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**RESOURCE CONSERVATION DISTRICT ENCROACHMENT EXEMPTION APPLICATION**

**TOWN OF CHAPEL HILL**

**Planning Department**

405 Martin Luther King Jr. Blvd

*phone* (919) 968-2728 *fax* (919) 969-2014

www.townofchapelhill.org

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| --- | --- | --- | --- |
| Parcel Identifier Number (PIN): |       | Date: |       |

**Section A: Project Information**

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| --- | --- |
| Project Name: |       |
| Property Address: |       | Zip Code: |       |
| Existing Zoning District: |       |

**Section B: Applicant, Owner and/or Contract Purchaser Information**

**Applicant Information** (to whom correspondence will be mailed)

|  |  |
| --- | --- |
| Name: |       |
| Address: |       |
| City: |       | State: |       | Zip Code: |       |
| Phone: |       | Email: |       |

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Owner/Contract Purchaser Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **[ ]**  | **Owner** | **[ ]**  | **Contract Purchaser** |

|  |  |
| --- | --- |
| Name: |       |
| Address: |       |
| City: |       | State: |       | Zip Code: |       |
| Phone: |       | Email: |       |

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Every application which proposes development or land-disturbing activities wholly or partially within the Resource Conservation District shall include the following, unless affirmatively exempted by the Town Manager in part or entirely, for the whole area covered by the application. The following must accompany your application. Failure to do so will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning Department (Planning) at (919)968-2728 or at [planning@townofchapelhill.org](http://www.townofchapelhill.org/mailto%3Aplanning%40townofchapelhill.org). For detailed information, please refer to the Description of Detailed Information handout.

**Submittal Requirements**

A. A utilities plan;

B. A grading plan showing existing and final contours;

C. A sedimentation and erosion control plan;

D. A storm water management plan;

E. A soils analysis;

F. Plans view showing: the topography of the site at a minimum horizontal scale of 1:60, at two-foot contour intervals; the location of streams, watercourses, stormwater runoff channels, etc; the limits of the floodway and floodplain; existing or proposed storm and sanitary sewers and sewer outfalls; septic tank systems and outlets, if any; existing and proposed structures and development; the 100-year flood and RCD elevations and limits; and existing and proposed tree lines;

G. Profile view showing: at a minimum horizontal scale of 1:60, and minimum vertical scale of 1:10, the elevations of the watercourses bed; waterway openings of existing and proposed culverts and bridges within or near the site; size and elevation of existing or proposed sewer and drain outlets; the 100-year water surface elevations and limits; and the elevation of the Resource Conservation District;

H. A description of existing vegetation, including significant trees and shrubs; and a landscape plan for the completed development;

I. A description of wildlife habitats, noting the types of habitat on site and their potential as habitats for various species of wild life and identifying any relevant limiting factors;

J. Description of proposed storage of materials and of waste disposal facilities;

K. Certificate from a registered professional engineer or architect with respect to floodproofing, or from a registered professional engineer or surveyor with respect to elevation, that any floodproofing measures on nonresidential uses or finished elevations meet the requirements of this article;

L. Copies of notifications to and responses by adjacent communities, the North Carolina Department of Crime Control, or its successor agency, and Public Safety, and the Federal Emergency Management Agency, or its successor agency, regarding any proposed alteration or relocation of a riverine watercourse;

M. The increase in elevation of the 100-year flood upstream from the development, velocity changes and rate of rise changes, runoff, water quality change, sediment deposit rate changes, and the duration of the flood. The Town Manager shall approve the methodology used to determine the changes;

N. A list of owners of properties located within five hundred (500) feet of the subject property boundaries with the full name and address of each property owner, with stamped, pre-addressed mailing envelopes for each owner on the mailing list.