

## Duplex Application

Please submit 20 sets of all materials no later than the 3<sup>rd</sup> Wednesday of the month before 4:00 pm. Materials must be collated and folded to fit into a 12"x 15" envelope. The Community Design Commission meets regularly on the third Wednesday of each month. For confirmation of a meeting date and the placement of your request on the agenda, please call the Planning Department at (919) 968-2728.

### Duplex residence must meet the following Land Use Management Ordinance standards:

1. The maximum floor area of the structure may not exceed 3,000 square feet.
2. The maximum floor area ratio applicable shall be .40.
3. The maximum number of bedrooms per structure shall be 6.
4. The maximum number of permitted parking spaces is 4.
5. The Community Design Commission shall review site plans and building elevations and shall approve plans if the applicant demonstrates substantial compliance. In situations where substantial compliance has not been demonstrated, the Commission shall approve plans if the applicant demonstrates that reasonable efforts have been made to achieve compliance and that the failure to achieve substantial compliance is due to conditions that cannot be changed with reasonable efforts (see below).
6. A Zoning Compliance Permit must be issued prior to obtaining a building permit.

### Guidelines for duplex dwellings to be administered by the Community Design Commission

1. The size, and height, of a new duplex structure should not exceed by more than 25 percent any other structures in the neighborhood in which such structure is to be built or converted to a duplex.
2. For purposes of evaluating compliance with this standard the "neighborhood" to be considered should include all structures designed or used as dwelling on lots any portion of which is within 300 feet of the subject property.
3. At least one duplex front door should be visible from the front of the structure.
4. Garage doors, if facing the street, should be limited to a single standard garage door. Garage doors should not be more than 10 feet closer to the front set back of the lot than any of the front doors of the duplex dwelling units.
5. Entrances should be visible and approaches to the front entrance of each dwelling unit should be clearly delineated by improved walkways and landscaping.
6. Each dwelling should have a front entrance that is defined by an outdoor light attached to the structure and adjacent to the front door, landing, or porch at least 3 feet square (9 square feet) and a canopy of materials matching the structure and extending at least 3 feet from the wall of the structure.
7. Lighting should be designed to provide illumination from the parking areas to the front entrance of each dwelling unit, without creating spillover onto adjacent properties.
8. Parking areas must be clearly designed by covering such areas with a paved or gravel surface and by delineating the edges of such areas through the use of landscape timbers, plantings, or other materials.
9. The visual impact from the street or adjacent properties of any front yard parking should be minimized with vegetative screening or the use of low walls/fencing.

### Procedures for Review

1. When considering a Duplex Application, the Community Design Commission shall consider and make a determination by majority vote as to the completeness of application materials.
2. An application determined to be complete will be considered at the same meeting. During the same meeting the Community Design Commission may approve, approve with conditions, deny, or table the application.
3. An application determined to be incomplete will not be heard at that same meeting. The applicant shall be notified in writing as to the deficiencies and shall be permitted to amend the application to provide a complete application.

### Required Application Materials

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|  | 1. <b>Application fee</b> ( <u>Refer to fee schedule</u> )   |
|  | 2. <b>Digital Files</b> – provide digital files of all plans and documents   |
|  | 3. <b>Floor Plan</b> , provide plans showing the general interior layout of the building and the relationship of pedestrian circulation and entryways.   |
|  | 4. <b>Mailing of Property Owners</b> , within a 100 foot radius of any portion of the applicant's property (or for duplex residences approved as part of a Special Use Permit or Site Plan, the distance is 1,000 feet). |
|  | 5. <b>Stamped &amp; addressed envelopes to above mailing list with Town address as return address</b>  |

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6. **Material Samples** – Color photos of proposed materials shall be submitted with the application. Samples of building materials shall be presented during the Community Design Commission meeting.
7. **Reduced Site Plan Set (reduced to 8.5"x11")**
8. **Area Map and Nearby Building Information**
- Provide an area plan, with existing roads and structures, showing the proposed site of the duplex and the properties within the area of 1,000 foot radius
  - Provide photographs of adjoining and nearby structures so that the Community Design Commission can determine if the application meets Design Guidelines above.
9. **Detailed Site Plan**
- A site plan at a scale of 1"=30' or larger prepared by a registered engineer, surveyor, architect, or landscape architect clearly indicating the building footprint, setbacks, entry locations, driveway and parking areas, walkways and landscaping
  - Pavement materials shall be identified by type
  - Sidewalks, walkways, driveways and parking areas shall be dimensioned
  - Sidewalks and decks leading to doorways shall show the location of steps and lighting
10. **Detailed Exterior Building Elevations (showing all sides of the building)**
- Straight-on, one dimensional view of the front, side, and rear elevations
  - Illustrative drawing of each side of the building showing the building elevation with mature landscaping, HVAC, parking areas, driveways, refuse areas, light poles and/or fixtures, and other site features
  - A single page detailed list of the proposed materials and colors to be used including information for brick, stone and other masonry materials, all building siding and roofing materials, windows and doors, lighting fixtures, and other appurtenant features
11. **Cross-Sections**
- Provide simple, typical cross-section(s) indicating how the buildings are placed on the site in relationship to topography, public access, existing vegetation, or other significant features.
12. **Landscape and Hardscape (this plan may be included on the site plan)**
- A detailed planting plan showing the plant species, number, location, size at planting, anticipated size at maturity, and spacing of plant materials used to screen parking and driveways and to define and protect sidewalks/yards from encroachment by vehicles.
  - If fences and walls are proposed, a rendering shall be submitted, along with a list including all materials, textures, and colors. The renderings shall show the scale of such fences or walls in proportion to the proposed duplex as they would appear from neighboring roads or residences.
13. **Site Lighting**
- A detail for all proposed lighting fixtures on the site (including parking areas, pedestrian paths, building facades, landscape up lighting, etc.)
  - The plan shall clearly indicate the locations and heights of all light fixtures on the site. Lighting sources must be shielded or arranged so as not to produce, within any public right-of-way, glare that interferes with the safe use of such right-of-way or constitute a nuisance to the occupants of adjacent properties. (Light measured at the property line shall not exceed 3/10ths (0.3) of a foot-candle)
  - Cut Sheets: A detailed drawing and description shall be provided for each type of light fixture proposed on the site. The number, height, colors, and materials for each type of fixture shall be clearly indicated.