

TOWN OF HOLLY SPRINGS DEVELOPMENT PETITION PACKET

Major Subdivision, Development Plan, and Special Use Permit



General Information

A Traffic Impact Analysis (TIA) scope determination is required from Development Services prior to scheduling a Sketch Plan Review (Pre-Submittal) Meeting. The Request for TIA Scope, Form 8031 is available here: www.hollyspringsnc.us/335/Sheet. Please contact Development Services at (919) 557-3908 for more information.

A Sketch Plan Review (Pre-Submittal) Meeting must be held a minimum of 10 business days prior but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar. Please email Development Services@hollyspringsnc.gov to schedule a Sketch Plan Review (Pre-Submittal) Meeting. For more information, contact Development Services at (919) 557-3908, and selecting option 3 from the menu.

The full review procedures for Major Subdivisions, Development Plans, and Special Use Permit can be found in Unified Development Ordinance Chapter 11.

Submittal Requirements

All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval."

New Submittal or Major Amendment:

- Submit the following number of copies:
(1) PDF version, plans sized to 24" x 36"

Minor Amendment:

- Submit the following number of copies:
(1) PDF version, plans sized to 24" x 36"

PLAN SHEET REQUIREMENTS:

The Plan Requirements & Data Checklist items must be included on the specific plan sheets as indicated. If complete information is not provided, it will cause a delay in the review process and move the project into a later review cycle. If a required item is not shown on the specified sheet, provide a written statement explaining why the item has not been included. If this petition is being submitted for a Wireless Telecommunications Facility, review UDO Section 3.3.9 E., for submittal requirements.

FOR MORE INFORMATION:

Current Fee Schedule: www.hollyspringsnc.gov/2170

NOTE: All fees include the initial two (2) staff reviews and Plans for Official Action review. Each additional review will cost ½ the original petition submittal fee.

Review Process: Town of Holly Springs Unified
Development Ordinance
Major Subdivision - Section 11.11
Development Plans- Section 11.10
Special Use Permit- Section 11.12

Review Calendar: See Town of Holly Springs Development Procedures Manual (DPM) Appendix 1.

Major Subdivision Plan (Residential and Non-Residential):

The following items must be submitted with the Petition for Major Subdivision Plan to be deemed a complete submittal:

- | | |
|--|--|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Grease Trap Survey (any business using or disposing of fats, oils or grease) |
| <input type="checkbox"/> PDF version of plans sized to 24" x 36" | <input type="checkbox"/> Industrial Waste Survey (all businesses) |
| <input type="checkbox"/> Processing Fees (make check payable to: Town of Holly Springs) | <input type="checkbox"/> Residential Development Notification Form |
| <input type="checkbox"/> Plan Requirements and Data Checklist | <input type="checkbox"/> Engineering Special Studies- TIA, FFA, and Sewer Report- to be submitted directly to Development Services with separate check for payment of associated fees (per conditions from Master Plan, PUD approval or as outlined at the Sketch Plan Review (Pre-Submittal) Meeting) |
| <input type="checkbox"/> Postmaster certification of Cluster Mailbox Unit location | <input type="checkbox"/> Design Standards (Non-residential only) |
| <input type="checkbox"/> Certification of Plan Revisions, if a revision to an approved plan | <input type="checkbox"/> Streetscape and Mobility Standards (non-residential only) |
| <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Sketch Plan Review (Pre-Submittal) Meeting | <input type="checkbox"/> Neighborhood Meeting Report |
| <input type="checkbox"/> Stormwater Fee-in-lieu Request Form | |
| <input type="checkbox"/> Preliminary Stormwater Submittal Checklist | |

Development Plan:

The following items must be submitted with the Petition for a Development Plan to be deemed a complete submittal:

- | | |
|--|--|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Residential Development Notification Form (if applicable) |
| <input type="checkbox"/> PDF version of plans sized to 24" x 36" | <input type="checkbox"/> Grease Trap Survey (any business using or disposing of fats, oils or grease) |
| <input type="checkbox"/> Processing Fees (make check payable to: Town of Holly Springs) | <input type="checkbox"/> Industrial Waste Survey (all businesses) |
| <input type="checkbox"/> Plan Requirements and Data Checklist | <input type="checkbox"/> Engineering Special Studies- TIA, FFA, and Sewer Report- to be submitted directly to Development Services with separate check for payment of associated fees (per conditions from Master Plan, PUD approval or as outlined at the Sketch Plan Review (Pre-Submittal) Meeting) |
| <input type="checkbox"/> Certification of Plan Revisions, if a revision to an approved plan | <input type="checkbox"/> Neighborhood Meeting Report |
| <input type="checkbox"/> Postmaster certification of Cluster Mailbox Unit location (if applicable) | |
| <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Sketch Plan Review (Pre-Submittal) Meeting | |
| <input type="checkbox"/> Stormwater Fee-in-lieu Request Form | |
| <input type="checkbox"/> Preliminary Stormwater Submittal Checklist | |

Special Use Permit:

The following items must be submitted with the Petition for a Special Use Permit to be deemed a complete submittal:

- | | |
|--|---|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Grease Trap Survey (any business using or disposing of fats, oils or grease) |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Industrial Waste Survey (all businesses) |
| <input type="checkbox"/> Processing Fees (make check payable to: Town of Holly Springs) | <input type="checkbox"/> Detailed Findings of Fact for Special Use Permit, consistent with the UDO |
| <input type="checkbox"/> Plan Requirements and Data Checklist | <input type="checkbox"/> Neighborhood Meeting Report |
| <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Sketch Plan Review (Pre-Submittal) Meeting | |

Engineering Special Studies:

Special studies are used to provide additional detail to verify if there is adequate infrastructure available to support the proposed project and identify any necessary upgrades or improvements needed. All special studies are to be submitted to Development Services with applicable fees for review and approval.

Traffic Impact Analysis (TIA):

Refer to website for Request for TIA Scope, Form 8031: www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet.

Fire Flow Analysis (FFA):

Refer to website for Hydraulic/FFA Submittal Requirements, Form 8043: www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet.

Sewer Report:

Refer to website for Request for Sewer Study Scope, Form 8034: www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet.

Reclaimed Water Model Update:

If the project will be extending or using the reclaimed water system, additional information may be required as outlined in the Sketch Plan Review (Pre-Submittal) Meeting.

Plan Amendments:

Plan Amendments shall follow the checklist items applicable to the type of plan being amended and must include Certificate of Plan Revision with each submittal. Please refer to UDO Chapter 11 for submittal requirements and procedures.

Major Amendment Procedures:

Unacceptable plan amendments (Major Amendment) as described in UDO Section 11.16 include modifications to previously approved plans that adversely impacts the purpose and intent of the overall development or increases the intensity of any land use or adds additional land uses. The petitioner is responsible for verifying with Development Services that previously approved special studies are still applicable. Any such amendment is required to file a new petition for the appropriate review process.

Minor Amendment Procedures:

Minor Amendments as described in UDO Section 11.16 are alterations that do not substantially deviate from or alter the approved plans. These alterations may include the following types of modifications:

- An expansion of building floor area up to 25%;
- An increase in building height by up to 15%;
- An expansion or reduction in the amount of vehicle parking areas by up to 10%;
- An increase in the total number of lots/unit by up to 10%, or 10 lots/units, whichever is less.
- A reduction of open space by up to 10%;
- An increase in project acreage by up to 10% or 5 acres whichever is less;
- The designation of additional uses that only involve those listed as permitted ("P") on Table 3.2.A. – Table of Uses in Chapter 3 of the UDO;
- A reduction, relocation, or alteration the composition up to 10% of any tree preservation area or removal of a Specimen Tree; OR
- A minor change in building design, building material selection, or percentage of various building materials utilized that does not deviate from the original approval.

A Minor Modification may not be allowed for situations that are in conflict with any condition that was imposed as part of the original approval.

Neighborhood Meeting (UDO Section 11.5):

Before submitting an application, the Petitioner must hold at least one (1) neighborhood meeting and submit to Development Services a written summary report of the neighborhood meeting. The purpose of the neighborhood meeting is to educate neighbors about the proposed Petition, to receive neighborhood comments, and to address concerns about the Petition.

Prior to mailing the written notices, the applicant shall notify the Town of the scheduled meeting date and time.

Meeting Notification:

The neighborhood meeting notifications shall include the following minimum information pertaining to the application:

1. Project and applicant names;
2. Location of proposed action (i.e., address or major cross streets);
3. Description of the UDO application/permit;
4. Time, date, and location of the neighborhood meeting. For virtual meetings, the notice shall include a weblink and access numbers (as applicable);
5. The telephone number and email address to contact the applicant hosting the neighborhood meeting.

Meeting Location:

The neighborhood meeting shall occur at a physical location and/or in a web-based (virtual) format.

1. For physical meetings, the venue, whether in a building or outside, shall be rated to accommodate at least 50 participants (pursuant to fire capacity restrictions). The venue shall be generally accessible to neighbors that reside in close proximity to location of proposed action. The applicant shall be responsible for reserving the venue/building, obtaining all leases/approvals, and paying all applicable fees.
2. For web-based meetings, the applicant shall utilize readily available software that is free to access for the public.

Meeting Format (Information Presented):

The applicant shall schedule a neighborhood meeting for at least a one hour duration. The meeting shall occur on a Monday, Tuesday, Wednesday, or Thursday and not on nationally recognized holidays. The meeting shall occur between the hours of 4:00pm and 8:00pm. At a minimum, the applicant shall orally explain the proposed application in terms of location, size, and proposed land uses and density, and the requested action from the Town. The applicant shall solicit written and/or oral comment from the participants.

DEVELOPMENT PETITION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

Petition Type:

- Major Subdivision** (check all that apply)
 - Residential Non-residential
 - New Major Amendment* Minor Amendment*
- Development Plan** (check all that apply)
 - Residential Non-residential
 - New Major Amendment* Minor Amendment*
- Special Use Permit**
 - New

For DS Use only
 Project # _____
 Fees Paid: \$ _____
 Date Received: _____

Initial Revised Final

* Specify purpose of amendment on Certificate of Plan Revisions

Project Information:

Project Name: _____
If this project is part of a previously approved plan, please specify:
 PUD/Master Plan/Subdivision _____ Shopping Center/Lot# _____
 Project Location: _____
Use street address. If none, use the closest intersection
 Within Corporate Limits Within Holly Springs ETJ Pending Annexation
 PIN: _____ Real Estate ID: _____
 Project Acreage (rounded to nearest tenth): _____ Partial Parcel: No Yes (additional fee)
 Current Zoning: _____ Proposed Use (see UDO Table 3.2.A): _____
 Open Space [See UDO Section 7.06(F)(4)]: Dedication Fee-in-lieu Combination N/A
 Waivers Requested: No Yes- Specify UDO Section Number(s): _____
If yes, complete and attach appropriate Waiver Petition(s) from Waiver Packet
 Sketch Plan Review (Pre-Submittal) Meeting Date: _____
If the Sketch Plan Review (Pre-Submittal) Meeting Date is not within 8 weeks of the submittal date, another Sketch Plan Review (Pre-Submittal) Meeting is required prior to submittal.

Petition Contact Information: (complete each contact in its entirety- please print or type)

Project Applicant/Contact

(check one) Owner Owner's Agent Design Professional Developer Other _____
 Name _____ Company _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone # (_____) _____ E-Mail _____
 How would you like to receive staff review comments? E-Mail US Mail
 How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Design Professional if different than Applicant/Contact

Name _____ Company _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone # (_____) _____ E-Mail _____
 How would you like to receive staff review comments? E-Mail US Mail
 How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Developer

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____
How would you like to receive staff review comments? E-Mail US Mail
How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Architect

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____
How would you like to receive staff review comments? E-Mail US Mail
How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Landscape Architect

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____
How would you like to receive staff review comments? E-Mail US Mail
How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Other: _____ (any other contact that should receive comments and correspondence for this project)

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ Alternate Telephone # (_____)
Fax # (_____) _____ E-Mail _____
How would you like to receive staff review comments? Fax E-Mail US Mail
How would you like to receive Official Action Notices? Fax E-Mail US Mail- Certified

Property Owner - Required

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____
How would you like to receive staff review comments? E-Mail US Mail
How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Certificate of Submittal Completion

I, _____, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

PLAN REQUIREMENTS & DATA CHECKLIST



Mark each item as applicable (A) or not applicable (NA) by placing an "X" in the appropriate box.
 Note: This checklist is a general list of requirements. More specific requirements are available upon request.

A	NA		
I. EACH SHEET MUST CONTAIN THE FOLLOWING ITEMS			
		A. Name, address, telephone number, and fax number of the Engineer, Architect, Landscape Architect, and/or Surveyor responsible for the plans.	For DS Use only Project # _____ Date Received: _____
		B. Date of drawing preparation and all revision dates.	
		C. Sheet Number and Title.	
		D. North Arrow.	
		E. The scale of the drawings listed in feet per inch in both graphic and numeric scale. Use Engineering scale no larger than 1" = 200'.	
		F. Seal and signature of Registered Design Professional.	
		G. Name of the proposed development plus the name of Master Plan or PUD, if applicable.	
		H. For Plan Amendments Only: Cloud all individual changes that were made to the plans and place a numbered delta next to each clouded area that corresponds with the numbered revisions on the coversheet.	
		I. For Site Plan, Landscape, Utilities, and Grading Plans: show all overhead and underground utilities. If overhead utilities exist, developer/engineer must contact Duke Energy and/or other overhead utility providers and provide documentation regarding the relocation of such underground.	
II. COVER SHEET INFORMATION			
		A. Parcel Identification Number (PIN)/Real Estate Identification Number and location (including township, county, and state) for all parcels involved.	
		B. Vicinity map at 1" = 500' with project boundary clearly marked. There must be sufficient detail and legibility in order to locate the project in reference to nearby roads and property lines.	
		C. Note the dates of any previously approved Waivers, Variances, Master Plans, or PUDS.	
		D. Owner/Applicant/Developer/Engineer/Architect/Landscape Architect(s) name, address, and telephone number.	
		E. Zoning designation of the property to be developed (and list of conditions, if applicable).	
		F. Provide statement "Plan is subject to revisions during Construction Drawing Approval Process."	
		G. Total Acreage of Tract(s) to be developed and number lots.	
		H. Clearly identify survey benchmark used for project on the cover or overall project sheet. Project should be tied to local monuments established by G.P.S. for Town of Holly Springs with identification of the monument that was used, if such monument is in proximity to the project. This requirement shall not supersede any requirement to tie to NCGS monumentation.	
		I. List type of development: Development Plan, Major Subdivision Plan, Special Use Permit, etc.	
		J. Provide proposed sewer flow for the project including how calculation was determined.	
		K. For Plan Amendments Only: Provide a dated table listing all amendments made to plan since last Town approval.	
III. BASE DATA/SITE PLAN SHEET / LOT LAYOUT INFORMATION			
		A. Show boundaries of tract(s) proposed for development. If there is more than one tract involved and a recombination is to occur, place the note "to be recombined". All adjoining property lines of tracts adjoining the property should include zoning designation and property owner information for adjacent properties.	
		B. Show all historic resources identified within the project area (Refer to Vision Holly Springs: The Town of Holly Springs Comprehensive Plan, Section 1: Future Land Use & Character). Provide information on the preservation, rehabilitation, or reuse of the historic resource.	

A	NA	
		C. Show and label proposed and existing streets, right-of-way, sidewalks and greenway, including all dimensions. Provide existing street names and required road improvements
		D. Show proposed Pedestrian and Vehicular Circulation as specified in UDO Section 8.4
		E. Show any existing structures, underground storage tanks, utilities (specify overhead or underground and indicate where overhead lines will be relocated underground), drives, roads, and natural features on and within 200' of the subject property and label them as such. (If a structure on the subject property is to be removed, label it "to be removed".)
		F. Show, dimension, and label required Thoroughfare Conservation Buffers as specified in UDO Section 4.8. Provide information on the future maintenance of the buffer.
		G. List minimum perimeter buffers, building and driveway setbacks, and indicate on plan the setback from each side of the building to the corresponding property line.
		H. Show proposed building layout; including square footage, FFE's and building footprint if applicable
		I. Show the location of all HVAC units, Mailbox Kiosks, exterior CO canisters and similar equipment, and Trash Enclosures with the trash truck turning radii template. Note: Trash or recycling containers of any size must be enclosed. All ground mounted equipment, including HVAC units, exterior CO canisters, and similar equipment must be screened from view.
		J. List the average lot size, minimum lot width, minimum lot frontage, minimum lot depth, maximum building height, minimum open space, and the gross density of the development.
		K. Show and label required riparian buffers, FEMA and local floodplain areas within the boundaries of the site.
		L. Design Engineering data for all roadway radii and curves.
		M. Provide lot size(s).
		N. Show and label all easements.
		O. Show proposed parking lot layout and list the required number of spaces, including Electric Vehicle Spaces, and the number of spaces provided. Provide dimensions of spaces and aisles. [See UDO Section 6.4 and 6.6].
		P. Show the proposed location and list the required number of bicycle racks and the number of bicycle racks being provided (see UDO Section 6.5).
		Q. Show off-street loading areas and off-street loading spaces. (See UDO Section 8.4).
		R. Show all required greenways. [See UDO Section 7.6].
		S. Indicate areas for all proposed outdoor operations including outdoor seating, display/sales of merchandise, outdoor storage, and business vehicle parking.
IV. GRADING AND DRAINAGE PLAN		
		A. Show existing and proposed grading plan which includes all lot lines, building footprints if applicable, proposed structures.
		B. Provide preliminary drainage calculations.
		C. Provide preliminary drainage designs, including structure, swales, preliminary pipe sizes, and easements
		D. Clearly label restricted stream buffers.
		E. Draft Stormwater Management Plan – provide draft sizing calculations for all BMP's. Also provide drainage area map for BMP's and the site.
		F. Draft Flood Study – Demonstrate site will be able to accommodate any required detention facilities, provide draft supporting calculations.
V. LANDSCAPE PLAN		
		A. Location and size of proposed plant material including live vegetation ground cover and species selection. This includes perimeter buffers and/or foundation landscaping and/or vehicle parking area screening and/or interior vehicle parking area planting. Include site distance triangles at all intersections.
		B. Indicate locations, size, and species of proposed street trees, [See UDO Section 5.3.5]
		C. Show fencing details [See UDO Section 5.5.]
		D. Show the location of berms, if there are any, and provide detail information on the berm [See UDO Section 5.5]
		E. Show utility and drainage easements and any drainage devices (BMP, temporary erosion control devices, swales or structures)

A	NA	
		F. Show location of ground level utility boxes, HVAC equipment, RPZ, overhead (if allowed to remain overhead) and underground utility lines, etc.
		G. Provide landscape tables listing the plant species to be used. Note: No single species shall constitute more than twenty-five percent (25%) of the plant material of its type. Verify species are not listed on the <i>Invasive Species List</i> (See UDO Section 5.4.1).
		H. Provide calculations for perimeter yards, foundation landscaping (for both primary and accessory structures) and parking areas if required.
		I. Specify the limits of live vegetation, ground cover and mulch. [See UDO Section 5.4]
		J. Note who will be responsible for the maintenance of the Landscaping and include the following notes: Example: Owner shall be responsible for: "The maintenance of all required landscaping by keeping lawns mowed, all plants maintained as disease free, all planting beds groomed and kept weed free (except in areas of preserved existing natural vegetation (i.e., thickets), and kept free from trash, debris and other objectionable materials; "The replacement of any required planting, which is removed or dies after the date of planting. Such replacement shall occur during the next planting season; and, the replacement of any tree in a Tree Save Area, which is removed or dies after the date of approval of a Preservation Landscape Plan. Such replacement shall occur during the next planting season."
		K. If an alternate Landscape Plan is being proposed, see UDO Section 5.2.3. and include a letter to the Administrator regarding why this is being requested.
		L. Indicate the location of all tree protection fencing.
		M. Show all tree preservation areas.
		N. Landscape Plans shall be sealed by a Registered Landscape Architect.

VI. TREE PRESERVATION PLAN

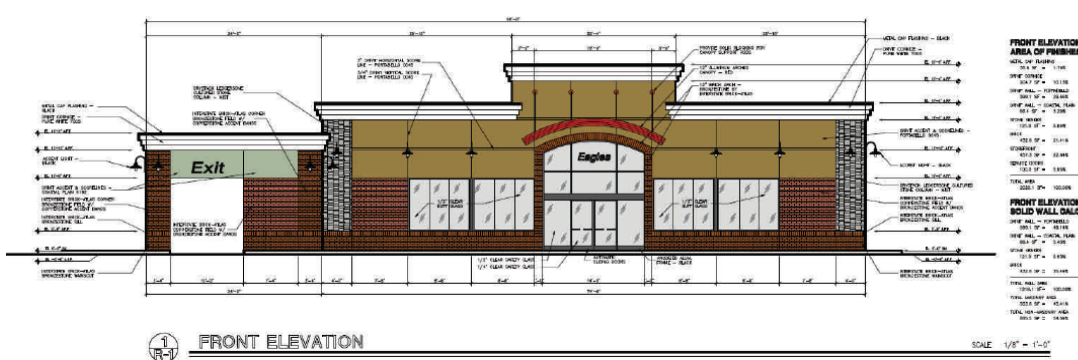
		A. The latest available aerial photograph of the project area.
		B. An Existing Vegetation Plan depicting the location, area, predominant species, general health, estimated number of trees, and average Diameter at Breast Height (or DBH) of stands of trees.
		C. When Sample Area Surveys are used in place of a full site-survey, Survey Area shall include a detailed survey of all trees and other vegetation existing in a twenty foot by twenty-foot (20' X 20') representative sample area to be preserved and the location of the sample area. [See UDO Section 4.4]
		D. Provide area calculations for Tree Preservation Areas within and outside of Environmental features (Wetlands, Stream Buffers, etc.).
		E. Provide calculations for overall Tree Preservation Area, specifying which methods (Specimen Tree, Significant Tree Stands, Significant Natural Resource Areas, or Supplemental Undisturbed Perimeter Buffers) were used to meet Tree Preservation Area requirements.
		F. Tree Preservation Plan must be prepared by a Certified Arborist, Registered Forester, or Registered Landscape Architect.

VI. UTILITY LAYOUTS

		A. Provide base site plan information including, but not limited to all structures, utilities, drives, roads and natural features on the property and within 200' beyond property lines.
		B. Show any proposed irrigation or sprinkler, and sewer line information and associated backflow prevention devices
		C. Show, label and dimension all existing and proposed Town utility lines (potable water, sanitary sewer, reclaimed water, and fiber optic). Also show both underground and overhead dry utilities on and off site to serve site (example: electric, telephone, and cable)
		D. Provide street lighting plan for interior and/or adjacent roadways
		E. Provide Water Metering Network information (See UDO Section 7.2.1.H)

VII. DETAILS SHEET

		A. Provide EDCS Detail HS-816 and HS-817 for street tree and root guard installation
		B. Provide EDCS Detail HS-359, HS-360, or HS-361 for appropriate street blade poles and traffic control signage
		C. For projects within the Village District: Provide EDCS Detail HS-009 for benches

A	NA	
VII. INFORMATION REQUIRED FOR DEVELOPMENT PLANS		
		<p>A. Indicate the type of outdoor light fixtures that will be used (Parking lot lighting, architectural lighting, building lights, safety lights, and landscaping lights), including but not limited to, the manufacturers or electric utility catalog specifications sheets, drawings, or photometric reports, color of pole, type of light source [See UDO Section 8.4]</p> <ol style="list-style-type: none"> 1. The maximum light level permitted within the parcel shall not exceed fifteen (15) horizontal foot candles. 2. The maximum light level permitted on the lot line shall not exceed (0.2) horizontal foot candles.
		<p>B. Provide details for all proposed dumpster enclosures, mailbox kiosks, accessory structures, and fences on either the elevation or detail sheet with material and color call outs.</p>
		<p>C. Provide color, scalable elevations with building material and color callouts, and dimension stringers (vertical and horizontal dimensions) indicating building height. Building Design shall comply with UDO Section 8.2. Provide square footage and % of façade area for all materials. Also include an explanation of how the architectural design elements that are being used satisfy the applicable Building Design Requirements in the UDO. Show all roof mounted mechanical equipment and screening. Provide a materials board indicating all colors and materials proposed for the project.</p>
		
		<p>D. Provide Public Realm Standards in accordance with UDO Section 8.3.</p>
VIII. INFORMATION REQUIRED FOR SPECIAL USE PERMIT		
		<p>A. Special Use Permit petitions are required to submit a written narrative response which provides a detailed statement regarding the proposed use in addition to the required Findings of Fact Form.</p>
IX. INFORMATION REQUIRED FOR MAJOR RESIDENTIAL SUBDIVISIONS (PLEASE INCLUDE ON SITE PLAN)		
		<p>A. Show and label all passive and active open space, and reference applicable greenway and park requirements as specified in the Comprehensive Plan [See UDO Chapter 4]</p>
		<p>B. Indicate the amount of land dedicated to Open Space and the entity responsible for maintenance</p>
		<p>C. Provide the maximum and minimum lot sizes</p>
		<p>D. Adhere to Subdivision Lot Design Standards (UDO Section 8.5)</p>
X. INFORMATION REQUIRED FOR MAJOR NON-RESIDENTIAL SUBDIVISIONS (PLEASE INCLUDE ON SITE PLAN)		
		<p>A. Include the max number of lots, minimum lot area, access easements to all lots</p>
		<p>B. Show layout of major road connections (including curb cuts to existing roads and internal road connectivity), layout of utility layout as needed to serve each phase or lots (including where the utilities will be tied to and how adjacent properties will be stubbed).</p>
		<p>C. Adhere to Subdivision Lot Design Standards (UDO Section 8.5)</p>
		<p>D. Provide Design Standards and Streetscape & Mobility Standards (UDO Section 8.5.6 E. and F.)</p>

This checklist serves as a list of basic information required with a Major Subdivision Plan, Development Plan, or Special Use Permit. There may be additional information needed that is considered by the Town Staff members, the Planning Board, or Town Council as being pertinent to the review of the project being submitted.

I, _____, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.



CERTIFICATION OF PLAN REVISIONS

NOTE: THIS FORM REQUIRES THE SIGNATURE AND SEAL OF THE PROFESSIONAL ENGINEER, DESIGN PROFESSIONAL, OR LAND SURVEYOR PREPARING THE AMENDED/REVISED PLAN

Note: Multiple signatures and seals may be required

I, _____, certify that the only changes made to the plans for Town of Holly Springs Project Number ____-____-____ /

Project Name _____ that is being submitted to the Town of Holly Springs for a Major Minor Amendment (PLAN DATED _____)

ARE AS NOTED BELOW:

I understand that any modification to the plans not indicated on the Certificate of Plan Revision and not clouded on the plan set will not be approved as a part of this/these requested amendment(s).

Date

Signature (Seal)

Date

Signature (Seal)

Date

Signature (Seal)



Public Utilities Department

150 Treatment Plant Rd.
Holly Springs, NC 27540
phone (919) 577-1090, fax (919) 577-2280

In compliance with State and Federal Laws the Town of Holly Springs has developed a Fats, Oils, and Grease (FOG) Management Program. The purpose of this program is to educate the public and business owners of the problems associated with grease and grease accumulations. FOG in wastewater can result in decreased capacity of sewer lines by cooling and congealing on the insides of pipes. This occurrence eventually causes blockages and sewer overflows and, therefore, is a major concern for the Town's wastewater collection system. Significant sources of FOG are cooking establishments due to the amount of grease used in cooking and other food preparation work. Improper disposal and cleanup practices allow FOG to enter the wastewater collection system. In an effort to work together to achieve the common goal of protecting the Town's resources we are asking business owners that produce grease as part of their daily operations to take a few moments and complete the following survey.

Name of Business _____

Please provide a brief description of business operations:

Company Representative _____ Title _____

Address _____

Telephone _____ Fax number _____

How many and what size grease handling device (grease trap or interceptor) do you have?
(Please list dimensions) _____

Location of grease handling device(s) _____

Cleanout service provider _____

Does your grease handling device have a sampling chamber? _____
(A sampling chamber is required for grease traps)

How is the waste disposed of and where? _____

Thank you for taking the time to complete this survey. If you have any questions or concerns of your responsibilities in maintaining your grease trap or interceptor in accordance with the Town's Sewer Use Ordinance please contact Seann Byrd at (919)577-1090 or email seann.byrd@hollyspringsnc.us .



**Town of Holly Springs
Industrial Wastewater Survey, Short Form**

This form has been sent to your business to determine types and sources of wastewater that are entering the Town of Holly Springs' Wastewater Treatment Facility. This form must be completed in accordance with the Town's Sewer Use Ordinance. The Sewer Use Ordinance can be examined on the Town's website at www.hollyspringsnc.us

Facility Name: _____
Facility Address: _____
Facility Telephone Number: _____ Facility Fax: _____
Type of Industry, Manufacture, Trade, or Business: _____

Products Produced: _____

Number of Employees: _____

General Description of the industrial activities and/or plant processes at this site:

Current Federal Standard Industrial Classification Code (S.I.C): _____ (if applicable)

Does the facility discharge any water from parts washing operations, contact cooling, oil/water separators, or any other type of wastewater other than from restrooms? If so, describe:

"Industrial Waste" means liquid or other wastes resulting from any processes of industry, manufacturing, trade, or business, or from the development of any natural resources. "Other Waste" means decayed wood, sawdust, shavings, bark, limes, garbage, refuse, ashes, offal's, tar, oil, chemicals, and all other substances, except industrial waste and sewage, which may cause pollution in any waters.

1. Does this facility discharge industrial waste or other waste to the sanitary sewer? YES NO
2. Is the discharge from industrial waste or other waste continuous or batch? _____
3. Does this facility use any type of chemical mixed with water that is discharged to the sanitary sewer?
YES NO If yes, please list: _____
4. What is the total discharge to the sanitary sewer (gallons per day)? _____
5. What is the total industrial or other waste discharge to the sanitary sewer (gallons per day)? _____
6. Are any chemicals stored in quantities of 55 gallons or more? YES NO
7. Does this facility use any well water or other water source other than the public water supply? YES NO
8. Are any outside drains connected to the sanitary sewer? YES NO
9. Does your facility discharge storm water to the sanitary water? YES NO

Our Sewer Use Ordinance requires that an Authorized Representative of the User sign all reports to the Town. Authorized Representative is defined as "a person responsible for the Principle Business decisions or other policy decisions for the facility."

To the best of my knowledge the information on this form is true and accurate.

Signature _____ Date _____

Print name _____ Job Title _____

*For more information or any questions, please contact the Water Quality Department at (919)577-2273
Return this form with your Development Petition*

SPECIAL USE PERMIT FINDINGS OF FACT



You must respond to all findings; please type or print legibly in blue or black ink.

Project Information:

Project Name: _____

Special Exception Use:

Use: _____

Specific Special Use Permit Request:

For DS Use only
Project # _____
Date Received:

Findings of Fact:

A petition for Special Use Permit may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination that:

(1) The proposed use will not be injurious to the public health, safety, comfort, convenience, or general welfare:

(2) The proposed use will not injure or adversely affect the adjacent area:

(3) The proposed use will be consistent with the character of the district, land uses authorized therein, and the Comprehensive Plan:

(4) The proposed use shall conform to all development standards of the applicable district (unless a Variance or Administrative Adjustment is issued for said standard):

(5) Roadways, access drives, and/or driveways are or will be sufficient in size and properly located to: ensure automotive, bicyclist, and pedestrian safety and convenience, traffic flow as set forth in this UDO and, control and access in case of fire or other emergency:

(6) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian accessways harmonize with adjoining properties and the general area and minimize adverse impacts:

(7) The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood:

Certificate of Completion

I certify that all information presented in this application is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Planning Board, Town Council, and Town Staff to visit the site in question for informational, advertisement, and inspection needs.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

NEIGHBORHOOD MEETING REPORT



Before submitting an application, the Petitioner must hold at least one (1) neighborhood meeting and submit to Development Services a written summary report of the neighborhood meeting. For more information, refer to UDO Section 11.5.

Neighborhood Meeting Date: _____
Time: _____
Location: _____

For DS Use only
Project # _____
Date Received:
<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete

Notification of Owners:

1. The Petitioner or Petitioner's Agent shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the Petition, owner of land within a **500 foot radius** of the subject property. Mailing notices shall include surrounding property owners and property owners' associations (or equivalent). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to the address of the property itself.
2. The Notice shall include the date, time, and location of the Neighborhood Meeting; the name of the Petitioner; the location of the proposed request (address, tax property identification number, or metes and bounds description); and an explanation of the nature of the request.
3. The Notice shall be deposited in the mail not less than ten (10) days nor more than 25 days before the date of the Neighborhood Meeting.

Prior to mailing the written notices, the applicant shall notify the Town of the scheduled meeting date and time.

Date of Notification Mailing: _____

Conduct of Meetings:

At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.

Summary of Issues:

Attach Additional Sheets as needed

Changes made to the Petition by the Petitioner as a result of the meeting:

Attach Additional Sheets as needed

Additional attachments required for the report:

- A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
- A copy of the signed attendance list that includes names and addresses of those in attendance.

Neighborhood Meeting Report Prepared by:

Preparer's Signature(s)

Date
