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**MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** W. Calvin Horton, Town Manager

**SUBJECT:** Information Requirements for Building Permit Applications for Duplex Dwelling Units

**DATE:** October 1, 2002

As we have reported to you, interest in building duplex dwelling units in Chapel Hill is increasing. In order to assure that proposed duplexes meet all current Development Ordinance requirements prior to issuance of a building permit, we will begin today requiring additional information for duplex applications.

Attached is a memorandum directing that, effective immediately, additional information will be required to be included with all applications for a building permit for duplex dwelling units. These information requirements are related to current requirements in the Development Ordinance (references are included in attached memorandum), and will help assure compliance with the Development Ordinance provisions.

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## MEMORANDUM

TO: Lance Norris, Director of Inspections

FROM: W. Calvin Horton, Town Manager

SUBJECT: Information Requirements for Building Permit Applications for Duplex Dwelling Units

DATE: October 1, 2002

**Effective immediately**, please require the following information as part of all applications for Building Permits for Duplex Dwelling Units. This information will be used in evaluating Building Permit applications to certify that such applications meet all requirements of the current Development Ordinance (Ordinance references noted below).

Please do not accept an application unless it is complete, with this information in addition to the information you routinely require:

- **Slope Analysis**: All applications must include a drawing, sealed by a Professional Engineer, showing those portions of the subject site that have slopes of 10-15%, 15-25%, and slopes greater than 25%. (Section 14.4.2).
- **Land Disturbance and Clearing Limits**: All applications must include a drawing, showing those portions of the subject site where land disturbance will take place (for construction of structures, driveways, parking areas, and utilities), showing clearing limit lines, and calculating the total area of land disturbance. (Section 14.8).
- **Specialized Techniques for Areas of Steep Slopes**: For any site disturbance that is proposed to occur in areas of slopes greater than 15%, the application must be accompanied by a description of specialized site design techniques and approaches that will be utilized to minimize grading and site disturbance. For any site disturbance that is proposed to occur in areas of slopes greater than 25%, the application must be accompanied by a detailed site analysis of soil conditions, hydrology, and bedrock conditions, and demonstrate sound building and site engineering techniques with minimal disturbance of the area. (Section 14.4.2)

- **Soil Erosion and Sedimentation Control:** All applications must be accompanied by either confirmation from Orange County of an approved Erosion Control Plan, or demonstration that an Erosion Control Plan is not required. (Section 14.8)
- **Height and Setback Certifications:** All applications must include drawings, sealed by a Professional Engineer or Architect, showing and certifying that proposed building heights and setbacks result in structures that are within required building envelopes and comply with Development Ordinance requirements for height and setback. (Section 13.11.2)
- **Stormwater Management Plan:** All applications must be accompanied by a Stormwater Management Plan, sealed by a Professional Engineer, showing drainage systems and stormwater management installations that 1) provide for natural infiltration of stormwater; 2) control velocity of run-off flows; 3) extend the time of concentration of stormwater runoff; and 4) collect and transmit excess stormwater flows into either the Town drainage system or into a natural drainage system. (Section 14.7)

If an application is submitted that does not have this information, please return the application listing its deficiencies. These new information requirements shall be effective immediately.

cc: Sonna M. Loewenthal, Assistant Town Manager  
Florentine A. Miller, Assistant Town Manager

bc: Ralph Karpinos, Town Attorney  
Roger Waldon, Planning Director  
George Small, Engineering Director