

G. Numbers in brackets signify table notes, which are found at the bottom of the table (the table bottom may be on a subsequent page).

TABLE 2.2.1: APPLICATION TYPES TABLE

AMENDED 9.16.24 (UDOTA 2-24); AMENDED 7.21.25 (UDOTA 1-25)

Process Type: see Section 2.2.3, Process Diagrams

Pre-Application Conference: M = Mandatory; O = Optional; N/A = Not Applicable

Type of Action: C = Comment; R = Recommendation; D = Decision; A = Appeal

Type of Public Hearing: () = Legislative; | = Evidentiary

[#] = Table Note (see end of table)

APPLICATION TYPE	UDO SECTION	PROCESS TYPE	PRE-APP. CONF.	TECH. REVIEW COMMITTEE	TOWN STAFF [1]			PLANNING BOARD	TOWN COUNCIL	BOARD OF ADJUSTMENT	SUPERIOR COURT
					INSPECTIONS DIRECTOR	ENGINEERING DIRECTOR	PLANNING DIRECTOR				
Administrative Adjustment	2.3.1	II	O	•	•	•	D	•	•	A	•
Alternative Plan	2.3.2	I	M	C	•	•	D	•	•	A	•
Annexation	2.3.4	IV	O	•	•	•	R	•	(D)	•	A
Appeal	2.3.5	III	O	•	•	•	•	•	•	D	A
Building Permit [2] [3]	2.3.6	I	N/A	•	D	•	•	•	•	•	•
Certificate of Occupancy [2]	2.3.7	I	N/A	•	D	•	•	•	•	•	•
Conditional Rezoning [4]	2.3.8	IV	M	C	•	C	C	R	(D)	•	A
Conservation Subdivision [5]	2.3.9	II	M	C	•	•	D	•	•	A	•
Construction Drawings	2.3.10	I	M	C	•	D	•	•	•	A	•
Conventional Rezoning	2.3.11	IV	M	•	•	•	•	R	(D)	•	A
Determination [6]	2.3.12	I	O	•	D	D	D	•	•	A	•
Development Agreement	2.3.13	IV	M	C	•	C	C	•	(D)	•	A
Driveway Permit	2.3.14	I	O	•	•	D	•	•	•	A	•
Exempt Subdivision	2.3.15	I	O	•	•	•	D	•	•	A	•
Fee-in-Lieu [7]	2.3.16	II	O	•	•	D	D	•	•	A	•



TABLE 2.2.1: APPLICATION TYPES TABLE

AMENDED 9.16.24 (UDOTA 2-24); AMENDED 7.21.25 (UDOTA 1-25)

Process Type: see Section 2.2.3, Process Diagrams

Pre-Application Conference: M = Mandatory; O = Optional; N/A = Not Applicable

Type of Action: C = Comment; R = Recommendation; D = Decision; A = Appeal

Type of Public Hearing: () = Legislative; | = Evidentiary

[#] = Table Note (see end of table)

APPLICATION TYPE	UDO SECTION	PROCESS TYPE	PRE-APP. CONF.	TECH. REVIEW COMMITTEE	TOWN STAFF [1]			PLANNING BOARD	TOWN COUNCIL	BOARD OF ADJUSTMENT	SUPERIOR COURT
					INSPECTIONS DIRECTOR	ENGINEERING DIRECTOR	PLANNING DIRECTOR				
Floodplain Permit	2.3.17	I	O	•	•	D	•	•	•	A	•
Land Disturbance Permit	2.3.18	I	O	•	•	D	•	•	•	A	•
Limited Subdivision	2.3.19	I	O	•	•	•	D	•	•	A	•
Major Subdivision	2.3.20	II	M	C	•	•	D	•	•	A	•
Performance Guarantee [8]	2.3.21	II	O	•	•	D	D	•	•	A	•
Sign Permit	2.3.22	I	O	•	•	•	D	•	•	A	•
Site Plan [9]	2.3.23	II	M	C	•	•	D	•	•	A	•
Special Use Permit [10]	2.3.24	III	M	C	•	•	•	•	•	D	A
Stormwater Permit	2.3.25	I	O	•	•	D	•	•	•	A	•
Street Closure	2.3.26	IV	M	C	•	•	•	•	(D)	•	A
Street Renaming	2.3.27	IV	M	•	•	•	•	•	(D)	•	A
Temporary Permit	2.3.28	II	O	•	•	C	D	•	•	A	•
Text Amendment	2.3.29	IV	N/A	•	•	•	C	R	(D)	•	A
Transportation Impact Analysis	2.3.30	I	M	C	•	D	•	•	•	A	•
Tree Clearing Certificate	2.3.31	II	O	•	•	•	D	•	•	A	•
Variance [11]	2.3.32	III	M	•	•	•	•	•	•	D	A



TABLE 2.2.1: APPLICATION TYPES TABLE

AMENDED 9.16.24 (UDOTA 2-24); AMENDED 7.21.25 (UDOTA 1-25)

Process Type: see [Section 2.2.3, Process Diagrams](#)

Pre-Application Conference: M = Mandatory; O = Optional; N/A = Not Applicable

Type of Action: C = Comment; R = Recommendation; D = Decision; A = Appeal

Type of Public Hearing: () = Legislative; | | = Evidentiary

[#] = Table Note (see end of table)

APPLICATION TYPE	UDO SECTION	PROCESS TYPE	PRE-APP. CONF.	TECH. REVIEW COMMITTEE	TOWN STAFF [1]			PLANNING BOARD	TOWN COUNCIL	BOARD OF ADJUSTMENT	SUPERIOR COURT
					INSPECTIONS DIRECTOR	ENGINEERING DIRECTOR	PLANNING DIRECTOR				
Vested Rights Certificate	2.3.33	III	O	•	•	•	R	•	(D)	•	A
Zoning Compliance Permit	2.3.33	I	O	•	•	•	D	•	•	A	•

NOTES:

[1] Decision-making authority may be delegated in accordance with [Section 8.2.8, Delegation of Authority](#).

[2] Appeals are filed with the North Carolina Commissioner of Insurance.

[3] Building Permit applications filed “at risk” by an applicant require a pre-application conference.
 [4] In cases where a Conditional Rezoning application includes a Concept Plan, the TRC shall review the plan prior to consideration by the Planning Board.

[5] Approval of a Conservation Subdivision also requires approval of a Major Subdivision.

[6] The Engineering Director shall make determinations on matters pertaining to stormwater, erosion control, and infrastructure requirements.

[7] The review authority responsible for making the decision on the associated development application shall also be responsible for making the decision on a Town-mandated Fee-In-Lieu request.

[8] Decisions on Performance Guarantee applications shall be made by the Planning Director or the Engineering Director, as appropriate.

[9] Site Plans that include new or extended public infrastructure shall also be subject to a requirement for approved Construction Drawings.

[10] The TRC shall review the Concept Plan prior to consideration by the Board of Adjustment.

[11] The Environmental Management Commission shall decide Major Water Supply Watershed and Riparian Buffer Variance applications.

2.2.2 SUBDIVISION TYPES

The Subdivision Types Table below identifies the range of subdivision types addressed by this Ordinance, including details on the maximum number of lots that may be created, minimum tract size before division, whether or not the subdivision involves the extension of public infrastructure, and whether or not the lots in the subdivision must comply with the zoning district dimensional standards. Each subdivision process is described in more detail in [Section 2.3, Application Types](#).

