

TOWN OF HOLLY SPRINGS PLANNED UNIT DEVELOPMENT PACKET

DPM Appendix #A.03

Supplement #14

April 2018



General Information

A Traffic Impact Analysis (TIA) scope determination is required from the Department of Engineering prior to scheduling a Concept Plan Review Meeting. The Request for TIA Scope, Form 8031 is available here: www.hollyspringsnc.us/engineering. Please contact the Department of Engineering at (919) 557-3938 for more information.

A Concept Plan Review Meeting must be held a minimum of ten (10) business days prior to but no more than 8 weeks before the Petition Submittal Deadline as specified on the PUD Review calendar. Please email hsplanning@hollyspringsnc.us to schedule a Concept Meeting. For more information, contact the Department of Planning & Zoning at (919) 557-3908.

The full review procedures for Planned Unit Development requests can be found in the *Town of Holly Springs Development Procedures Manual*.

Submittal Requirements

All information required as part of your petition must be provided in both hardcopy original and in PDF format to the FTP website. (i.e. transmittal, applications, maps, special studies, etc.) with each review. 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>

New or Major Amendment:

- Submit the following number of copies:
 - (6) 24" x 36"
 - (2) 11" x 17"
 - (1) PDF version

Minor Amendment:

- Submit the following number of copies:
 - (5) 24" x 36"
 - (4) 11" x 17"
 - (1) PDF version

Only complete submittals will be processed. The following items must be submitted with the Petition for Planned Unit Development to be deemed a complete submittal:

All PUD Petitions:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- Complete Planned Unit Development Master Plan Package as specified in this Packet
- Planned Unit Development Intent and Compatibility Statement
- Detailed District Criteria
- Draft of Covenants

FOR MORE INFORMATION:

Current Fee Schedule:

<http://www.hollyspringsnc.us/planning>

NOTE: All fees include the initial three (3) staff reviews and Plans for Official Action review. Each additional review will cost ½ the original petition submittal fee.

Review Process: Town of Holly Springs Development Procedures Manual (DPM) - Section 2.03

Review Calendar: See Town of Holly Springs Development Procedures Manual (DPM) Appendix 1.

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

<http://www.hollyspringsnc.us/planning>

- Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital (Word) format. Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.
- Proof of Notification to Interested Agencies
- WCPSS Residential Development Notification Form
- Traffic Impact Analysis
- Sewer Study
- Fire Flow Analysis
- Affidavit of Owner's Consent (if required)

Submittal Specifications:

PUD Master Plan Sheet Requirements:

The PUD Master Plan Requirements & Data Checklist items must be included on the specific plan sheets as indicated. If complete information is not provided, it will cause a delay in the review process and move the project into a later review cycle. If a required item is not shown on the specified sheet, provide a written statement explaining why the item has not been included.

Planned Unit Development Intent and Compatibility Statement

A written statement must be submitted that includes a description of the relationship of the planned unit development to the surrounding land uses and the uses within the development to each other, the compatibility of the request with the Vision Holly Springs Town of Holly Springs Comprehensive Plan maps and objectives, and any other supporting information regarding the request. See UDO Section 5, C., 3. regarding the criteria to be used by the Planning Board and Town Council in evaluating the appropriateness of a proposed PUD Master Plan.

Detailed District Criteria

In accordance with UDO Section 5.02, B., each PUD Master Plan shall specify development standards applicable to each permitted use in the PUD. It is recommended that the development standards be prepared in a format similar to the Zoning Districts in the UDO. See Detailed District Criteria Attachment for an example.

Draft of Covenants

A draft of the proposed covenants which create a homeowners association for the maintenance of all privately owned common areas and recreational facilities, including, but not limited to, streets, parking areas, easements, street lights, specialty street signs, street trees, and the like and /or preliminary drafts of and proposed declarations to be recorded pursuant to the Condominium Act, NCGS Chapter 47C. (The Town will not be responsible for insuring that the covenants are subsequently made effective by the applicant or that the covenants are subsequently enforced.)

Proof of Notification to Interested Agencies

Evidence that the following agencies have been made aware of the proposed planned unit development and that the developer will coordinate planning for the planned unit development with these agencies is to be submitted with the Petition:

- Wake County Board of Commissioners
- Wake County Board of Education
- United States Soil Conservation Service representative at the Wake Soil and Water Conservation District
- North Carolina Department of Transportation

Traffic Impact Analysis:

A Traffic Impact Analysis (TIA) is required with all PUDs to verify that there are adequate transportation facilities for the proposed development. This report must be submitted, reviewed, and approved prior to the project going to the Planning Board and Town Council.

Affidavit of Owner's Consent:

If the proposed Zoning Map Change Petition is for a Conditional Use District and/or Conditional Use Permit, the Property Owner(s) must sign the Petition and the Conditional Use Permit. If the Property Owner(s) are granting authority to a designated agent, an Affidavit of Owner's Consent must accompany the Petition at time of submittal.

Neighborhood Meeting:

Before a public hearing is held on the Petition, the Petitioner must hold at least one (1) neighborhood meeting and submit to the Department of Planning & Zoning a written report of the neighborhood meeting. The purpose of the neighborhood meeting is to educate neighbors about the proposed Petition, to receive neighborhood comments, and to address concerns about the Petition. At least one neighborhood meeting shall be scheduled and held by the Petitioner or Petitioner's Agent.

The neighborhood meeting shall be held at a place and time that is generally accessible to those property owners who will be notified of the Public Hearing as specified in the Development Procedures Manual Section 1.02. The neighborhood meeting shall not be held prior to the Concept Meeting for the submittal of the Development Petition or less than 15 days prior to the Public Hearing.

A minimum of fourteen (14) days prior to the scheduled Public Hearing on the Petition, the Petitioner shall submit a report about the Neighborhood Meeting(s) to the Department of Planning & Zoning. The report will be forwarded by the Department of Planning & Zoning to the Town Council as part of the agenda item.

Submittal Format:**Staff Review Submittals**

Submittals made for staff level review and comment must be submitted on 24" X 36" plan sheets with supporting criteria on standard letter size sheets with revision date clearly noted in the footer of each sheet.

Official Action Submittal

Submittals made for Official consideration and action must be submitted on 24" X 36" plan sheets with supporting criteria on standard letter size sheets in a 3-ring binder including the following information:

- Table of Contents
- Tabs with Name Labels for each Section
- Revision date on each sheet in the footer



Town of Holly Springs

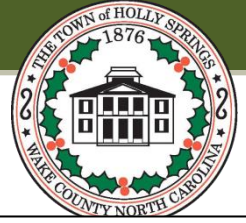
128 S. Main Street
P.O. Box 8
Holly Springs, NC 27540
www.hollyspringsnc.us

Department of Planning & Zoning
919.557.3908
www.hollyspringsnc.us/planning

Department of Engineering
919.557.3938
www.hollyspringsnc.us/engineering

Department of Parks & Recreation
919.557.3930
www.hollyspringsnc.us/Recreation

PLANNED UNIT DEVELOPMENT PETITION



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

Petition Type:

PUD Master Plan

- New Major Amendment Minor Amendment
- A Rezoning Petition must be submitted concurrently for all New PUDs

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

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: _____ Real Estate ID: _____

PIN: _____ Real Estate ID: _____

PIN: _____ Real Estate ID: _____

Project Acreage: _____ Partial Parcel: No Yes

Rounded to nearest tenth

Scoping Meeting Date: _____ Concept Meeting Date: _____

If the Concept Meeting Date is not within 8 weeks of the submittal date, another Concept Meeting is required prior to submittal.

- Initial Revised Final

Petition Request:

Current Zoning: _____

Proposed Use _____

Open Space [See UDO Section 7.06(F)(4)]: Dedication Fee-in-lieu Combination N/A

Waivers Requested: No Yes- Specify UDO Section Number(s): _____
If yes, complete and attach appropriate Waiver Petition(s) from Waiver Packet

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

Project Applicant/Contact

(check one) Owner Owner's Agent/Representative Design Professional Developer

Other: _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Design Professional if different than Applicant/Contact

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Developer

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Architect

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Landscape Architect

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Engineer

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Property Owner - REQUIRED

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Property Owner

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Property Owner

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Owner's Authorization:

Owner's Signature(s)	PIN	Date

AFFIDAVIT OF OWNER CONSENT



If the Owner(s) of the subject property is giving authorization for another person to apply for a Planned Unit Development District or Master Plan on their property, this affidavit must be completed and signed by all Owners of the subject property.

I (We) do hereby certify that I am (we are) the owner(s) of the property legally described as the specified Wake County Parcel Identification Number(s) and hereby certify that I (we) have given authorization to:

_____ of _____
(Name of Representative) (Name of Company)

to submit a Petition for Zoning Map Change to a Planned Unit Development District and/or for Planned Unit Development Master Plan for my (our) property.

For DPZ Use only
Project # _____
Date Received:

Signature of Owner(s):

Wake County PIN:

Date:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTARY STATEMENT

Sworn to and subscribed before me the _____ day of _____, 20_____.

Notary Public in and for the State of North Carolina. My Commission expires:_____

_____/_____
Notary Public Printed

Seal

PUD MASTER PLAN SHEET REQUIREMENTS & DATA CHECKLIST



Mark each item as applicable (A) or not applicable (NA) by placing an "X" in the appropriate box.

Note: This checklist is a general list of requirements. More specific requirements are available upon request.

	A	NA		
I. EACH SHEET MUST CONTAIN THE FOLLOWING ITEMS				For DPZ Use only Project # _____ Date Received: _____
			A. Name of the proposed development	
			B. Name, address, and telephone number of the Engineer, Architect, Landscape Architect, and/or Surveyor responsible for the plans.	
			C. Date of drawing preparation and all revision dates	
			D. Sheet Number and Title	
			E. North Arrow	
			F. Graphic and numeric scale of drawing- not to exceed 1" = 300' (unless specified otherwise)	
			G. Valid signed professional seal	
II. COVER SHEET INFORMATION				
			A. Name of the proposed development. Name shall not duplicate any names currently in use	
			B. Name, address, and telephone number of the Engineer, Architect, Landscape Architect, and/or Surveyor responsible for the plans	
			C. Applicant name, address, and telephone number	
			D. Owner name, address, and telephone number	
			E. Developer name, address, and telephone number	
			F. Wake County Parcel Identification Number(s) for each parcel included in the PUD	
			G. Site Data Table including : Total PUD Acreage, Developable Acreage, Acreage in Flood Plain, Acreage in perimeter right-of-way, Acreage for storm water management, Open Space Required/ Provided, Existing and Proposed Land Uses, Maximum number Units/Lots, Maximum Gross Density	
			H. Index to Plan Sheets	
			I. For PUD Amendments, provide a listing by sheet of all changes made to the plans for the specific submittal	
III. VICINITY MAP				
			A. Vicinity Map showing the location of the project at a Maximum scale of 1" = 500'	
			B. Location of closest Major Thoroughfare	
			C. Location of closest utilities (water/sewer)	
			D. Location of closest contiguous Town Limits	
IV. PERIMETER BOUNDARY AND TOPOGRAPHIC SURVEY				
			A. Information Table including: Total acreage of the PUD, Acreage, Ownership, and Current Land Use of each parcel included in the PUD	
			B. Parcel survey boundaries of all properties included in the PUD and adjacent properties	
			C. Written metes and bounds description of perimeter of PUD	
			D. Property Owners of all adjacent properties	
			E. Topography at intervals not exceeding 5' including source of information	
			F. Zoning and current land use classifications of adjacent properties	
			G. All buildings within 100 feet of the proposed PUD or on the properties within the PUD	
			H. Existing hydrological features (and source of information)	

A	NA	
V. ON-SITE SOILS ANALYSIS/MAP		
		A. Graphic Map showing soil survey information
		B. Perimeter boundary of PUD
		C. Information Table including: Source of information, Legend to Map, Description of soil types
VI. SLOPE ANALYSIS MAP		
		A. Indicate areas with slope conditions from 10 to 15 percent
		B. Indicate areas with slope conditions greater than 15 percent
VII. EXISTING HYDROLOGY MAP		
		A. Indicate perennial and intermittent streams and source of information
		B. Indicate wetlands and stream corridor buffers, if any, and source of information
		C. Indicate other existing or proposed water bodies or impoundments for the purposes of flood control, irrigation or storm water management
VIII. EXISTING VEGETATION AND SITE FEATURES MAP		
		A. Indicate forested areas and primary type of vegetation: Hardwoods, Pines, Mix, etc.
		B. Indicate areas planned for preservation
		C. Indicate location of any significant trees or groupings of trees
		D. Show location of all streams with applicable riparian buffers.
		E. Location of other significant features such as rock outcroppings and important view corridors or scenic vistas
IX. MASTER LAND USE PLAN		
		A. Total acreage of the planned unit development
		B. Boundaries of proposed Use Districts within the planned unit development, include a description of general uses and acreage of the districts, and net density for the area (Note: Detailed District criteria should be submitted in accordance with the guidelines in Attachment A of the PUD Application)
		C. Zoning and current use classifications of adjacent properties
		D. Planned parks, playgrounds and open areas to be developed, reserved or dedicated
		E. Maximum gross density of the entire planned unit development
		F. Maximum gross densities and net densities of individual Use Districts
		G. School site(s) to be reserved for a minimum of 18 months, if required by the County School board
X. VEHICULAR AND PEDESTRIAN CIRCULATION PLAN		
		A. Primary and secondary traffic circulation patterns
		B. Planned street connections within the PUD and to adjacent properties
		C. Proposed thoroughfare improvements
		D. Proposed sidewalk locations
		E. Proposed greenway locations and surface type
		F. Proposed roadway cross sections for each street type included in the PUD
		G. Proposed greenway cross sections for each type of greenway included in the PUD
		H. A Traffic Impact Analysis as outlined on TIA Scope & Requirements (Form 8032)
XI. UTILITIES PLAN		
		A. Conceptual plans for water, wastewater, and reclaimed water (if applicable) systems to be constructed in accordance with Town standards
		B. Include conceptual plans for all utilities to be installed underground, except for Town Board approved electric feeder lines
		C. Overall sewer basin map
		D. Sewer study as outlined on Sewer Study Scope & Requirements (Form 8035)
		E. Hydraulic/Fire Flow Analysis as outlined on Fire Flow Analysis Submittal Requirements (Form 8043)
		F. Provide Reclaimed water system network plans to enable update of Reclaimed Water Model

A	NA
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XII. STORM DRAINAGE PLAN

		A. Show existing and proposed grading plan which includes all lot lines, building footprints if applicable, proposed structures
		B. Provide preliminary drainage calculations
		C. Provide preliminary drainage designs, including structure, swales, preliminary pipe sizes, and easements
		D. Show and label tree protection fencing
		E. Clearly label restricted buffers
		F. Draft stormwater management plan – Provide draft sizing calculations for all BMP's. Also provide drainage area map for BMP's and the site.
		G. Draft Flood Study – Demonstrate site will be able to accommodate any required detention facilities, provide draft supporting calculations
		H. Plans for an adequate storm drainage system to be constructed in accordance with Town standards

XIII. BUFFERS, OPEN SPACE AND RECREATION FACILITIES PLAN

		A. Show and label all passive and active open space and reference applicable greenways and park requirements as specified in the comprehensive plan (See UDO Sections 7.06 C and F)
		B. Location of parks, playgrounds and open areas to be developed, preserved or dedicated including data table with acreage in common open space and in dedicated open space with area within the 100-year flood plain specified
		C. Specify the means of providing for the organization, arrangements for the ownership, maintenance, and preservation of common open space and private recreational facilities
		D. Existing and proposed utility, storm drainage and other easements
		E. Description of the important landscape features or other significant features such as rock outcroppings, important view corridors, or scenic vistas which have been incorporated into the master plan and a description of how these features will be maintained and preserved.
		F. Incorporation of street tree plans and revegetation plans
		G. Location, type, and depth of buffers around the perimeter of the proposed PUD, adjacent to proposed streets, and between proposed Use Districts and subdivided parcels. Buffers not otherwise stipulated on this plan will be subject to the Town's landscape specifications.

This checklist serves as a list of basic information required with a Planned Unit Development Master Plan. There may be additional information needed that is considered by the Town Staff members, the Planning Board, Town Council or Technical Review Committee as being pertinent to the review of the project being submitted.

I, _____, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.

Signature: _____ Date: _____



Detailed district criteria should be provided for each proposed Use District as proposed on the PUD Master Plan. The following is an example of all items specified in the Town of Holly Springs UDO for the various General Use Districts. If a specific Development Standard is not addressed, then it shall comply with the regulations of UDO Section 5.02, B. 2.

Title of District

Intent Statement.

A. Permitted Uses.

1. Primary Uses
2. Special Exception Uses
3. Accessory Uses
4. Temporary Uses
5. Home Occupation Uses

B. Development Standards.

1. Maximum Gross Density
2. Minimum Lot Area
3. Minimum Lot Width and Frontage
4. Minimum Lot Depth
5. Minimum Yards and Building Setbacks
 - a. Front - a minimum front yard and minimum building setback measured from the greater of the proposed right-of-way or existing right-of-way shall be provided as follows:
 - Freeway / Expressway / Limited Access Right-of-Way:
 - Major Thoroughfare:
 - Minor Thoroughfare:
 - Collector Street:
 - Local Street / Cul-de-Sac Street:
 - b. Minimum Side Yard and Setback - shall be provided from the lot line as follows:
 - (1) Primary Building Minimum Side Yard:
 - (2) Primary Building Minimum Side Bufferyard:
 - (3) Aggregate Side Yard:
 - (4) Accessory Building Minimum Side Yard:
 - (5) Accessory Building Minimum Side Bufferyard:
 - c. Minimum Rear Yard and Setback - shall be provided from the lot line as follows:
 - (1) Minimum Rear Yard:
 - (2) Minimum Rear Bufferyard:
 - (3) Accessory Building Minimum Rear Yard:
 - (4) Accessory Building Minimum Rear Bufferyard:
6. Use of Minimum Yards and Bufferyards
 - a. Minimum Front Yards:
 - b. Minimum Front Bufferyards:
 - c. Minimum Side and Rear Yards:
 - d. Minimum Side and Rear Bufferyards:
7. Maximum Building Height
 - a. Primary Building:
 - b. Accessory Building:
8. Parking and Loading
9. Signs

10. Outdoor Operations
 - a. Vending machines:
 - b. Outdoor Display or Sales of Merchandise:
 - c. Outdoor Storage or Operations:
 - d. Gasoline Pumps:
 - e. Walk-up or drive through customer service windows or Automated Teller Machines (ATM's):
11. Landscape Requirements

C. Architectural and Site Design Review.

1. General Architectural and Site Design Requirements
 - a. Building Materials, Colors, Textures, Architecture, Roof Treatment, and Façade Modulation:
 - Base, Body, and Cap
 - Variation in Massing
 - Animating Features
 - Human Scale Design Elements
 - Glazing
 - Colors
 - Texture
 - Roof Treatment
 - Façade Modulation
 - b. Façade Orientation
 - c. Primary and Other Façade Building Materials
2. Signs- Building and Wall
3. Lighting
4. Fencing
5. Mechanical Equipment Screening
6. Open Space

