yes, Total square footage of detached accessory structure: _____ sq. ft.

Total amount of floor area used for the home occupation: _____ sq. ft.

Will any hazardous materials be stored or used on site? ☐ Yes ☐ No If "yes," provide a separate list.

Will there be any outside storage or display of goods or materials? ☐ Yes ☐ No

If "yes," what type of goods or materials? _____

Parking & Traffic

of Existing Parking Spaces: _____ # of Proposed Spaces: _____ Total # of Parking Spaces: _____

Total # of employees, including the business owner: _____

How many clients are expected to visit the business per day? _____ At any one-time? _____

Will you be making deliveries as part of your business? ☐ Yes, _____ per day ☐ No

Will you be receiving deliveries as part of your business? ☐ Yes, _____ per day ☐ No

Along with this application:

- **Provide a scaled floor plan of the residence and any accessory structures, and indicate the area to be used for the home occupation.**
- **If you plan to receive clients on-site, please provide a scaled site plan of the property that shows existing structures, their setbacks from the property lines and street rights-of-way, and the driveway and parking area.**

AUTHORITY TO FILE APPLICATION

I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange and State of North Carolina (as may be applicable to my request) and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the Town of Hillsborough Planning Department may enter the subject property for the purpose of investigation and analysis of this request.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.

Applicant Signature: _____

Date _____

Property Owner Signature: _____

Date _____

DEPARTMENT USE ONLY

Date Received: _____

Staff: _____

ETJ? ☐ Yes ☐ NoLegal Non-Conforming Lot? ☐ Yes ☐ NoFloodplain on Site? ☐ Yes ☐ NoPlus (+) Overlay District? ☐ Yes ☐ No

Flood Zone _____

Historic District Overlay? ☐ Yes ☐ No

Flood Map # _____

Section 4B only – Is the event in the town's jurisdiction? ☐ Yes ☐ NoZoning Officer's Action on Application: ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions: _____

Comments or Reason for Denial: _____

Permit # _____

Zoning Officer: _____ (Printed Name)

_____ (Signature) Date: _____

Date Permit Picked Up: _____

Fee \$: _____

Receipt #: _____