



# Major Development Review Process

## Major Development Review Process (Article 7.7)

This process ensures that proposed projects are compatible with public services and do not negatively impact the surrounding area or the town.

### Step 1 Pre-Submittal Meeting

- 1. Schedule a meeting with Town planning staff to discuss the project's intended use, feasibility, relevant ordinances, and the overall review process. (Engineering meeting may be required) **Date:** \_\_\_\_\_ Article 7.7-1(C)

### Step 2 Preliminary Site Concept Plan Review

- 2a. Submit application, payment, & concept plan of the project containing all specs listed in **Article 7.7-1(D)** Article 7.7-1(D)
- 2b. Planning & engineering staff concept plan review & approval. (30 business days per submittal) Article 7.7-1(E)

### Step 3 Construction Document Review

- 3a. Submit detailed technical drawings and specifications (construction documents) for the project containing all specs listed in **Article 7.7-1(G)** Article 7.7-1(G)
- 3b. Submit additional documentation from NCDEQ, UCPW Water & Sewer, and NCDOT. (Varies by project)

### Step 4 Plat Review

- 4a. Submit a Preliminary Plat Plan containing all specifications listed in **Article 7.11-1(C)**. Article 7.11-1(C)
- 4b. Submit a Subdivision Plat Plan *ONLY* if the project subdivides any parcels. Article 7.11-1(D)

### Step 5 Permit Review

- 4c. Submit a Final Plat Plan *ONLY* if the project falls under specifications listed in **Article 7.11-1(H)**. *\*\*timing of this step varies.* Article 7.11-1(H)

### Step 6 Zoning Compliance Inspection

- 5a. Apply for individual permits for each new or revised building, structure, and/or property with the Town. Article 7.1-1(A)
- 5b. Apply for building permits with Union County.

### Step 7 Certificate of Occupancy Inspection

- 6a. Submit an as-built survey with the amount of impervious surface. Article 7.5-2
- 6b. Request and pass a Zoning Compliance Inspection with the Town. Article 7.5-3
- 7. Apply for a Certificate of Occupancy Inspection with Union County.