

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 seals 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.