

APPENDIX A – 6

CONCEPTUAL PRELIMINARY PLAN GUIDE AND CHECKLIST FOR MAJOR SUBDIVISIONS

FORM: CONCEPTUAL PLAN REVIEW 2000	REVIEW DATE:
REVIEWED BY:	REVIEW #:
PROJECT NAME:	DATE OF PREVIOUS REVIEW:

**CONCEPTUAL PRELIMINARY PLAN GUIDE AND CHECKLIST FOR
MAJOR SUBDIVISIONS
(All Subdivision Projects Requiring a CUP or SUP)**

**PRELIMINARY INFORMATION/ELEMENTS
(Address all Items and Elements)**

- 1. HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF
 - a. Attend a meeting with Town Staff at Development Review.
 - b. We will discuss the information necessary to proceed with the “*Site Analysis Plan*”, the walk-about and the 4-step approach to designing subdivisions, all of which will yield your “*Conceptual Preliminary Plan*”.

- 2. SUBMIT A “*SITE ANALYSIS PLAN*” DRAWN TO SCALE [SECTION 15-50]. Please submit three (3) standard size and twenty (20) reduced size (11” x 17”) sets of site analysis plan. The site analysis plan must contain the following elements:
 - a. Name and address of the proposed developer.
 - b. Name and location of the proposed project.
 - c. Vicinity map showing the location of the proposed project in relation to the surrounding street network.
 - d. Acreage of the tract/lot proposed for development.
 - e. Topo lines for the project site (USGS or field shot/verified).
 - f. Location of primary and secondary constraints [Section 15-198(b)(4&5)].
 - g. Location of any existing or proposed road connections from adjacent properties (existing street stub-outs or streets proposed on the Town’s *Connector Road Plan*)

- 3. SCHEDULE AN ON-SITE “WALK-ABOUT” WITH ZONING DIVISION FOLLOWING SUBMITTAL OF SITE ANALYSIS PLAN [Section 15-50(c)]

“Walk-about” are tentatively scheduled for the first (1st) and third (3rd) Thursdays of each month. In order to be placed on the schedule for a “walk-about”, all information requested above must be submitted and a written request must be received by the preceding “walk-about” date (i.e., to have a third (3rd) Thursday “walk-about”, you must have all information to the Zoning Division by the first (1st) Thursday).

 - a. The purpose of the “walk-about” is to familiarize Town officials with the property’s special features and to provide an informal opportunity for an

interchange of information and ideas about the developer's plans and the Town's requirements.

4. SUBMIT THE "**CONCEPTUAL PRELIMINARY PLAN**" [Section 15 50(f)]. Upon completion of items 1 through 3 above, the developer shall submit a "**Conceptual Preliminary Plan**" prepared in accordance with the four (4) step approach outlined below and in Section 15-50(f) of the LUO. Please note that this plan shall constitute a preliminarily engineered sketch plan shown to illustrate initial thoughts about conceptual layouts for open space, house sites and street alignments. As a result, changes in layout are more easily accommodated since heavy engineering costs have not been incurred.

Each step should be shown as a separate plan sheet, with each new step building upon the previous step(s) [i.e., step #4 should show the information from all four (4) steps]. The four (4) steps are as follows:

- a) For the first step (**Step #1**), show all primary and secondary conservation areas (as shown on the site analysis, as modified during the "walk-about"). Additionally, show the recommended 100' primary constraint setback and the recommended 50' secondary constraint setback.
- b) In the second step (**Step #2**), potential home sites, open space sites, recreation sites, etc. are tentatively located using bubble diagrams to represent the various pods. Please remember that all house sites should generally be located 100' from all primary constraints and 50' from all secondary constraints.
- c) The third step (**Step #3**) consists of aligning proposed streets through the various pods to provide vehicular access to each home site pod. The proposed streets should connect to existing connection points or provide stub-outs for future connections, per Section 15-217(a) of the LUO. Please examine the Town's **Connector Roads Policy** for other possible planned/anticipated street connections across the subject property. Additionally, the street alignments should:
 1. Avoid/minimize adverse impacts to primary/secondary constraints;
 2. Avoid wetlands and excessively steep slopes (over 15%).
- d) The fourth step (**Step #4**) consists of drawing in conceptual lot lines. Please note that the number of lots will be based on the adjusted tract acreage provisions found in Section 15-182.3 of the LUO.

5. SUBMIT DOCUMENTATION DEMONSTRATING COMPLIANCE WITH THE DESIGN OBJECTIVES OF THE LUO [Section 15-50(g)]
The "**Conceptual Preliminary Plan**" shall demonstrate an attempt to satisfy the design objectives of 15-50(g)(1-14) of the LUO. Please note that on some projects, certain design objectives will not apply, while on other projects, some of the design objectives will be in direct conflict. As a result, please provide a "**Design Narrative**" explaining the design choices that were made and how the project meets the intent of the design process [including any justifications for any compromises or design decisions made].

- a) Protects and preserves all floodplains, wetlands, and steep slopes from clearing, grading, filling, or construction (except as may be approved by

- the Town for essential infrastructure or active or passive recreation amenities).
- b) Preserves and maintains mature woodlands, existing fields, pastures, meadows, and orchards, and creates sufficient buffer areas to minimize conflicts between residential and agricultural uses. For example, locating houselots and driveways within wooded areas is generally recommended, with two exceptions. The first involves significant wildlife habitat or mature woodlands which raise an equal or greater preservation concern, as described in #5 and #8 below. The second involves predominantly agricultural areas, where remnant tree groups provide the only natural areas for wildlife habitat.
 - c) If development must be located on open fields or pastures because of greater constraints in all other parts of the site, dwellings should be sited on the least prime agricultural soils, or in locations at the far edge of a field, as seen from existing public roads. Other considerations include whether the development will be visually buffered from existing public roads, such as by a planting screen consisting of a variety of indigenous native trees, shrubs and wildflowers (specifications for which should be based upon a close examination of the distribution and frequency of those species, found in a typical nearby roadside verge or hedgerow).
 - d) Maintains or creates an upland buffer of natural native species vegetation of at least 100 feet in depth adjacent to wetlands and surface waters, including creeks, streams, springs, lakes and ponds.
 - e) Designs around existing hedgerows and treelines between fields or meadows. Minimizes impacts on large woodlands (greater than five acres), especially those containing many mature trees or a significant wildlife habitat, or those not degraded by invasive vines. Also, woodlands of any size on highly erodible soils with slopes greater than 10 percent should be avoided. However, woodlands in poor condition with limited management potential can provide suitable location for residential development. When any woodland is developed, great care shall be taken to design all disturbed areas (for buildings, roads, yards, septic disposal field, etc) in locations where there are no large trees or obvious wildlife areas, to the fullest extent that is practicable.
 - f) Leaves scenic views and vistas unblocked or uninterrupted, particularly as seen from public roadways. (For example, in open agrarian landscapes, a deep, "no-build, no-plant" buffer is recommended along the public roadway where those views or vistas are prominent or locally significant. In wooded areas where the sense of enclosure is a feature that should be maintained, a deep "no-build, no-cut" buffer should be respected, to preserve existing vegetation.
 - g) Avoids siting new construction on prominent hilltops or ridges, by taking advantage of lower topographic features.
 - h) Protects wildlife habitat areas of special species listed as endangered, threatened, or of special concern by the state or federal government.
 - i) Designs around and preserves sites of historic, archaeological, or cultural value, and their environs, insofar as needed to safeguard the character of the feature, including stone walls, spring houses, barn foundations, cellar holes, earthworks, burial grounds, etc.
 - j) Protects rural roadside character and improves public safety and vehicular carrying capacity by avoiding development fronting onto

- existing public roads. Establishes buffer zones along the scenic corridor of rural roads with historic buildings, stone walls, hedgerows, etc.
- k) Landscapes common areas (such as community greens), and both sides of new streets with native specie shade trees and flowering shrubs with high wildlife conservation value.
 - l) Provides active recreational areas in suitable locations offering convenient access by residents, & screened from nearby houselots.
 - m) Includes a pedestrian circulation system designed to assure that pedestrians can walk safely and easily on the site, between properties and activities or special features within the neighborhood open space system. All roadside footpaths should connect with off-road trails, which in turn should link with potential open space on adjoining undeveloped parcels (or with existing open space on adjoining developed parcels).
 - n) Provides open space that is reasonably contiguous, and whose configuration is in accordance with the guidelines contained in the Design and Management Handbook for Preservation Areas, produced by the Natural Lands Trust (available in the Planning Department). For example, fragmentation of open space should be minimized so that these resource areas are not divided into numerous small parcels located in various parts of the development. To the greatest extent practic able, this land shall be designed as a single block with logical, straightforward boundaries. Long thin strips of conservation land shall be avoided, unless the conservation feature is linear or unless such configuration is necessary to connect with other streams or trails. The open space shall generally abut existing or potential open space land on adjacent parcels, and shall be designed as part of larger, contiguous, and integrated greenway systems, as per the policies in the Open Space and Recreation section of the Town's Ordinance.



6. STAFF REVIEW AND FURTHER SUBMITTALS/INFORMATION

Staff will review the proposed ‘*Conceptual Preliminary Plan*’ for compliance with each of the four (4) steps and the ‘*Design Narrative*’ explaining how the proposed project complies with each of the fourteen (14) design objectives. If staff is satisfied with the information submitted, you will receive a letter informing you that the project may proceed to the “heavy engineering” portion of the project design. Please see the “Standard Subdivision Checklist” available in the Zoning Division for specific plan and submittal requirements. If any changes are needed to the “Conceptual Preliminary Plan” or the “Design Narrative”, you will receive a letter informing you of the necessary changes. Once the requested changes have been completed, please resubmit the packet to the Town for further review.

NOTE: THIS CHECKLIST IS INTENDED TO SERVE AS A GUIDE FOR PREPARING SITE PLANS FOR REVIEW BY THE TOWN OF CARRBORO AND IT SUPPLEMENTS THE TOWN'S LAND USE ORDINANCE. EACH APPLICATION MUST COMPLY WITH ALL LAND USE ORDINANCE REQUIREMENTS, NOT JUST THE CHECKLIST