



TOWN OF CLAYTON  
PLANNING DEPARTMENT  
111 E Second Street  
Clayton, NC 27520  
919-553-5002

## Conservation Subdivision Cover Sheet

Name of Project: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

*The following checklist to be completed by applicant.*

*Pre-Application Meeting on:* \_\_\_\_\_

*Note: Pre-Application meeting must be held no more than 6-months prior to this submittal*

Review Fee

Completed Application

Owner's Consent Form

All applicable drawings and documents (*see checklist requirements in application*)

Submit application to [PermitSubmittals@TownofClaytonNC.org](mailto:PermitSubmittals@TownofClaytonNC.org)

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# Conservation Subdivision Application

[www.ClaytonNC.org/Fees](http://www.ClaytonNC.org/Fees)

Applicable Fees: Conservation Subdivision

## SITE INFORMATION

Name of Project: \_\_\_\_\_

Acreage of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

County Tag #: \_\_\_\_\_ NC Pin #: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Existing Lots: \_\_\_\_\_ Proposed Lots: \_\_\_\_\_

Is this development part of an existing Conditional Zoning Concept Plan, Planned Development Master Plan, or Special Use Permit?

Yes No

If you answered "Yes" to the question above, please specify the associated project number(s): \_\_\_\_\_

*Note: Approval documentation must be provided with your submission.*

Are you submitting the application under the ordinances and policies in effect at the time of the application for review by the Town of Clayton?

Yes No

If you answered "No" to the question above, please specify the ordinance(s) and/or policy(ies), including version(s), under which the application is being submitted: \_\_\_\_\_

*Note: Supporting documentation must be provided with your submission.*

Please note that a Conservation Subdivision requires 4 Steps of review per UDO 2.3.8.D.

- **Step 1:** Site Analysis Map (to be provided at the time of initial submittal)
- **Step 2:** Site Inspection (to be coordinated with Technical Review Committee staff)
- **Step 3:** Conservation Development Plan (to be provided following the Site Inspection)
- **Step 4:** Decision by the Planning Director

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## Conservation Subdivision Application Checklist

*Conservation Subdivision plans shall be submitted pursuant to the Unified Development Ordinance. All Conservation Subdivision plans shall be subject to the minimum requirements outlined in the below checklist. Plan submissions will be reviewed in accordance with these requirements and failure to comply with these elements may result in additional review comments.*

Conservation Subdivision Application Checklist			Staff Use Only
For each listed item, check (√) if provided, write “n/a” if the feature does not exist or is not proposed, and write “w” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
√, n/a, or w	Application Submittal Requirement		√, n/a, or w
	<b>A</b>	<b>Documents to be Submitted</b>	
	1	This checklist, completed by applicant	
	2	Application	
	3	Application fee	
	4	PDF copy of all plan and supplemental materials	
	5	Site Analysis Map (Conservation and Development Plan to be provided after Site Inspection)	
	<b>B</b>	<b>Base Information for each Plan Sheet</b>	
	1	Name, address, telephone number, and fax number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans.	
	2	Date of drawing preparation and all revision dates	
	3	Sheet number and title	
	4	North arrow (except detail and elevation sheets)	
	5	Legend	
	6	All numerical references shall be rounded up to a maximum of two decimal points	
	7	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 20' and larger than 1" = 100' is recommended (except detail & elevation sheets).	
	8	Name of the proposed development in title block	
	9	Project & file number in lower right corner of each sheet (number assigned once project submitted)	
	10	A 4" x 6" box on each sheet for Planning to insert their approval stamp in the future. This should be placed in the same location on each sheet.	
	<b>C</b>	<b>Site Analysis Map:</b> to be provided at the time of initial submittal	
	1	Name of proposed development, Project # (assigned by TOC after 1 <sup>st</sup> submittal), and “Conservation Subdivision Plan” title	
	2	Associated project numbers. For example, if this project is a phase of a Conditional Zoning, Planned Development, or associated with an approved Special Use Permit please indicate those project numbers on the cover sheet	
	3	If this project is associated with an approved Conditional Zoning, Planned Development, or Special Use Permit, please include conditions of approval from those original approvals on the cover sheet.	
	4	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
	5	Sheet Index, if multiple sheets (Note: The plan must be in the same order as this checklist)	
	6	Name of developer	
	7	Acreage of parcel (with and without thoroughfare right-of-way dedication), each property in question	
	8	Parcel Identification Number (PIN) and County TAG Number, each property in question	
	9	Provide the existing conditions both on the land proposed for the development and land within 500 feet of the site depicting the areas intended for conservation.	
	10	Table of “Area of Conservation”, with the following (select all that apply):: <input type="checkbox"/> Open Land Conserved, in acres <input type="checkbox"/> Prime Agricultural Soils, in acres <input type="checkbox"/> Steep Slopes, in acres	

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For each listed item, check (√) if provided, write “n/a” if the feature does not exist or is not proposed, and write “w” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

√, n/a, or w		Application Submittal Requirement	Staff Use Only
			√, n/a, or w
		<input type="checkbox"/> Unique and Sensitive Natural Features, in acres: <ul style="list-style-type: none"> <li><input type="checkbox"/> Floodplains</li> <li><input type="checkbox"/> Watershed</li> <li><input type="checkbox"/> Wetlands</li> <li><input type="checkbox"/> River and stream corridors</li> <li><input type="checkbox"/> Wildlife habitat</li> <li><input type="checkbox"/> Cultural places (e.g., cemeteries)</li> </ul> <input type="checkbox"/> Areas with Mature Hardwood Trees, in acres <input type="checkbox"/> Total “Area of Conservation”, in acres and percentage	
	11	Delineated area of conservation as visible from a major roadway.	
	12	Linkages of any networks of open land.	
	<b>D</b>	<b>Conservation and Development Plan:</b> to be provided following a Site Inspection	
	1	Information as provided in the Site Analysis Map	
	2	Date of the “Site Inspection”	
	3	Table of “Area of Development”, with the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary site improvements showing proposed site development and location of:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Utilities</li> <li><input type="checkbox"/> Streets</li> <li><input type="checkbox"/> Development features</li> <li><input type="checkbox"/> Perimeter Buffers</li> <li><input type="checkbox"/> Streetscape Buffers</li> <li><input type="checkbox"/> Property Lot Lines</li> </ul> </li> <li><input type="checkbox"/> Proposed Number of Lots</li> <li><input type="checkbox"/> Dimensional Standards per Zoning District “Conservation Subdivision” (e.g. lot coverage, setbacks, height, etc.)</li> <li><input type="checkbox"/> Proposed Density (units per acre)</li> <li><input type="checkbox"/> Proposed Use</li> <li><input type="checkbox"/> Total “Area of Development”, in acres and percentage</li> </ul>	

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## APPLICANT AFFIDAVIT

*I understand that by signing this application I am legally bound to the representation, terms, and conditions herein. By signing below, I certify that I was technically able to read and had a reasonable opportunity to read this disclosure. I further acknowledge that I am authorized to submit this application, and any subsequent revisions thereto, and confirm having obtained permission from the property owner/occupant for the application and the Town's entry onto the property, if applicable. I further authorize Town of Clayton representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws, policies, and manuals. I hereby certify that all of the information provided in this application and any attached documents is true, accurate, and complete to the best of my knowledge. I understand that any false information may result in rejection of the application or revocation of the permit or plan. I understand this submittal with its related materials and all attachments become official records of the Town of Clayton, North Carolina, and will not be returned.*

*I understand this application and any communication, approval, or resulting permits issued as a result of this application are subject to disclosure pursuant to the North Carolina Public Records Act. I also acknowledge that, pursuant to NCGS § 143-755(b1), failure to respond to Town comments or holding the permit application on hold for six consecutive months or more will result in the cessation of review and forfeiture of all application fees, requiring a new application under current regulations. I shall not hold the Town of Clayton, its officers, employees and agents liable for any claims, losses, liabilities, expenses, charges or damages arising from or relating to incomplete, inaccurate, or false applications, or any additional supplemental applications, with respect of any cause arising out of, resulting from, or in connection with the application or permit.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

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