

# Commercial & Unified Residential Site Plans

## Background

Development of new or renovated commercial spaces and/or unified residential structures require the Zoning Division to review and issue permits prior to beginning any site work.

The required permit process depends on the location and size of the proposed project as well as the zoning district in which the project is located. Please consult with a member of the Planning Department's Zoning Division at (919) 918-7336 for information related to the type of permit your project will require.

### *What information is required for a commercial/unified residential site plan?*

Please see the "Commercial Checklist" and/or the "Unified Residential Checklist" found in Appendix I – 17 and Appendix I – 18, respectively, for a list of applicable information required. Please contact a member of the Planning Department's Zoning Division at (919) 918-7336 for specific information required for your project.

### *When/why might I use the commercial/unified residential site plan review process?*

Anytime you are constructing a new commercial or multi-family residential structure, constructing an addition to a commercial or multi-family residential structure or changing the use of an existing structure.

### *Who else may be involved in the commercial/unified residential site plan review process?*

Applicable Public/Private Utilities  
Chapel-Hill/Carrboro City Schools  
Orange County Disability Awareness  
Orange County Health Department  
Orange County Erosion Control  
Town of Carrboro Consulting Engineer  
Town of Carrboro Police  
Town of Carrboro Fire  
Town of Carrboro Planning  
Town of Carrboro Public Works  
Town of Carrboro Building Inspections  
Town of Carrboro Rec. and Parks  
Applicable State/Federal Agencies  
OWASA  
NCDOT

### *What is the time frame for the commercial/unified residential site plan review process?*

The commercial/unified residential site plan review process typically takes at least six months. This time frame is general and can obviously be shortened or lengthened depending on the complexity of the project and how quickly and accurately any requested revisions are made to the plans.

### *How does the commercial/unified residential site plan review process work?*

Please contact a member of the Planning Department's Zoning Division at (919) 918-7336 for specific information required for your project.

### *How much do the various commercial/unified residential site plan review cost?*

Please see the "Town of Carrboro  
Schedule of Fees and Miscellaneous  
Charges" found in Appendix I – 28  
(subject to change annually).