

How to Submit Special Study

To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

You will need to have a registered account to proceed.

Navigate to Preliminary Development Approval and click on Apply for a Planning & Zoning Review:



Preliminary Development Approval

[Apply for a Planning & Zoning Review](#)

[Estimate Fees](#)

[Application Search](#)

[Upload Submittals](#)

Choose project type: Special Studies. You will need the date of your Sketch Plan (Pre-Application) meeting to move forward:

Choose the project type: *

Project Descriptive Name: *

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: *

Please add any additional comments about the project. Maximum 4000 characters

*** When did your Pre-Application Meeting take place?**

Pre-Application Meeting Date:

NOTES:

- Find up-to-date Special Study Applications and information on our website: <https://www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet>
- If your submittal is deemed incomplete, a \$50 processing fee will be charged.
- Each type of special study should be uploaded to its own application type (FFA, Reclaim, Sewer, Traffic).
- **Preliminary plan reviews, which include all special studies, must be submitted concurrently to be deemed a complete submittal.**
- The portal cannot accept model files. Email your model files separately to DSIntake@hollyspringsnc.gov with your preferred file-sharing method. Include your project name and number in the subject line.
- Staff will contact you once your submittal has been accepted.
- Special Studies are sent for third-party review. The applicant will be responsible for submittal fees and third-party review fees. The financially responsible party must be a portal user. You will be invoiced for all review fees in the portal.
- Review fees must be paid upon receipt. Failure to pay review fees may result in delays.

**A complete Special Study submittal consists of the following items and applicable fees.
The submittal must be complete in order to be routed into the Town's review process.**

Include this Special Study Submittal Checklist with ALL 1st Submittals.

| Type of Study | Complete Submittal |
|---|---|
| <input type="checkbox"/> Hydraulic/Fire Flow Analysis (FFA) | <input type="checkbox"/> Signed and sealed Report <input type="checkbox"/> Associated model files – EPANET (.inp) files <input type="checkbox"/> Special Studies Application Form <input type="checkbox"/> Payment of \$350 submittal fee |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Signed and sealed Report <input type="checkbox"/> Associated model files – SYNCHRO files <input type="checkbox"/> MOU from Scoping Meeting <input type="checkbox"/> Request for Traffic Scope <input type="checkbox"/> Special Studies Application Form <input type="checkbox"/> Payment of \$350 submittal fee |
| <input type="checkbox"/> Sanitary Sewer Study | <input type="checkbox"/> Signed and sealed Report <input type="checkbox"/> Request for Sanitary Sewer Scope <input type="checkbox"/> Special Studies Application Form <input type="checkbox"/> Payment of \$350 submittal fee |
| <input type="checkbox"/> Reclaim Model Update | <input type="checkbox"/> Associated model files – CAD file & PDF file <input type="checkbox"/> Special Studies Application Form <input type="checkbox"/> Payment of \$350 submittal fee |
| <input type="checkbox"/> Flood Study | <input type="checkbox"/> Signed and sealed Flood Study Report <input type="checkbox"/> Associated model files – CAD file & PDF file <input type="checkbox"/> Special Studies Application Form <input type="checkbox"/> Payment of \$350 submittal fee |

NOTES:

1. If a required Traffic Study is not submitted within 6 months of the scoping meeting, a new Traffic Study scoping meeting and updated MOU may be required
2. Final study must be complete prior to associated development petition being scheduled for Planning Board or Town Council.