

NPDC Approval

Background

In order to construct any new sign or structure within any Neighborhood Preservation District (NPD) in the Town of Carrboro, as well as to modify any existing signs or structures, you must receive approval from both the Zoning and Inspections Divisions of the Town of Carrboro Planning Department, as well as the Town of Carrboro Neighborhood Preservation District Commission (NPDC). This is necessary to ensure that the proposed project is considered to be congruous to the NPD in which you are constructing.

The NPDC is comprised of citizens living, working, or owning a business in the Town. NPDC members are appointed by the Board of Aldermen. These citizens are charged with preserving and enhancing the characteristics of any given NPD, by reviewing proposals and suggesting ways in which projects might be modified to be more compatible with surrounding properties. Generally, the NPDC will try to persuade any person wanting to build in a NPD to create a design that is as similar as possible to existing homes and structures in the area.

Please note that all details regarding the NPDC are described in Article XXI, Neighborhood Preservation, of the Town of Carrboro Land Use Ordinance, which is available for purchase or viewing in the Planning Department.

When/why might I need approval from the NPDC?

Approval from the NPDC is needed for any proposed construction in a NPD. You will be notified of this requirement

upon submitting a Land Use Permit Application for work at an address located in a NPD.

Where do I initiate the permit process?

Town of Carrboro Planning Department
Zoning and Inspections Divisions
301 West Main Street
Carrboro, NC 27510

Hours: Monday-Friday, 8am-5pm

Phone: (919) 918-7336
Fax: (919) 942-1720

What information is required when seeking approval of the NPDC?

A completed "Land Use Permit Application – Appendix I-1" and a completed "Building Permit Application – Appendix I-27" must be submitted, along with two plot plans and two sets of building plans, as identified under the 'New Residential Construction' section of this guide. When submitting such an application in a NPD, the applicant should provide any and all details relevant to the project. These details include, but are not limited to information about building materials, size and scale of building(s), type and style of windows, type and style of doors, type and style of light fixtures, architectural style, general design of the project, et cetera. The applicant also is encouraged to write an explanation of how the project's design has taken into account the characteristics of the NPD in which the project is to be constructed.

Please keep in mind that more or less information may be required depending on the complexity or your project.

Who may be involved in the NPDC review process?

Town of Carrboro Planning Department
• Zoning Division

- Inspections Division
The NPDC (*the NPDC – Neighborhood Preservation District Commission is the Appearance Commission. All members of the Appearance Commission concurrently act as the NPDC. NPDC meetings occur on the same schedule as Appearance Commission meetings, which typically occur on the first Thursday and third Monday of each month. NPDC agenda items are designated as such on the Appearance Commission’s Agenda*)

How does the NPDC review process work?

Applications for construction within a NPD are submitted in the same manner as any other application for construction (see applicable sections within this guide). Regardless of who reviews the application, all information regarding the details of construction (as discussed under ‘*What information,*’ above) will be passed on to the staff’s NPDC liaison. Upon receiving the information, the staff liaison will place the item on the agenda for the NPDC’s upcoming meeting. The applicant is encouraged to attend this meeting to answer any questions that members of the NPDC may have, as well as to respond to suggestions made by the NPDC.

Outside of the NPDC approval process, the application will be reviewed in the same manner as any other application for construction.

How much does NPDC review cost?

No additional charge is levied for NPDC review. Please see the “Town of Carrboro Schedule of Fees and Miscellaneous Charges” found in Appendix I – 28 (subject to change annually) for more information on the costs of your project.