



## APPLICATION ACCEPTANCE POLICY

## SUP NEW AND AMENDMENTS

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Chatham County and the Town of Goldston understand that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Planning Department staff and the Town of Goldston to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete review of projects in an accurate and timely manner. Due to the preparation, reviews, and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Zoning Administrator.

2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted. **PLEASE REVIEW SECTION 2.15 of the Goldston UDO FOR SPECIAL USE PERMITS IN ITS ENTIRETY TO MAKE SURE ALL AREAS FOR SUBMISSION ARE COVERED. \*\*SUPs are required to have the same site plan information submitted\*\***

3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Department by accepting payment and issuing receipt. Staff will not hold materials for incomplete applications or any monies associated with the submittal of an application. Application fees must be paid at the time an application is submitted for acceptance. Sufficiency reviews will be conducted over the following 15 days. Once staff has advised, 16 complete sets of the application packet will be required plus a digital copy on cd or flash drive or pdf through email.

4. In order to allow time to process fees, applications will not be accepted after 4:00 pm each day.

5. For your convenience, applicants may schedule an appointment with staff to review the application package before the official submission.

The Planning Department and the Town of Goldston staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 919-503-3431.

# SPECIAL USE PERMIT

## APPLICATION FOR NEW SUP OR A REVISION TO AN EXISTING SUP

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### Town of Goldston

Central Pines Regional Council Planning Department

4307 Emperor Blvd, Suite 110, Durham, NC 27703

Telephone: (919) 503-3431

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## Section A. APPLICANT INFORMATION

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NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS OF APPLICANT: \_\_\_\_\_

PHONE NUMBER/E-MAIL OF APPLICANT: \_\_\_\_\_

**PROPERTY OWNER INFORMATION** (If different from the applicant): \*Owner Authorization Signature Required; See end of application.

Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION:** The following information is required to provide the necessary information to process the rezoning request:

**ADDRESS OF SUBJECT SITE:** \_\_\_\_\_

**CHATHAM COUNTY PROPERTY PARCEL NUMBER (AKPAR #):** \_\_\_\_\_

**CURRENT ZONING DISTRICT/CLASSIFICATION:** \_\_\_\_\_

**TOTAL SITE ACRES/SQUARE FEET:** \_\_\_\_\_

(Do not round acreage. Use exact acreage numbers from tax records or recorded survey)

**PROPOSED USE(S) AND PROPOSED CONDITIONS FOR THE SITE:** Please select the use/s category from Section 2.8.10 Table 1 Zoning Table of Permitted Uses

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It is important that the applicant provide information to explain how the permit request or revision satisfies the following required five findings. **All applications shall contain the following information.** Please use a separate summary attachment that includes all findings in order to completely answer these findings. If there is a finding that you feel does not apply to this submittal, please mark with "N/A" for not applicable.

1. **The use requested is among those listed as an eligible special use in the district in which the subject property is located or is to be located.**
  2. **The requested special use permit or revision to the existing permit is either essential or desirable for the public convenience or welfare.**
    - A. Traffic <Required> Document projected traffic generated by the use. Document current capacity for the road that serves this site (available for all/most roads from NCDOT). What kinds of traffic will this be (car, bus, truck, etc.,) and what will be the peak time of day for the traffic? Do you anticipate changes to the speed limit on the principal service road for this site? Are modifications to the road system needed (e.g. a turning lane)? How will these road improvements be financed? A letter of opinion from NCDOT would be required if introduction of significant new traffic loads were expected or there is already a high accident rate at this location. Will the road(s) included in the County Thoroughfare Plan accommodate these anticipated requirements?
    - B. Visual Impact & Screening <Required> Describe the visual presentation of the completed project in context with the adjoining properties. How will fencing and/or plantings alter the future visual presentation?
    - C. Lighting <Required> Will there be lights associated with the use? This includes but is not limited to pole lights whether for security or decorative post mounted lights, lights on buildings/structures, landscape lighting, flood lights, etc. If so, describe the wattage, type, method of support (if on poles, give height of pole), and times of night the lights would be in use. What considerations and methods have been considered to the shielding of the light from adjacent properties? Are similar lights in use elsewhere that can be evaluated?
    - D. Noise <Required> Will there be noise generated by the use? If so, what will be the source of this noise? Provide an estimate of the level of noise in decibels at the property lines of the site. Provide the basis for this estimate. If the noise generated is anticipated to exceed the County Noise Ordinance, a permit must be requested and approved to exceed the ordinance requirements.
    - E. Chemicals, Biological and Radioactive Agents <Required>. Identify types and amounts of chemicals, explosives, biological and radioactive materials that will be utilized by the requested use. What is the estimated amounts of these agents that will be generated as waste; how will they be disposed? Identify the possible biochemical or radioactive hazards that may be associated with this use; how will these be handled? Identify the potential for emissions into the air. Identify the potential for discharges or runoff of liquids that would pollute the surface and/or groundwater sources.
    - F. Signs <Required> Will the use include the display of a sign (advertisement or identification)? If so, describe the method of display, lighting, color, size, number and location on the site.
    - G. Emergency Services <Optional>
      1. Fire Protection - Document the impact on respective volunteer fire department's ability to service the site with the requested use. This should come from the Chatham County Fire Marshal as a letter.
      2. Police Protection - Document the impact to the Chatham County Sheriff Department's ability to provide protection for the site with the requested use. This should come from the Sheriff in the form of a supporting letter.
      3. Rescue 911 - Document the impact to rescue and ambulance ability to provide support to the site; provide approximate arrival time to site after a 911 call is placed.
    - H. Impact to surrounding Land Values <Optional> What will be the impact to surrounding land values as a result of the proposed use? Is this impact anticipated to change with time or create possible
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changes in use of the surrounding properties? Note that if the applicant does choose to provide this information to support the application, then the basis for the information must be provided. For example, if a real estate appraiser's opinion is presented, then the opinion is expected to be derived from an analysis of comparison sites with requested use, some other real estate study or survey.

3. **The requested permit will not impair the integrity or character of the surrounding or adjoining districts, and will not be detrimental to the health, safety or welfare of the community.**
    - A. Need and Desirability <Required> The application should describe why there is a need for the proposed use in the area being applied for. Describe how this was determined (for example, an analysis of present or projected demands on existing similar uses). This is an opportunity for the applicant to establish the benefit to the county that will result from approval of this permit. Why is the proposed use more desirable than other uses permitted under the existing zoning?
    - B. Survey of Similar Uses <Required> How many other instances of this use are currently in Chatham or within an adjacent county? Are there similar uses already approved for the requested use on adjacent properties? Provide summary of existing similar uses. If there are already a number of such uses allowed in the County or another similar use in reasonably close proximity to the new requested site, why is this new instance of this use essential? Are these other instances currently in operation and successful?
    - C. Public Provided Improvements <Required> Identify any public improvements, services, etc., that the county would be required to provide in support of this site if the use is approved. If no additional public improvements are needed, then state this as the case.
    - D. Tax considerations <Optional> If appropriate, or of advantage to the application, provide an estimate of the tax revenue (direct and indirect) to the County that this use would provide. Describe how this estimate was determined. What is the net result of expenditure of County services and facilities required vs. the tax revenue generated?
    - E. Employment <Optional> Discuss the number of jobs that would be created by this use. Designate these positions as full time or part time. If possible, describe the salary ranges of the employees.
  4. **The requested permit will be consistent with the objectives of the Town of Goldston Land Use Plan and the Unified Development Ordinance.**
  5. **Adequate utilities, access roads, storm drainage, recreation, open space, and other necessary facilities have been or are being provided consistent with the Town's plans, policies, and regulations.**
    - A. Water Source and Requirements <Required>. How much water will the use require? What is the source of the water (county water or private well)? If the supply is to be supplied by the county, then with the help of the Public Works Dept. (542-8270) identify how the water connections are to be provided.
    - B. Wastewater Management <Required>. What is the wastewater capacity needs for this use? Specify the treatment and disposal methods to be used. WWTP, public (i.e. Town of Goldston, Aqua of NC), or private septic. If individual septic, provide septic improvements permit letter from the Chatham County Environmental Health Department. If other than individual septic systems are to be used, submit a plan for wastewater management. If system requires approval from the Town of Goldston, NCDENR or Aqua of NC or any other state or public source, please provide preliminary approval towards getting approval.
    - C. Water/Sewer Impact Statement <Required>. All applications where a public utility is to be utilized, (water or sewer) must clearly state the amount of usage that is anticipated. The usage estimate must be validated by the Town's Public Works Director or other qualified personnel, along with an updated usage vs. capacity statement. The impact statement should provide a projection of the demand after the site is fully developed.
    - D. Access Roads <Required>. Describe the access to and from the site to public highways or private
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roadways. If the requested use will require a new driveway or enhancement to existing highway(s), address the following questions. If a new driveway access is part of the proposal, has NCDOT approved this access (include copy of the preliminary approval for a commercial driveway permit)? If the site is located on a road designated as a "major collector", is the site accessed by an existing or proposed service road? Describe any upgrades of public or private roads necessary to serve the property.

E. Stormwater Runoff <Required>. Detail the methods and various structures that will be used to control stormwater runoff. (If disturbing more than 20,000 square feet of area, a stormwater management plan must be submitted with this application) This information will detail all points of offsite discharge with design techniques used and projected impact on neighboring properties.

**STOP!**

**You must meet with the Goldston Appearance Commission and hold the Community Meeting BEFORE you can submit the application to the Chatham County Planning Department. Please check the boxes below once these meetings have been held:**

- ☐ Town of Goldston Appearance Commission      Date of Meeting\_\_\_\_\_
- ☐ Held Community Meeting      Date of Meeting\_\_\_\_\_

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## **Section B. SUBMITTAL INFORMATION AND PROCEDURE**

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- (1) Sixteen (16) completed application packets and all supporting information shall be submitted to the Planning Department upon approval and completion of sufficiency review by staff. A digital copy of the application packet shall be submitted pursuant to the Planning Department Digital Document Submission Guidelines.
  - (2) The Planning Department shall, before scheduling the public hearing, ensure that the application contains all the required information as specified in Section 2.15 of the UDO.
  - (3) The Planning Department shall have fifteen (15) days from the date of submittal to notify the applicant that the application is complete for scheduling the public hearing.
    - a. If the Planning Department determines the information is not sufficient for review, the Department shall notify the applicant of the specific information that is required for review.
    - b. The Planning Department shall take no further action on the application until the applicant submits the required information.
    - c. Once the applicant corrects the identified deficiencies, the applicant shall resubmit to the Planning Department at least 45 days prior to the next Public Hearing meeting, and the Department shall have 15 days to review the information and notify the applicant that the information is sufficient for review.
    - d. A determination that an application contains sufficient information for review as provided in this subsection (b) does not limit the ability of other county agencies, the Town of Goldston Planning Board or the Town Commissioners to request additional information during the review process.
  - (4) The application is reviewed by the Technical Review Committee prior to the Public Hearing for comments and recommendations from other agencies.
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## Section C. SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION and REQUIRED INFORMATION TO BE INCLUDED ON THE SITE PLAN

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**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF).** Please check the list below carefully before you submit:

- (1) The application shall include a **site plan**, drawn to scale or as approved by planning staff, with supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations, and conditions that, in addition to the predetermined ordinance requirements, will govern the development and use of the property. The following information must be provided, if applicable:
- ☐ a. Information showing the boundaries of the proposed property as follows:
    - 1. If the entire parcel will be zoned, a GIS or survey map and parcel number of the subject property.
    - 2. If only a portion of the parcel will be zoned, a boundary survey and vicinity map showing the property's total acreage, parcel number, current zoning classification(s) and the general location in relation to major streets, railroads, and/or waterways,
  - ☐ b. Legal Description of proposed conditional zoning district;
  - ☐ c. All existing and proposed easements, reservations, and rights-of-way;
  - ☐ d. Proposed number and general location of all building sites, their approximate location, and their approximate dimensions;
  - ☐ e. Proposed use of all land and structures, including the number of residential units and the total square footage of any non-residential development;
  - ☐ f. All yards, buffers, screening, and landscaping required by these regulations or proposed by the applicant; **(SECTION 2.10 LANDSCAPING & BUFFERING STANDARDS)**
  - ☐ g. All existing and proposed points of access to public and/or private streets;
  - h. Stream buffers required through this or other Chatham County Ordinances or Regulations, and other Local, State, or Federal regulatory agencies. Delineation of areas within the regulatory floodplain as shown on the Official Flood Insurance Rate Maps for Chatham County;
  - ☐ i. Proposed phasing, if any;
  - ☐ j. Generalized traffic, parking, and circulation plans; **(SECTION 2.12 OFF STREET PARKING)**
  - ☐ k. Proposed provision of utilities;
  - ☐ l. The location of known sites of historic or cultural significance within or adjacent to the project area, including any structure over 50 years old;
  - ☐ m. The approximate location of any cemetery;
  - ☐ n. Proposed number, location, and size of signs; **(SECTION 2.13 SIGN REGULATIONS)**
  - ☐ o. Location and description of any proposed lighting on the project site with a note that any lighting will comply with Section 13; **(SECTION 2.11 LIGHTING STANDARDS)**
  - ☐ p. The location of existing and/or proposed storm drainage patterns and facilities intended to serve the proposed development, and impervious surface calculations; and
  - ☐ q. Please be sure to address all of **Section 2.9.2** in your application.

**The above information is required to be shown on the site plan submitted with this application. If, for some reason, any of the required items above are not included on the site plan, reasons for excluding those requirements must be given.**

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(2) In the course of evaluating the proposed use, the Zoning Administrator, Town Planning Board, Town Appearance Commission, or Town Commissioners may request additional information from the applicant. This information may include, but not be limited to, the following:

- ☐ a. Proposed screening, buffers, and landscaping over and above that required by these regulations, as well as proposed treatment of any existing natural features;
- ☐ b. Existing and general proposed topography;
- ☐ c. Scale of buildings relative to abutting property;
- ☐ d. Height of structures;
- ☐ e. Exterior features of the proposed development;
- ☐ f. A traffic impact analysis of the proposed development prepared by a qualified professional. The traffic impact analysis shall follow the NCDOT TIA Analysis Guidelines, and shall also include consideration for non-motorized and public transportation;
- ☐ g. Any other information needed to demonstrate compliance with these regulations.

**NOTE: The Zoning Administrator has the authority to waive any application requirement where the type of use or scale of the proposal makes providing that information unnecessary or impractical.**

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**SECTION D.** SIGNATURE STATEMENTS

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**OWNER'S SIGNATURE\*:** In filing this application, I/we as the property owner(s), hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate \_\_\_\_\_ to act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**APPLICANT SIGNATURE:** I hereby acknowledge that I am making this application on behalf of the above owner's statement or myself as the owner and that all the information presented in this application is accurate to the best of my knowledge, information, and belief. I acknowledge understanding of the requirements set out in this application and in the ordinances and/or guidelines used to determine the completeness of this submittal and to proceed as determined.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OFFICE USE ONLY:**

DATE RECD: _____
BY: _____
APPLICATION #: PL20 _____
FEE PAID \$: _____
<input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/> Money Order

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**REPORT OF COMMUNITY MEETING REQUIRED BY  
THE Town of Goldston UNIFIED DEVELOPMENT  
ORDINANCE**

To: ZONING ADMINISTRATOR

Date: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

The undersigned hereby certifies that written notice of a community meeting on the above zoning application was given to the adjacent property owners set forth on the attached list by first class mail on (date)\_\_\_\_\_. A copy of the written notice is also attached.

The meeting was held at the following time and place: \_\_\_\_\_  
\_\_\_\_\_

The persons in attendance at the meeting were: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following issues were discussed at the meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a result of the meeting, the following changes were made to the rezoning petition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Please submit this Report with the application materials .

*(A receipt or stamp from the US Postal Service showing the date of mailings shall be provided with the application submittal)*

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Below is a SAMPLE of a community meeting notice letter that you may copy and modify as needed.

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Date \_\_\_\_\_

Developer/Applicant Name \_\_\_\_\_

Developer Address \_\_\_\_\_

Developer Address \_\_\_\_\_

Re: Development Input Meeting for \_\_\_\_\_ (Proposed Project Name) located at \_\_\_\_\_  
\_\_\_\_\_ (Location of Project) on \_\_\_\_\_ (date)

Dear Adjacent Property Owner:

This letter is to invite you to a community meeting regarding a \_\_\_\_\_ (commercial or mixed use) project on \_\_\_\_\_ acres we are proposing near your property, on Parcel Number \_\_\_\_\_. An informal community meeting will be held on \_\_\_\_\_ (date) beginning at \_\_\_\_\_ (time) at \_\_\_\_\_ (location of meeting), and lasting approximately \_\_\_\_\_ hour(s). Detailed directions are attached. The proposed project will be served by \_\_\_\_\_ (water) and \_\_\_\_\_ (wastewater). Plans of our proposed development will be shown and you will have the opportunity to voice your concerns and ask questions of people knowledgeable about the details of our project. Our plans may be revised based on your input before we submit to the County.

This meeting is required as part of the Town of Goldston zoning process; however staff will not participate in the meeting. We are planning to submit our official plans to the County Planning Department in the near future. You will receive a notice from the County about this submittal once the application has been made.

We would appreciate your attendance and input at the community meeting. If you have questions before the meeting, you may contact the person noted below.

Respectfully,

For More Information, Please Contact:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_