

## APPLICATION PROCESS

The following table summarizes review and approval authority by application type. Please refer to the referenced section of the Unified Development Code for more information about each process.

	Decision Type	Technical Review Committee TRC	Planning Director PD	Planning Board PB	Board of Adjustment BOA	Town Council TC	Code Section
<b>Text Amendment</b>	Legislative	Review, as needed	Review	Review		<DECISION>	<a href="#">§ 155.703</a>
<b>Rezoning</b>	Legislative		Review	Review		<DECISION>	<a href="#">§ 155.704</a>
<b>Conditional Zoning District</b>	Legislative	Review	Review	Review		<DECISION>	<a href="#">§ 155.705</a>
<b>Minor Preliminary Plat</b>	Administrative	Review	DECISION				<a href="#">§ 155.706</a>
<b>Major Preliminary Plat</b>	Administrative	Review	DECISION				<a href="#">§ 155.706</a>
<b>Final Plat</b>	Administrative	Review	DECISION				<a href="#">§ 155.706</a>
<b>Administrative Amendment</b>	Administrative	Review, as needed	DECISION				<a href="#">§ 155.707</a>
<b>Site Plan</b>	Administrative	Review	DECISION				<a href="#">§ 155.707</a>
<b>Traffic Impact Analysis</b>	Administrative	Review, as needed	DECISION				<a href="#">§ 155.708</a>
<b>Zoning Permit</b>	Administrative		DECISION				<a href="#">§ 155.709</a>
<b>Special Use Permit</b>	Quasi-judicial	Review	Review			<DECISION>	<a href="#">§ 155.711</a>
<b>Temporary Use</b>	Administrative	Review, as	DECISION				<a href="#">§</a>

Permit		needed					<a href="#">155.712</a>
	Decision Type	Technical Review Committee <b>TRC</b>	Planning Director <b>PD</b>	Planning Board <b>PB</b>	Board of Adjustment <b>BOA</b>	Town Council <b>TC</b>	Code Section
Alternative Sign Plan	Legislative		Review			<DECISION>	§ 155.713
Sign Permit	Administrative		DECISION				§ <a href="#">155.713</a>
Written Interpretation	Administrative		DECISION				§ <a href="#">155.715</a>
Variance**	Quasi-judicial	Review, as needed	Review		<DECISION>		§ <a href="#">155.716</a>
Administrative Appeal	Quasi-judicial				<DECISION>		§ <a href="#">155.717</a>
Tree Clearing Certificate	Administrative	Review, as needed	DECISION				§155.721

<Public Hearing Required>

\* Site Plans that are associated with a Special Use Permit application shall be reviewed during their hearing of the Special Use.

\*\*Unless Variance shall be issued by a state or federal agency for appropriate determinations.

## Submittal Process

### **Step 1: Pre-Application Conference**

Unless waived by the Planning Director, a pre-application conference with the Planning Department shall be required for all of the application types listed above, with the exception of a written interpretation, [zoning compliance](#), and sign permits. The application may not be submitted before this meeting.

### **Step 2: Application Submittal**

Submittal Date: First working day of each month (see the submittals calendar for dates)

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

- **Fee:** Application review fee
- **Application:** Application and all required supplemental information as described on the application form.
- **Zoning Compliance Permit:** *For site plans, conditional use permits, variances, new uses/businesses.* If building permits, locating of a business/use on a site, or site work is expected within 6 months of the approvals, it is recommended the applicant submit a Zoning Compliance Permit and fee (\$50.00) with the application set to expedite approvals.
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## Review Process

### **Step 3 - Technical Review Committee (TRC) and Meeting:**

*Submittals requiring TRC review are indicated in the table on page 1.*

Once the application has been reviewed and deemed sufficient, Planning Staff will distribute the application package to other Town departments for review and comment. TRC meetings are required as indicated in the table on page 1.

A joint departmental review meeting of the site plan is scheduled for the third Wednesday of the month. Applicants are required to attend this meeting (unless otherwise specified by staff). Comments prepared by TRC staff will be compiled and provided to the applicant prior to the TRC meeting.

### **Step 4 - Applicant Revisions:**

The applicant reviews TRC comments and makes any and all adjustments accordingly. Within one week of the TRC meeting, the applicant must re-submit nine (9) sets of revised plans (unless otherwise specified by staff) and a written response to TRC comments to the Planning Department.

### **Step 5 - Town Staff Revised Plan Review:**

Staff will review the revised plans. If necessary, additional review comments will be sent to the applicant.

The applicant must submit the following to the Planning Department at least ten (10) calendar days prior to the Planning Board or Board of Adjustment Meeting:

- Six hard copies of 11"x17" reductions of the plan set
- One electronic (PDF or JPEG) version of the 11" x 17" plan set – may be emailed to your assigned project manager (unless otherwise specified by staff).

### **Step 6 - Neighborhood Meeting:**

*Required for Rezoning, Variances, Conditional Rezoning, Major Subdivision Review, and Special Use Review. A neighborhood meeting is also required for a Site Plan Review that consists of 10,000 + SF of new construction or building expansion.*

Purpose: The purpose of the neighborhood meeting shall be to inform the neighborhood of the nature of the proposed land use and development features, explain the site plan if any, and solicit comments.

Meeting Date: The meeting must be held at least ten (10) calendar days prior to the Board of Adjustment,

Planning Board or Town Council meeting (as applicable).

Meeting Time & Location: The meeting must be held no earlier than 6:00 pm Monday through Friday, and may be held in the location of the applicant's choice. Location must be convenient to adjacent property owners.

Meeting Notice requirements:

- The applicant must contact all adjacent property owners via first class mailing (template for the notification letter is included in the application packet). Notification shall be made to the last addresses listed for such owners in the county tax records, to all property owners within 100 feet and immediately abutting the subject property. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property.
- The notice must be mailed at least ten (10) calendar days but not more than twenty-five (25) days prior to the date of the neighborhood meeting.

Information provided to Planning Department: Alert the Planning Department when the date, location, and time of the meeting is determined. Planning Department staff may attend the neighborhood meeting to answer process/code questions.

Return the following items to the Planning Department at least ten (10) calendar days prior to the Planning Board or Board of Adjustment meeting in electronic or hard copy format:

- Neighborhood Meeting Summary Form
- Mailing list
- Copy of the meeting invitation letter
- Attendance roster
- Meeting minutes (even if there were no attendees)

**Step 7 - Public Meeting(s)/Hearing:**

The applicant is required to attend all public meetings/hearings. Required meetings are shown on the table on page 1.

**Step 8 – Final Plan Submittal**

After a decision is made by the reviewing authority, final documentation must be provided.

*For submittals including plan sets:*

If approved by the reviewing authority, the applicant must provide to the Planning Department:

1. Three (3) copies of a final plan set, including Final Site Plan, Landscape Plan, and Architectural Elevations, addressing Board comments and Conditions. Two copies will be stamped approved and returned to the applicant.

No zoning compliance or building permits will be issued until all final documentation is received by the Planning Department.

*For submittals that do not include a plan set (i.e. rezoning, conditional use permit):*

If approved by the reviewing authority, approval documentation will be provided to the applicant with further instructions.

**Step 9 – Zoning Compliance Permit**

A Zoning Compliance Permit is required prior to issuing building permits, locating a new use/business on a site, or beginning any site work. Not required for rezonings or sign permits.

**Step 9 – Building Permit, Infrastructure Review, or Final Plat** (if applicable)

Building permits: Contact Building & Inspections Department at 919-553-5002.

Infrastructure Review: Contact the Engineering Department at 919-553-5002.

Final Subdivision Plats: Contact the Planning Department at 919-553-5002.

Planning Department staff can be reached by phone at 919-553-5002 and by e-mail.

Applications, calendar, and fees may be found online at

[www.townofclaytonnc.org/Business/Planning.aspx](http://www.townofclaytonnc.org/Business/Planning.aspx)

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