

TOWN OF HOLLY SPRINGS TECHNICAL REVIEW COMMITTEE REQUEST & COMMUNICATION PACKET

DPM Appendix #A.19
Supplement #14
October 2019



General Information

Following a Scoping or Concept Plan Review meeting with Staff, if it is determined that a petition for a Planned Unit Development, Development Plan for Development Options or Development Infill Options will be requested, or if the proposed project is not in conformance with the Town's Comprehensive Plan, staff may recommend that the Petitioner meet with the Technical Review Committee (TRC) prior to filing a development petition.

To be placed on the next available TRC agenda, submit a TRC Request & Communication Application and any supporting documentation to the Department of Planning & Zoning by 4:30 pm on Friday, a minimum of 3 weeks prior to the scheduled meeting date. TRC meeting agendas will have a maximum of two (2) items for Requests & Communications. Items will be scheduled in the order that applications are submitted. An application requesting for a project to be placed on an additional agenda cannot be submitted until the Monday after the item was reviewed by the TRC.

FOR MORE INFORMATION:

Current Fee Schedule:

www.hollyspringsnc.us/dept/planning/policy/feesched.pdf

Technical Review Committee Meeting Schedule:

The Technical Review Committee meets as needed the first Tuesday of each month at 3pm.

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:

www.hollyspringsnc.us/dept/planning/policy/dpm.htm

Submittal Requirements

***All information required as part of your petition is to be provided in both hardcopy original and in PDF format to the FTP website. (i.e. transmittal, applications, maps, special studies, etc.) Please submit PDF as 1 file containing the complete submittal and name the file with the project name and date.**

Link to FTP website: <http://www.hollyspringsnc.us/PlanningFTP>

Only complete submittals will be processed.

The following items must be submitted with the Technical Review Committee Request & Communication Application to be deemed a complete submittal:

- Application Form
- Processing Fees (make check payable to: Town of Holly Springs)

Submit 3 copies of the following:

- Project Description Statement, or for projects previously presented to the TRC, a description of changes made to the proposal since the last TRC meeting.
- Plan Sheets (Fold to 9" X 12")

TECHNICAL REVIEW COMMITTEE REQUEST & COMMUNICATIONS APPLICATION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
<http://www.hollyspringsnc.us/planning>

TRC Meeting Date Requested

TRC Meeting Date Requested: _____

Note: A maximum of two items shall be scheduled per TRC meeting agenda in the order that they are received, your request will be placed on the closest meeting date to the date requested.

Has this item been presented to the TRC previously? No Yes/when _____

For DPZ Use only
Project # _____
Fees Paid: \$ _____
Date Received: _____

Project Type (check all that apply)

- Comprehensive Plan Amendment (check all that apply)
 - Text Amendment Future Land Use Plan Map Amendment
 - Area/Corridor Plan Map Amendment / Name: _____
- Zoning Map Change: General Use District
- Zoning Map Change: Conditional Use District/Permit
- Planned Unit Development
- Development Options Development Plan
- Other: _____

Project Information

Project Name: _____

Project Location: _____

Use street address. If none, use the closest intersection

Within Corporate Limits Within Holly Springs ETJ Pending Annexation

PIN(s): _____ Project Acreage: _____

Scoping Meeting Date: _____ Concept Meeting Date: _____

Current Zoning: _____ Proposed Zoning: _____

Current Future Land Use Designation: _____

Proposed Future Land Use Designation: _____

Area Plan Designation (if applicable): _____

Discussion Topics

What are the specific topic areas or questions that you are seeking feedback from the TRC? *(attach sheets if necessary)*

Petition Contact Information (complete each contact in its entirety- please print or type)

Project Applicant/Contact

(check one) Owner Owner's Agent Design Professional Developer Other _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

Property Owner(s) if different than Applicant/Contact-REQUIRED *attach additional sheets if necessary*

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____