

TOWN OF HOLLY SPRINGS DEVELOPMENT PETITION PACKET

DPM Appendix #A.04
Supplement #15
December 2018



Major Subdivision, Master Plan-Detailed, Master Plan-Schematic,
Development Plan- Gateway, Development Plan-Non-Gateway, Development Plan-
Development Options, Special Exception Use

General Information

A Traffic Impact Analysis (TIA) scope determination is required from the Department of Engineering prior to scheduling a Concept Plan Review Meeting. The Request for TIA Scope, Form 8031 is available here:

www.hollyspringsnc.us/engineering. Please contact the Department of Engineering at (919) 557-3938 for more information.

A Concept Plan Review Meeting must be held a minimum of ten (10) business days prior but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar. Please email hsplanning@hollyspringsnc.us to schedule a Concept Meeting. For more information, contact the Department of Planning & Zoning at (919) 557-3908.

The full review procedures for Development Plans and Special Exception uses can be found in the *Town of Holly Springs Development Procedures Manual*.

Submittal Requirements

All information required as part of your petition must be provided in both hardcopy original and in PDF format to the FTP website. (i.e. transmittal, applications, maps, special studies, etc.) with each review. Please submit PDF as 1 file containing the complete submittal and name the file with the project name and date.

Link to FTP website: <http://www.hollyspringsnc.us/PlanningFTP>

New or Major Amendment:

- Submit the following number of copies:
 - (6) 24" x 36"
 - (2) 11" x 17"
 - (1) PDF version

Minor Amendment:

- Submit the following number of copies:
 - (6) 24" x 36" *
 - (2) 11" x 17"
 - (1) PDF version
- *For amendments only affecting elevations, (2) 24"x36" copies are required

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 8.01 for submittal requirements.

FOR MORE INFORMATION:

Current Fee Schedule: <http://www.hollyspringsnc.us/planning>

NOTE: All fees include the initial two (2) staff reviews three (3) for Development Options for Residential Districts, and Plans for Official Action review. Each additional review will cost ½ the original petition submittal fee.

Review Process: Town of Holly Springs Development Procedures Manual (DPM)-
Subdivision (master or Preliminary Plan- Section 3
Development Plans- Section 4
Special Exception Use- Section 6.01

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

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:
<http://www.hollyspringsnc.us/planning>

Master Plan:

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

- | | |
|--|---|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Preliminary Stormwater Submittal Checklist |
| <input type="checkbox"/> All plan submittals must be folded to a convenient size (maximum dimensions 9"x14") | <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 the Department of Engineering with separate check for payment of associated fees (per conditions from PUD approval or as outlined at the Concept Plan Review Meeting) |
| <input type="checkbox"/> Master Sign Plan Form if applicable, as determined at the Concept Plan Review Meeting | <input type="checkbox"/> Master Architecture Plan (Non-Residential detailed Master Plan) |
| <input type="checkbox"/> Certification of Plan Revisions, if a revision to an approved plan | |
| <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Concept Plan Review Meeting | |
| <input type="checkbox"/> Stormwater Fee-in-lieu Request Form | |

Preliminary Plan:

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

- | | |
|--|--|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Stormwater Fee-in-lieu Request Form |
| <input type="checkbox"/> All plan submittals must be folded to a convenient size (maximum dimensions 9"x14") | <input type="checkbox"/> Preliminary Stormwater Submittal Checklist |
| <input type="checkbox"/> Processing Fees (make check payable to: Town of Holly Springs) | <input type="checkbox"/> Grease Trap Survey (any business using or disposing of fats, oils or grease) |
| <input type="checkbox"/> Plan Requirements and Data Checklist | <input type="checkbox"/> Industrial Waste Survey (all businesses) |
| <input type="checkbox"/> Master Sign Plan Form if applicable, as determined at the Concept Plan Review Meeting | <input type="checkbox"/> Residential Development Notification Form |
| <input type="checkbox"/> Postmaster certification of Cluster Mailbox Unit location | <input type="checkbox"/> Engineering Special Studies- TIA, FFA, and Sewer Report- to be submitted directly to the Department of Engineering with separate check for payment of associated fees (per conditions from Master Plan, PUD approval or as outlined at the Concept Plan Review Meeting) |
| <input type="checkbox"/> Certification of Plan Revisions, if a revision to an approved plan | |
| <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Concept Plan Review Meeting | |

Development Plan (Non-Residential/Mixed Use):

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

- | | |
|--|--|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Concept Plan Review Meeting |
| <input type="checkbox"/> All plan submittals must be folded to a convenient size (maximum dimensions 9"x14") | <input type="checkbox"/> Stormwater Fee-in-lieu Request Form |
| <input type="checkbox"/> Processing Fees (make check payable to: Town of Holly Springs) | <input type="checkbox"/> Preliminary Stormwater Submittal Checklist |
| <input type="checkbox"/> Plan Requirements and Data Checklist | <input type="checkbox"/> Grease Trap Survey (any business using or disposing of fats, oils or grease) |
| <input type="checkbox"/> Master Sign Plan Form if applicable, as determined at the Concept Plan Review Meeting | <input type="checkbox"/> Industrial Waste Survey (all businesses) |
| <input type="checkbox"/> Certification of Plan Revisions, if a revision to an approved plan | <input type="checkbox"/> Engineering Special Studies- TIA, FFA, and Sewer Report- to be submitted directly to the Department of Engineering with separate check for payment of associated fees (per conditions from Master Plan, |

PUD approval or as outlined at the Concept Plan Review Meeting)

Development Plan (Multifamily):

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

- | | |
|--|--|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Concept Plan Review Meeting |
| <input type="checkbox"/> All plan submittals must be folded to a convenient size (maximum dimensions 9"x14") | <input type="checkbox"/> Stormwater Fee-in-lieu Request Form |
| <input type="checkbox"/> Processing Fees (make check payable to: Town of Holly Springs) | <input type="checkbox"/> Preliminary Stormwater Submittal Checklist |
| <input type="checkbox"/> Plan Requirements and Data Checklist | <input type="checkbox"/> Residential Development Notification Form |
| <input type="checkbox"/> Master Sign Plan Form if applicable, as determined at the Concept Plan Review Meeting | <input type="checkbox"/> Engineering Special Studies- TIA, FFA, and Sewer Report- to be submitted directly to the Department of Engineering with separate check for payment of associated fees (per conditions from Master Plan, PUD approval or as outlined at the Concept Plan Review Meeting) |
| <input type="checkbox"/> Postmaster certification of Cluster Mailbox Unit location | |
| <input type="checkbox"/> Certification of Plan Revisions, if a revision to an approved plan | |

Development Plan (Residential Development Options & Infill Development Options):

The following items must be submitted with the Petition for Residential Development Options or Infill Development Options to be deemed a complete submittal:

- | | |
|--|--|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Stormwater Fee-in-lieu Request Form |
| <input type="checkbox"/> All plan submittals must be folded to a convenient size (maximum dimensions 9"x14") | <input type="checkbox"/> Preliminary Stormwater Submittal Checklist |
| <input type="checkbox"/> Processing Fees (make check payable to: Town of Holly Springs) | <input type="checkbox"/> Detailed Findings of Fact for Development Options or Infill Development Options, consistent with the UDO |
| <input type="checkbox"/> Plan Requirements and Data Checklist | <input type="checkbox"/> Residential Development Notification Form |
| <input type="checkbox"/> Master Sign Plan Form if applicable, as determined at the Concept Plan Review Meeting | <input type="checkbox"/> Engineering Special Studies- TIA, FFA, and Sewer Report- to be submitted directly to the Department of Engineering with separate check for payment of associated fees (per conditions from Master Plan, PUD approval or as outlined at the Concept Plan Review Meeting) |
| <input type="checkbox"/> Postmaster certification of Cluster Mailbox Unit location | |
| <input type="checkbox"/> Certification of Plan Revisions, if a revision to an approved plan | |
| <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Concept Plan Review Meeting | |

Special Exception Use:

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

- | | |
|---|---|
| <input type="checkbox"/> Petition Form | <input type="checkbox"/> Waiver Request Forms if applicable, as determined at the Concept Plan Review Meeting |
| <input type="checkbox"/> Vicinity Map | <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"/> Detailed Findings of Fact for Special Exception Use, consistent with the UDO |



Town of Holly Springs
128 S. Main Street
P.O. Box 8
Holly Springs, NC 27540
www.hollyspringsnc.us

Department of Planning & Zoning
919.557.3908
www.hollyspringsnc.us/planning

Department of Engineering
919.557.3938
www.hollyspringsnc.us/engineering

Department of Parks & Recreation
919.557.3930
www.hollyspringsnc.us/parks

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 Engineering with applicable fees for review and approval.

Traffic Impact Analysis (TIA):

Refer to website for Request for TIA Scope, Form 8031: www.hollyspringsnc.us/153/Form-Fees.

Fire Flow Analysis (FFA):

Refer to website for Hydraulic/FFA Submittal Requirements, Form 8043: www.hollyspringsnc.us/153/Form-Fees.

Sewer Report:

Refer to website for Request for Sewer Study Scope, Form 8034: www.hollyspringsnc.us/153/Form-Fees.

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 Concept 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 the Development Procedures Manual for submittal requirements and procedures.

Major Amendment Procedures:

Unacceptable plan amendments (Major Amendment) as described in UDO Section 9.05, D., 5., c., (2.) 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 the Engineering Department 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 9.05, D., 5., c., (1). are alterations that do not substantially deviate from or alter the approved plans. These alterations must not include the following types of modifications: (a) expansion of building footprint area by more than 25%; (b) increase in *building height* by more than 15%; (c) expansion or reduction in the amount of *off-street parking areas* by more than 10%; (d) increase in the total number of *lots/units* within the overall *subdivision* by more than 10%, or 10 *lots/units*, whichever is less; (e) reduction of *open space* within the overall *project* or *subdivision* by more than 10%; (f) increase in *project* acreage by more than 10% or 5 acres whichever is less, (g) the designation of additional *land uses*; (h) the reduction in *perimeter yards*; (i) the addition of *driveways* or *access points*; (j) a substantial change in building design, building material selection, or percentage of various building materials utilized; (k) an increase in the total number of *freestanding signs*, an increase in the total *sign surface area* for any type of *sign* (*building sign* or *freestanding sign*) or the height of a *freestanding sign*, or (l) a modification that would conflict with specific conditions of approval of the original development plan or findings of fact made in conjunction with a Special Exception Use.

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 DPZ 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. Provide 10" X 8" blank space in upper right corner for Town use.	
		H. Total Acreage of Tract(s) to be developed and number lots	
		I. 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.	
		J. List type of development: Development Plan, Preliminary Plan, Master Plan (Detailed or Schematic), Special Exception Use, Development Option Plan etc.	
		K. Provide proposed sewer flow for the project including how calculation was determined.	
		L. 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	

A	NA
	B. Show all historic resources identified within the project area (<i>Refer to Vision Holly Springs: The Town of Holly Springs Comprehensive Plan, Section 1: Future Land Use & Community Character</i>). Provide information on the preservation, rehabilitation, or reuse of the historic resource.
	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 7.09
	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. (<i>If a structure on the subject property is to be removed, label it "to be removed".</i>)
	F. Show, dimension, and label required landscape buffer areas as specified in UDO Section 7.06, D. Provide information on the future maintenance of the buffer area
	G. List minimum yard, 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 depth, maximum building height, 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 and the number of spaces provided. Provide dimensions of spaces and aisles. [See UDO Table 7.04-D]
	P. Show the proposed location and list the required number of bicycle racks and the number of bicycle racks being provided (see UDO Table 7.04-D)
	Q. Show required off-street loading areas and off-street loading spaces. (See UDO Table 7.05-A)
	R. Show all required greenways. [See UDO Section 7.06, C.]
	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 yard and/ or buffer yard and/or foundation planting and/or parking area screening and/or interior parking lot planting. Include site distance triangles at all intersections. Do not label perimeter yards as "buffer" unless it is a designated buffer area as specified in 7.06 D or a bufferyard as defined in the UDO.
	B. Indicate locations, size, and species of proposed street trees, [See UDO section 7.01, K.]
	C. Show fencing details [See UDO Section 7.01, L.]
	D. Show the location of berms, if there are any, and provide detail information on the berm [See UDO Section 7.01, L.]

A	NA
	E. Show utility and drainage easements and any drainage devices (BMP, temporary erosion control devices, swales or structures)
	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. [See UDO Section 7.01, M.] Verify species are not listed on the <i>Invasive Species List</i> (See DPM Section 12.01).
	H. Provide plant unit value calculations for perimeter yards, foundation landscaping (for both primary and accessory structures) and parking areas if required. [See UDO Section 7.01, M.]
	I. Specify the limits of live vegetation, ground cover and mulch. [See UDO Section 7.01J]
	J. Note who will be responsible for the maintenance of the Landscaping and include the following notes: <i>Example: Owner shall be responsible for:</i> <i>"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;</i> <i>"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."</i>
	K. If an alternate Landscape Plan is being proposed, see UDO Section 7.01, P. and include a letter to the Director of Planning & Zoning regarding why this is being requested.
	L. If using existing vegetation you must provide a tree survey, 20' X 20' sq. ft. tree sample areas every 100' linear feet along the perimeter buffer. [See UDO Section 7.01, K.]
	M. Indicate the location of all tree protection fencing
	N. Show all tree preservation areas.
	O. 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 <i>Diameter at Breast Height (or DBH)</i> 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 7.01, K.]
	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, Supplemental Undisturbed Perimeter Landscape Yards or Significant Natural Resource Areas) 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 or other qualified professional approved by Director of Planning & Zoning.

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, and reclaimed water). 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

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
VII. INFORMATION REQUIRED FOR DEVELOPMENT PLAN		
		A. Alternate Architectural Compliance and Site Design Waivers can only be requested if submitted at the time of the filing of the Development Plan Petition. Request must comply with the findings listed in either UDO Section 2.06, 2.07, 3.03, 3.08, 4.05, 7.03, 7.04, 7.05, 7.06, 7.07, 7.08 and/or 7.09.; whichever is applicable. See Waiver Packet for more information.
		B. 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 7.02] <ul 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.
		C. 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.
		D. Provide color, scalable elevations with building material and color callouts, and dimension stringers indicating building height. Provide square footage and % of façade area for the following materials: masonry (excluding: windows; display window; doors; roofing; fascia or soffit materials), glass, other materials. Also include an explanation of how the architectural design elements that are being used satisfy the applicable Architectural and Site Design Requirements in the UDO. [See Section 3.03, 3.08, 4.05] Show all roof mounted mechanical equipment and screening. [Section 3.08 and 4.05] Provide a materials board indicating all colors and materials proposed for the project.
VIII. INFORMATION REQUIRED FOR SPECIAL EXCEPTION USE		
		A. Special Exception Use 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.
		B. A petition for a Special Exception Use may contain a request to waive Development Standards of the district determined to be inappropriate for the individual Special Exception Use if such waiver is specifically requested in said petition and specifically approved by the Town Council [UDO Section 9.10.]
IX. INFORMATION REQUIRED FOR RESIDENTIAL SUBDIVISIONS (PLEASE INCLUDE ON SITE PLAN)		
		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 Section 7.06, C & F]
		B. Indicate the amount of land dedicated to Open Space and the entity responsible for maintenance [See UDO Section 7.06, F]
		C. Provide the maximum and minimum lot sizes [Note: Buffer areas are not permitted to be a part of the minimum lot area in residential districts. See UDO Section 7.06, D]
		D. If subdivision is utilizing Development Options note which waivers are being used and which design features will be used. [See UDO Section 2.09, C.]

X. INFORMATION REQUIRED FOR MASTER PLANS – SCHEMATIC <i>(PLEASE INCLUDE ON SITE PLAN)</i>		
		A. Include the max number of lots, minimum lot area, access easements to all lots
		B. Show schematic layout of major road connections (including curb cuts to existing roads and general internal road connectivity), layout of major utility connections (including where the utilities will be tied to and how adjacent properties will be stubbed).
XI. INFORMATION REQUIRED FOR MASTER PLANS – DETAILED <i>(PLEASE INCLUDE ON SITE PLAN)</i>		
		A. Include the max number of lots, minimum lot area, access easements to all lots
		B. Show road configurations, utility layout as needed to serve each phase or lots.

This checklist serves as a list of basic information required with a Preliminary Plan, Development Plan, Master Plan or Special Exception Use. There may be additional information needed that is considered by the Town Staff members, the Planning Board, Town Council or Technical Review Committee 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*

MASTER SIGN PLAN FORM



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

Intent: A Master Sign Plan is intended to promote consistency among signs within a development and enhance the compatibility of signs with the Architectural and Site Design features of the development. Should the applicant desire to increase the allowable Sign Surface Area in the Front Sign Zone, Interior Sign Zone, or on a Building Sign, consult UDO Section 7.03, H.; Waiver of Sign Regulations.

Please note that sign applications must be submitted to and approved by the Department of Planning & Zoning prior to the installation of any signage- temporary or permanent. This Master Signage Form does not constitute sign approval. (Please attach any additional sign information that did not fit in the space provided to this form.)

For DPZ Use only

Project # _____

Date Received: _____

Project Information:

Project Name: _____

If this project is part of a previously approved plan, please specify:

PUD/Master Plan/Subdivision _____

Shopping Center/Lot# _____

Project Address: _____

Waivers Requested: No Yes- Specify UDO Section Number(s): _____

Master Sign Plan 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

Master Sign Plan Information: (Please check all that apply)

TYPES OF SIGNS PROPOSED

- Wall/ Building:** (Dimensions in feet and square feet)
 - Max. Surface Area: _____ Max. Ht. _____ Max. Width _____
 - Max. Number of Signs on Building: _____

- Ground/ Freestanding** Max. Surface Area: _____
 - Post & Arm Monument Other _____

- Electronic Variable Message** (Changes 6 times per minute or less)

- Individual Channel Letters**
 - Raceway Mount Direct Mount Other _____

- Flag Sign**

- Other** _____

GENERAL SIGN LOCATION PROPOSED

(UDO Section 7.03, B.)

- Located on Wall/ Building**
 - Front Façade Rear Façade
 - Right Side Left Side

- Front Sign Zone**
 - Max. Number of Signs: _____

- Drive Through Sign Zone**

- Interior Sign Zone**
 - Max. Number of Signs: _____

- Sign in Median**

- Incidental Sign Zone**
 - Max. Number of Signs: _____

ADDITIONAL SIGNAGE INFORMATION:

Lighting: Ground Lighting Internal Lighting External Lighting Fixture type: _____

Materials: _____

Colors: _____

Font: _____

Landscaping Type (For Ground Signs Only): _____

Other Info: _____

SPECIAL EXCEPTION USE 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:

UDO Section No.: _____

Special Exception Use: _____

Specific Special Exception Use Request:

For DPZ Use only
Project # _____
Date Received:

Findings of Fact:

A petition for Special Exception Use 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, community moral standards, convenience or general welfare:

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

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

(4) The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved by the Town Council in which case the proposed use shall conform to the terms and conditions of such waiver):

(5) Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency:

(6) Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood:

(7) The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use:

(8) Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the proposed use:

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

(10) The type, size, and intensity of the proposed use, including 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: _____

