



Community Development Services
 Planning Department
 111 E. Second Street, Clayton, NC 27520
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APPLICATION PROCESS

Prior to submitting a formal site plan application, a pre-submittal conference with the Planning Department staff is required. Applications will not be accepted prior to a pre-submittal conference.

The application review and approval process is dependent on the type of application. The following table summarizes review and approval authority by application type.

	Technical Review Committee TRC	Planning Director PD	Board of Adjustment BOA	Planning Board PB	Town Council TC	
Text Amendment		review		review	<decision>	§ 155.703
Rezoning		review		review	<decision>	§ 155.704
Planned Development	review	review		review	<decision>	§ 155.705
Minor Plat Review	review	decision				§ 155.706
Preliminary Plat Review	review	review		review	<decision>	§ 155.706
Final Plat Review	review	decision				§ 155.706
Minor Site Plan Review	review	decision				§ 155.707
Major Site Plan Review	review	review		decision		§ 155.707
Traffic Impact Analysis						§ 155.708
Zoning Permit		decision				§ 155.709
Conditional Use Review		review	<decision>			§ 155.710
Special Use Review		review		review	<decision>	§ 155.711
Temporary Use Permit		decision				§ 155.712
Sign Permit (under 8 feet)		decision				§ 155.713
Sign Permit (8 feet or taller)		review		decision		§ 155.713
Common Signage Plan		decision				§ 155.714
Written Interpretation		decision				§ 155.715
Variance		review	<decision>			§ 155.716
Administrative Appeal			<decision>			§ 155.717
Zoning Vested Right		review			<decision>	§ 155.718
<Public Hearing Required>						

SUBMITTAL PROCESS

A completed application package and fee must be submitted by the submittal deadline to begin the review process. Review of insufficient application packages will not begin until all required information has been submitted. The application must include:

- Application review fee (see schedule below)
- Nine (9) copies of the application
- Nine (9) plan sets
- Two (2) copies of supplemental information such as:
 - Verification that wastewater allocation has been granted
 - Driveway permit (TOC and/or NCDOT Encroachment) and associated documentation
 - Traffic Impact Analysis – see (155.708)
 - Annexation petition (if applicable) and associated documentation
- An electronic copy of all submittal items (.pdf, .tiff, .dwg, word formats.)

FEE SCHEDULE		
Subdivision Applications	Preliminary Plan	
	2-15 Lots	\$200.00 + \$5/Lot
	16-40 Lots	\$300 .00 + \$5/Lot
	41-80 Lots	\$400 .00 + \$5/Lot
	81+	\$500.00 + \$5/Lot
	Final Plat	\$250.00
	Abbreviated/Minor Subdivision	\$200.00 + \$5/Lot
	Open Space Subdivision	\$500.00 + \$5/Lot
	Exempt Map/Recombination	\$50.00
Rezoning Application		\$400.00
Planned Development District (PDD)	Residential	\$500.00 + \$5/Lot or Unit
	Non-Residential	\$500.00 + \$5/Acre
Special Use Permit (Town Council)		\$400.00
Conditional Use Permit (BOA)		\$250.00
Variance Request (BOA)		\$250.00
Appeal/Interpretation (BOA)		\$250.00
Site Plan		\$250.00 + \$0.50/1,000 SF (Maximum Fee = \$750.00)
Temporary Site Plan (use not to exceed 30 days)		\$100.00
Sign Permit		\$30.00
Common Signage Plan		\$100.00
Zoning Compliance Permit		\$30.00
Zoning Compliance Permit (not for profit)		N/C
Zoning Certification Letter		\$30.00
Telecommunication Facilities	Initial Deposit (Consultant Fees)	\$8,500.00

FEE SCHEDULE		
	Special Use Permit (New Tower)	\$5,000.00
	Special Use Permit (Co-location)	\$2,000.00
Recreation and Open Space Fee (no open space provided)*	Single Family	\$750.00/Lot or Unit
	Multi-Family	\$700.00/Lot or Unit
Recreation and Open Space Fee(open space provided)*	Single Family	\$375.00/Lot or Unit
	Multi-Family	\$350.00/Lot or Unit

*Paid prior to Final Plat recordation

REVIEW PROCESS

Once the application has been reviewed and deemed sufficient, the Planning Department will distribute the application package to other Town departments for review. (Approximately a ten (10) day review process)

Technical Review Committee (TRC). A joint departmental review meeting of the site plan is usually scheduled ten (10) days following submittal. The comments received at the meeting will be combined and provided to the applicant for review and response.

Applicants Review. TRC comments will be faxed to the applicant by 12:00 noon two (2) days after review. The applicant reviews comments and makes any and all adjustments accordingly. Within eight (8) days of receiving comments, the applicant must re-submit nine (9) sets plan changes and a written response to TRC comments to the Planning Department by 5:00 p.m. on the date specified. Re-submittals not received on time should anticipate processing delays.

Town Staff Revised Plan Review. Staff will review the revised plans. If necessary, additional review comments will be sent to the applicant. Once deemed sufficient the applicant must submit twenty two (22) 11" x 17" reductions and two (2) full size sets least six (6) days prior to the Planning Board meeting

Neighborhood Meeting (MANDATORY). A neighborhood meeting must be held before prior to Board of Adjustment, Planning Board or Town Council. The applicant is responsible for contacting all adjacent property owners via first class mailing (standard notification letter is included in the application packet). A roster of attendees (included) must be returned to the Planning Department following the meeting.

Following Board Approval. If approved, a final plan set which address Board comments and Conditions must to the Planning Department. The final submission must also include a CD containing digital rendering of the approved site plan in PDF format. No permits will be issued until all final documentation is received by the Planning Department.