



TOWN OF CLAYTON

Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

**PLANNED DEVELOPMENT: MASTER PLAN
(Preliminary Subdivision Plat)**

Pursuant to Article 7, Section 155.705 of the Unified Development Code, a Master Plan is required to accompany a request for a rezoning to a Planned Development District. Master Plans are processed as Preliminary Subdivision Plats.

Application Fees: **Master Plan Fee:** \$1,000.00 + \$5.00 per acre
Modifications to Approved Plans Fee:
 Major Modification: \$400.00 + \$5.00 per lot modified
 Minor Modification: \$200.00 + \$5.00 per lot modified
Advertisement Fee: \$100.00

NOTE: Master Plans are required when a rezoning to Planned Development is sought. Master Plans are valid for two years from the date of approval, though the Planned Development zoning will remain with the land.

See §155.200(A)(3), §155.203(L), and §155.705 of the Unified Development Code for definitions and approval criteria for Planned Developments.

SITE INFORMATION

Planned Development – Residential Planned Development - Commercial
 Planned Development – Mixed Use Planned Development – Industrial

Name of Project: _____ **Acreage of Property:** _____
Tag #: _____ **NC PIN:** _____
Location: _____

Number of Lots (existing): _____ **(Proposed)** _____ **Min Lot Size:** _____
Zoning District: _____ **Electric Provider:** _____

Wastewater: Septic Well
 Sewer (check one) **Water:** Public/Private Water (check one)

Recreation/Open Space Requirement: Fee in lieu Land Dedication – Acreage: _____

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ File Number: _____

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany the application:

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
<i>Submit 9 copies of all materials unless otherwise noted or directed by staff</i>					
1. A pre-application meeting was held with Town	<input type="checkbox"/>				
Staff. Date: _____					
2. Completed Application	<input type="checkbox"/>				
3. Review Fee and Advertisement Fee	<input type="checkbox"/>				
4. Findings of Fact, signed <i>Not required for minor modifications. Form is included in this packet.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Planned Development Approval Criteria Response, signed <i>Not required for minor modifications. Form is included in this packet.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Owner's Consent Form <i>Required if applicant is not the property owner. Included in this packet</i>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Master Plan / Preliminary Plat Subdivision Requirements Checklist form, completed and signed <i>Checklist is included in this packet</i>	<input type="checkbox"/>				
8. Plat sheet(s) meeting requirements of the Requirements Checklist	<input type="checkbox"/>	<input type="checkbox"/>			
9. If subdivision waivers are requested, applicant must attach a separate typed document requesting the waivers. The document must specifically list the waivers requested, including Code references, and must address the 4 considerations outlined in §155.706(l)(7). <i>Waiver Request sheet included with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
10. Adjacent Property Owners List	<input type="checkbox"/>	<input type="checkbox"/>			
11. Road Name Application <i>Included in this packet</i>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Wastewater allocation request OR verification of wastewater allocation	<input type="checkbox"/>	<input type="checkbox"/>			
13. A signed and sealed Traffic Impact Analysis (<i>required for projects which generate at least 100 vehicle trips at peak hour. See §155.708 of the UDC</i>)	<input type="checkbox"/>	<input type="checkbox"/>			
14. Neighborhood Meeting Notice Letter* (1 copy) <i>See sample letter and meeting requirement, included in this packet. *Not required for minor modifications</i>	<input type="checkbox"/>	<input type="checkbox"/>			
15. Neighborhood Meeting summary form* <i>Included in this packet – NOT submitted with application. *Not required for minor modifications</i>		<input type="checkbox"/>	Must be submitted after neighborhood meeting is held and at least 10 days prior to Planning Board meeting.		
16. Stamped, addressed, empty envelopes with no return address, using the adjacent property owner list.* <i>*Not required for minor modifications This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.</i>	<input type="checkbox"/>				

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Planning Board of the Town of Clayton to approve the subject Subdivision. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date

FINDINGS OF FACT: MASTER PLAN ACTING AS A PRELIMINARY SUBDIVISION PLAT

Section 155.706(I)(10) of the Unified Development Code requires that certain findings must be made by the Town Council before a Major Subdivision may be approved. Outline below (you may attach additional sheets) how the application addresses each of the following findings:

(1) That the subdivision meets all required specifications of the town Subdivision Regulations and conforms to the town Unified Development Code.

(2) That the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area.

(3) That the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare.

(4) That the subdivision will not adversely affect the general plans for the orderly growth and development of the town and is consistent with the planning policies adopted by the Town Council.

Project Name: _____

Print Name

Signature of Applicant

Date

MASTER PLAN APPROVAL CRITERIA

Section 155.705(K) of the Unified Development Code requires that a Master Plan must successfully address the following elements. Outline below (you may attach additional sheets) how the application addresses each of the following criteria:

- (1) Compliance with §155.705(K) of the Unified Development Code (UDC) and all other applicable requirements of the UDC.

- (2) Consistency with the Clayton General Design Guidelines.

- (3) Conformance of the proposal with the stated purpose of the requested planned development district (see §155.200(A)(3) and §155.203(L) of the UDC).

- (4) Compatibility of the proposed development with the adjacent community.

- (5) The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out.

(6) Compatible relationships between each component of the overall project.

(7) Self-sufficiency of each phase of the overall development.

(8) Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed, will not overtax the existing public infrastructure systems.

(9) The fiscal impact of the proposal and the proposed financing of required improvements.

(10) The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community.

(11) The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

Print Name

Signature of Applicant

Date

PLANNED DEVELOPMENT MASTER PLAN WAIVER REQUESTS:

Per §155.203(L)(1)(d) and §155.706(I)(7), waivers to the subdivision standards specified in UDC § 155.400 through 155.400 and 155.600 through 155.607 may be granted by Town Council if it is clear that adequate provisions for the type and intensity of the proposed use has been or will be provided, and there are special circumstances, such as unique characteristics of the lot and area, or strict interpretation of the requirements render the subdivision of the property not feasible or desirable. Unless a waiver is granted, all development standards outlined in these sections shall apply.

Please list Waiver requests:

Code Section	Requirement	Waiver

For each waiver, provide a typed document addressing the following four elements:

- (1) The granting of the waiver will not be detrimental to the public safety, health, or welfare or injurious to other property or improvements in the neighborhood in which the property is located.

- (2) The conditions upon which the request for a waiver is based are unique to the property for which the waiver is sought and are not generally applicable to other property.

- (3) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of this chapter are enforced.

- (4) The purpose of the waiver is not based primarily upon financial consideration.

Print Name

01/06/2016

Signature of Applicant

Date

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MASTER PLAN – PRELIMINARY PLAT REQUIREMENTS CHECKLIST

The applicant is responsible for completing this checklist. Please sign and submit with the completed application.

Approval Criteria applicable to each sheet are provided for reference and guidance.

, consisting of color renderings including, but not limited to, architectural elevations, recreational features, fencing, lighting features, entry features, landscape buffers, site amenities, street/sidewalk/trail cross-sections.

To be completed by the applicant:			Staff:
	Yes	N/A	
GENERAL (ALL SHEETS):			
1. Plans are a maximum of 24" x 36", folded to an 8.5" x 11" format, with a scale no smaller than 1 inch = 100 feet (scale of 1" = 20' to 60' preferred). <i>Regulating Plan may be on 8.5"x11" or 11"x17".</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Separate sheets for each: <ul style="list-style-type: none"> - Existing Conditions - Overall Master Plan - Phasing Plan - Recreation and Open Space - Transportation (street circulation, bicycle and pedestrian facilities, access points) - Parking Plan (if applicable). <i>May be included in transportation plan or overall plan if appropriate.</i> - Generalized Stormwater Plan - Major Utilities Plan - "Regulating Plan" with typical details for site elements. <i>May be on 8.5"x11" or 11"x17" sheets if desired.</i> - Information in this checklist should be placed on the appropriate sheet. (Additional sheets may be required depending on scope of the project). 	<input type="checkbox"/>	<input type="checkbox"/>	
3. Multiple sheets are consecutively numbered (e.g. Sheet 1 of 4).			
4. Engineer/Surveyor Logo Box (name, address, phone number, fax, and e-mail, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Name of development (including phase numbers if applicable) and title "Master Plan."	<input type="checkbox"/>	<input type="checkbox"/>	
6. Revision Date	<input type="checkbox"/>	<input type="checkbox"/>	
EXISTING CONDITIONS SHEET:			
7. On the existing conditions sheet, provide topography with two-foot contour intervals, showing the location of any natural features such as water courses, wooded areas, steep slopes (above 25%), or other geological features.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Location of all existing buildings and structures, water/sewer/gas infrastructure, underground structures, easements, or other existing features.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Existing structures, existing streets and roadway improvements, and existing	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by the applicant:			Staff:
	Yes	N/A	
utilities within 100 feet of the site.			
10. Label adjacent property acreage, owners, and zoning districts.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Label subject parcel property owner, acreage, and zoning.	<input type="checkbox"/>	<input type="checkbox"/>	
MASTER PLAN SHEET:			
<ul style="list-style-type: none"> • The project is compatible with the adjacent community, and takes into account existing development patterns, architecture, scale, and use. • Compatibility among different uses is achieved through effective site planning and architectural design. • Project phases/components are compatible with one another. 			
12. Name of township, county, and state in which the property is located.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Vicinity sketch/map.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Surveyor or professional engineer's name and seal.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Date of plan preparation.	<input type="checkbox"/>	<input type="checkbox"/>	
16. Provide the following project data in <u>Tabular</u> form:	<input type="checkbox"/>	<input type="checkbox"/>	
- Area of tract in square feet and acres	<input type="checkbox"/>	<input type="checkbox"/>	
- NC Parcel Identification Number (and/or County Tag #)	<input type="checkbox"/>	<input type="checkbox"/>	
- Owner's name and address	<input type="checkbox"/>	<input type="checkbox"/>	
- Within Town limits or ETJ	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning District	<input type="checkbox"/>	<input type="checkbox"/>	
- Existing Use(s)	<input type="checkbox"/>	<input type="checkbox"/>	
- Table of Proposed Use(s) and associated acreages			
<i>Example:</i>			
Single Family Residential	500 units (max)	200 acres (max)	
Commercial (Retail)	25,000 sf (max)	10 acres (max)	
Resource Conservation Area (RCA)	---	80 acres (min)	
Active/Improved Recreation	5,000 sf of clubhouse + 10 acres of park (min) + 2 miles (105,600 sf) of greenway	20 acres (min)	
Open Space (unimproved, does not include RCAs)	---	8 acres	
Total:	---	338 acres	
- Overlay District(s)	<input type="checkbox"/>	<input type="checkbox"/>	
- Indicate if the site is within a Watershed Protection Overlay	<input type="checkbox"/>	<input type="checkbox"/>	
- Total Number of Lots	<input type="checkbox"/>	<input type="checkbox"/>	
- Number of lots per acre (density)	<input type="checkbox"/>	<input type="checkbox"/>	
- Acreage in Resource Conservation Areas (UDC §155.500)	<input type="checkbox"/>	<input type="checkbox"/>	
- Annexation # (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
- FEMA designated flood plain and floodway (include FIRM panel reference number and effective date) or certification that no flood plain exists within the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	
- Electric Provider	<input type="checkbox"/>	<input type="checkbox"/>	
- Water Provider (or indicate if well)	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by the applicant:			Staff:
	Yes	N/A	
- Sewer Provider (or indicate if septic)			
17. An accurately positioned north arrow indicating true north, magnetic north, North Carolina grid ("NAD 83" or "NAD 27"), or is referenced to old deed or plat bearings. If the north index is magnetic or referenced to an old deed or plat bearings, the date and the source (if known) the index was originally determined is clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	
18. Provide a color-coded layout of the proposed land use organization, including traffic circulation, parks, open space, and major land features. <i>Example:</i>			
	<input type="checkbox"/>	<input type="checkbox"/>	
19. Show the 100 year flood plain, riparian buffer, wetlands, and any Resource Conservation Areas. See §155.500 of the UDC for a definition of RCAs.	<input type="checkbox"/>	<input type="checkbox"/>	
20. The name and location of all adjoining subdivisions and adjoining lot property lines.	<input type="checkbox"/>	<input type="checkbox"/>	
21. Call out landscape buffer location, type, and width. See §155.402 for information on landscape buffers. A Class C buffer is required around the perimeter of the site. Waivers must be obtained if proposing an alternate buffer.	<input type="checkbox"/>	<input type="checkbox"/>	
22. Show how streets are connected to property lines ("stub-out" streets) to provide for cross-connectivity and development on adjacent parcels.	<input type="checkbox"/>	<input type="checkbox"/>	
23. Location and orientation of freestanding signs (signage is permitted separately).	<input type="checkbox"/>	<input type="checkbox"/>	
PHASING PLAN SHEET			
• <i>Each phase of the overall project is self-sufficient.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Using the master plan sheet layout, provide numbered or lettered phase lines, with each phase labeled accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	
GREEN INFRASTRUCTURE / RECREATION AND OPEN SPACE SHEET			
• <i>Required for all developments with a residential component. See §155.203(I) for information on recreation areas. Planned Developments with residential components are required to meet the minimum standards set forth for Open Space subdivisions.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
• <i>Open space is a significant element of the project's design. Formal and informal, active</i>			

To be completed by the applicant:			Staff:
	Yes	N/A	
<p><i>and passive open spaces are included.</i></p> <ul style="list-style-type: none"> • <i>Project design protects and features the unique aspects of a site such as waterways, significant trees, public open space, or sense of history.</i> • <i>The project protects and preserves the ecologically sensitive areas within the development.</i> 			
25. Use color coding to differentiate between Resource Conservation Areas (RCAs), unimproved open space/landscape buffers, and improved active recreation space.	<input type="checkbox"/>	<input type="checkbox"/>	
26. Provide a table identifying the acreage/square feet of each type of open space provided within the development, and % of gross acreage.			
27. Label active recreation areas with the park type, using the definitions outlined in §155.203(l) of the UDC. <i>The regulation plan sheets shall include typical</i>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Show the 100 year flood plain, riparian buffer, wetlands, and any Resource Conservation Areas. If none are present, note that no RCAs are present. See §155.500 of the UDC for a definition of RCAs. <i>Include a note that RCAs will remain undisturbed per the requirements of Article 5 of the Unified Development Code.</i> <i>Include a note that the extents of all areas to be preserved will be delineated by orange temporary fencing during grading and construction.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Delineation of tree preservation areas.	<input type="checkbox"/>	<input type="checkbox"/>	
30. Indicate the boundaries of any utility / greenway easements to be dedicated to the Town of Clayton and label "To Be Dedicated to the Town of Clayton."	<input type="checkbox"/>	<input type="checkbox"/>	
31. Indicate the boundaries of any park land to be dedicated to the Town of Clayton and label "To Be Dedicated to the Town of Clayton."	<input type="checkbox"/>	<input type="checkbox"/>	
<p>TRANSPORTATION / CIRCULATION PLAN SHEET</p> <ul style="list-style-type: none"> • <i>The project includes a variety of street types designed to be accessible to the pedestrian, bicycle, and automobile. Streets are connected in such a way that encourages walking and reduces the number and length of automobile trips.</i> • <i>Pedestrian and bicycle links are provided within the development to provide access to destinations, natural features, and to the adjacent community.</i> • <i>Pedestrian ways are destination-oriented, separated from auto traffic, and tailored to the intended use of the path. The primary circulation route should be the widest and most direct. Pedestrian ways are separated from traffic with parked cars and street trees wherever possible.</i> • <i>Parking areas are easily located yet screened by architecture or landscaping to prevent auto storage spaces from becoming visually dominant features of the site or street frontage. Decorative paving, landscaping, and curved alignments are incorporated to minimize impacts.</i> • <i>Off street bicycle paths and/or bicycle lanes on streets are included with and part of the transportation circulation system as possible. The design for these facilities complies with the most recently published American Association of State Highway and Transportation Officials (AASHTO) standards.</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
32. Color code proposed roadway types. See §155.602(D) for definitions of street types. Indicate which are proposed for dedication to the Town or NCDOT, and which will remain private.	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by the applicant:			Staff:
	Yes	N/A	
33. Show how streets are connected to property lines (“stub-out” streets) to provide for cross-connectivity and development on adjacent parcels.	<input type="checkbox"/>	<input type="checkbox"/>	
34. Note requirements for # of access points to identify timing/phasing, i.e. “Two access points shall be constructed prior to Certificate of Occupancy of more than 30 units” (see §155.400 for requirements).	<input type="checkbox"/>	<input type="checkbox"/>	
35. Show sidewalk circulation. Note width.	<input type="checkbox"/>	<input type="checkbox"/>	
36. Show on-road bicycle lanes.	<input type="checkbox"/>	<input type="checkbox"/>	
37. Show bicycle parking areas.	<input type="checkbox"/>	<input type="checkbox"/>	
38. Show multi-use paths / greenways. Note width and materials.	<input type="checkbox"/>	<input type="checkbox"/>	
39. Identify school bus stop areas, if provided.	<input type="checkbox"/>	<input type="checkbox"/>	
40. Indicate location of proposed parking areas.	<input type="checkbox"/>	<input type="checkbox"/>	
41. Show proposed on and off-site traffic improvements (such as those identified by a Traffic Impact Analysis).	<input type="checkbox"/>	<input type="checkbox"/>	
REGULATING PLAN SHEETS <ul style="list-style-type: none"> • <i>The project is compatible with the adjacent community, and takes into account existing development patterns, architecture, scale, and use.</i> • <i>Compatibility among different uses is achieved through effective site planning and architectural design.</i> • <i>Architecture and landscape design are based on the local climate, topography, history, and building practice.</i> • <i>Public art, including but not limited to, monuments, sculpture, and water features, is encouraged.</i> • <i>Parking areas are easily located yet screened by architecture or landscaping to prevent auto storage spaces from becoming visually dominant features of the site or street frontage. Decorative paving, landscaping, and curved alignments are incorporated to minimize impacts.</i> • <i>The project includes a variety of street types designed to be accessible to the pedestrian, bicycle, and automobile.</i> 			
42. All dimensional standards are shown in table format. Dimensional standards shall include but are not limited to: building setbacks (min. or max.), min. lot size per land use, min. lot width, max building coverage, max impervious surface (entire subdivision), max impervious surface (per lot), density, max height, and min dwelling unit size. Dimensional standards tables shall be provided for each type of land use. <i>All dimensional standards are established and approved as part of the Master Plan.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Proposed Street Cross-Sections and associated graphics, indicating if they will be public or private ROW	<input type="checkbox"/>	<input type="checkbox"/>	
44. Typical architectural detail (color graphic) for each type of land use, noting primary construction materials and applicable notes on design features. <ul style="list-style-type: none"> - Graphics depicting the final “vision” of the land use can be utilized. - Examples of language guiding land use and architecture include: “commercial areas shall be brought up to the sidewalk and be pedestrian-oriented,” “townhome parking shall be alley-loaded,” or “commercial area shall include 	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by the applicant:			Staff:
	Yes	N/A	
<p>second-story residential with commercial uses on the first floor.”</p> <p><i>Example:</i></p> 			
<p>45. Typical color graphics identifying design of project features, including but not limited to:</p> <ul style="list-style-type: none"> - Entry features (public art, pavement stamping, landscaping, etc) - Signage - Lighting fixtures - Landscape buffers and other identified planting areas (<i>plants species need not be identified, though minimum caliper and height should be established</i>). - Parks and green space with amenities - Other site elements as applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	
GENERALIZED STORMWATER PLAN SHEET			
46. Show preliminary stormwater management ponds and basins.	<input type="checkbox"/>	<input type="checkbox"/>	
MAJOR UTILITIES SHEET	<input type="checkbox"/>	<input type="checkbox"/>	
47. Location of all existing and proposed utilities (water, sewer, electric, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	
48. Any other information considered by either the applicant or the Town to be pertinent to the review.	<input type="checkbox"/>	<input type="checkbox"/>	

Signed by Applicant: _____ Date: _____

NEIGHBORHOOD MEETING INFORMATION

NOTE: Neighborhood meetings are not required for minor modifications to an approved.

Purpose:

The purpose of the neighborhood meeting shall be to inform the neighborhood of the nature of the proposed land use and development features, answer questions, respond to concerns, and solicit comments.

Meeting Date:

The meeting must be held at least ten (10) calendar days prior to the Planning Board meeting.

Meeting Time & Location:

The meeting must be held no earlier than 6:00 pm Monday through Friday, and must be held in a location generally accessible to residents within close proximity of the request.

Meeting Notice Mailing requirements:

1. The applicant must contact all adjacent property owners via first class mailing (see sample letter).
2. The mailing must include all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to 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.
3. 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 are determined. Planning 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 meeting in electronic or hard copy format:

- Neighborhood Meeting Summary Form
- Copy of the letter mailed
- Mailing list
- Attendance roster

- Stamped, addressed, empty envelopes with no return address, using the same addresses as used for the neighborhood meeting notification. (If not already submitted with the application). *This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.*

**SAMPLE NEIGHBORHOOD MEETING LETTER -
PLACE ON AGENT OR OWNER LETTERHEAD**

Date

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a neighborhood meeting will be held to provide information to area residents about the nature of the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date: _____

Location: _____

Time: _____

Type of Application: _____

General Description [*Provide information about the project that could assist those reviewing this letter, such as a brief description, layout or map*]

If you have any questions prior to or after this meeting, you may contact us at **Insert phone number of applicant**

Sincerely,

Applicant

cc: Clayton Planning Dept.

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Applicant: _____

Location/Date: _____

	NAME	ADDRESS
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PLACE ON AGENT OR OWNER LETTERHEAD

Date

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a neighborhood meeting will be held to provide information to area residents about the nature of the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date: _____

Location: _____

Time: _____

Type of Application: _____

General Description: _____

If you have any questions prior to or after this meeting, you may contact us at **Insert phone number**

Sincerely,

Applicant

cc: Clayton Planning Dept.

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Applicant:

Location/Date:

	NAME	ADDRESS
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**TOWN OF CLAYTON
Planning Department**

111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

OWNER'S CONSENT FORM

Consent is required from the property owner(s) and if applicable, to an agent if the property owner(s) do not intend to attend all meetings and public hearings and submit in person all material pertaining to the application. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. Attach copy of last recorded deed for subject property.

Project Name: _____ **Submittal Date:** _____

I hereby give **CONSENT** to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

OWNER INFORMATION: (Corporations must submit verification that signatory has authorization to sign)

(Name - type, print clearly)

(Signature)

(Address)

(City, State, Zip)

AGENT INFORMATION:

(Name - type, print clearly)

(Signature)

(Address)

(City, State, Zip)

STATE OF _____
COUNTY OF _____

Sworn and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20_____.

SEAL

Notary Public
My Commission Expires: _____