

PRE-APPLICATION MEETING SUMMARY

A pre-application meeting is required prior to submitting certain land development applications to the Town of Harrisburg. This pre-application meeting summary will be filled out at the pre-application meeting or in advance, and will be used as a cover sheet for your development application.

General Information

1. Project Name: _____
2. Development Request Type:
 REZONING RESIDENTIAL NON-RESIDENTIAL
 OTHER _____
3. Property Location: _____
4. PIN(s): _____; _____; _____
5. Size of Parcel (square feet or acreage): _____
6. Street Frontage (feet): _____
7. Current Land Use: _____
8. Flood Zone: _____

Type of Application Required (Check all that apply)

Rezoning

- Rezoning
- Conditional Rezoning

Residential (If no rezoning)

- Preliminary Plat
- Subdivision Construction Drawings
- Minor Plat
- Final Plat *(Please refer to Final Plat application and checklist)*
- Site Plan

Non-Residential (If no rezoning)

- Site Plan Review

Miscellaneous

- Conditional Use Permit
- Improvement Guarantee
- Performance Bond
- Sign Permit
- Zoning Clearance
- Variance
- Annexation
- Other

Site Plan Requirements

1. Will this request require a site plan? YES NO

2. Type of Plan (check all that apply):

Residential

- Preliminary Plat
- Subdivision Construction Drawings
- Minor Plat
- Final Plat
- Site Plan

Miscellaneous

- Architectural Elevations
- Landscaping Plan
- Lighting Plan
- Flood Prevention Plan
- Tree Survey

Non-Residential

- Major Site Plan
- Minor Site Plan

3. Has a copy of Appendix B been provided to the applicant, and have the requirements of Appendix B been reviewed by staff with the Applicant? YES NO N/A

4. Will this request require a Traffic Impact Analysis? YES NO N/A

5. Has a copy of Appendix F been provided to the applicant, and have the requirements of Appendix F been reviewed by staff with the Applicant? YES NO N/A

6. Has the applicant been made aware that a Scoping Meeting will need to take place between the applicant, the Town, NCDOT, and the Consultant, and that a Scoping Agreement will need to be signed prior to submitting an application? YES NO N/A

7. If elevations are required, has a copy of Appendix E been provided to the applicant, and have the requirements of Appendix E been reviewed by staff with the applicant?
 YES NO N/A

Storm Water Requirements

1. Is the site a development that cumulatively disturbs more than 10,000 SF or a redevelopment that cumulatively disturbs 1 acre or more? YES NO

2. If yes, has the Town of Harrisburg Stormwater Drainage Manual been made available to the applicant, and has staff explained the need for a Storm Water Concept Meeting?
 YES NO N/A

Review Fees

1. Planning/Zoning Required Review Fees (Check all that apply):

<input type="checkbox"/> Preliminary Plat	\$1000.00 plus \$25.00 per lots/ units	
<input type="checkbox"/> Recombination Plat	\$50.00 per map sheet	
<input type="checkbox"/> Sketch Plat Review	\$100.00	
<input type="checkbox"/> Subdivision Construction Drawings	\$2000.00 plus \$50.00 per acre	
<input type="checkbox"/> Minor Site Plan Review	\$500.00 plus \$5.00 per acre	
<input type="checkbox"/> Vested Rights	\$400.00	
<input type="checkbox"/> Vested Rights Extension	\$150.00	
<input type="checkbox"/> Minor Site Plan Final Inspection and COC Letter	\$50.00 Residential \$100 Commercial	
<input type="checkbox"/> Rezoning Amendment – Residential (<10 acres)	\$400.00 plus \$5.00 per acre	
<input type="checkbox"/> Rezoning Amendment - Nonresidential/Mixed Use	\$1000.00 plus \$25.00 per acre	
<input type="checkbox"/> Rezoning Amendment – Residential (>10 acres)	\$2500.00 plus \$25.00 per acre	
<input type="checkbox"/> Conditional District Rezoning	\$2500.00 plus \$25.00 per acre	
<input type="checkbox"/> Combined Residential Rezoning & Preliminary Plat	\$4000.00 plus \$25.00 per lot	
<input type="checkbox"/> Conditional Use Permit	\$1000.00 plus \$5.00 per acre	
<input type="checkbox"/> Re-advertising cost (due to applicant action)	Greater of \$200 or actual cost	
<input type="checkbox"/> Architectural Review	\$150.00	
<input type="checkbox"/> Appeal of Planning Board Decision on Arch. Review	\$250.00	
<input type="checkbox"/> Rezoning Protest Petition	\$250.00	
<input type="checkbox"/> Street Name Change Petition	\$500.00 plus street sign costs	
<input type="checkbox"/> Variance Application - Residential	\$500.00	
<input type="checkbox"/> Variance Application - Nonresidential	\$600.00	
<input type="checkbox"/> Appeal of Administrator/Interpretation Request	\$300.00	
	TOTAL	

2. Engineering Review Fees (Check all that apply):

<input type="checkbox"/> Residential Construction Plans (Water/Sewer)	\$2500.00 plus \$100 per acre	
<input type="checkbox"/> Residential Construction Plans (Roadway/Storm Water System)	\$2500.00 plus \$100 per acre	
<input type="checkbox"/> Residential Construction Plans (Storm Water Quality/Detention)	\$2000.00 plus \$100 per acre	
<input type="checkbox"/> Commercial Construction Plans (Water/Sewer)	\$2500.00 plus \$100 per acre	
<input type="checkbox"/> Commercial Construction Plans (Roadway/Storm Water System)	\$2500.00 plus \$100 per acre	
<input type="checkbox"/> Commercial Construction Plans (Storm Water Quality/Detention)	\$2000.00 plus \$100 per acre	
<input type="checkbox"/> NCDOT Utility Encroachment Application Review	\$100.00	
<input type="checkbox"/> NCDOT Driveway Permit Review	\$50.00	
<input type="checkbox"/> NCDENR-DWQ Application Review/Execution	\$100.00	
<input type="checkbox"/> NCDENR-PWS Application Review/Execution	\$100.00	
<input type="checkbox"/> Letter of Intent to Serve - Water and Sewer	\$500.00 plus water model fee	
<input type="checkbox"/> Conditional Rezoning Plan Review	\$200.00	
<input type="checkbox"/> Preliminary Plat Review	\$300.00	
<input type="checkbox"/> Annual Storm Water BMP Inspection/Certification Review	\$300.00	
<input type="checkbox"/> Grading Plan	\$500.00 plus \$100.00 per acre	
	TOTAL	

Notes:

1. Additional Engineering fees may apply. Please review the Town of Harrisburg Fee Schedule.
2. All applicable inspection fees will be due prior to the release of plans for final approval.
3. Water and sewer connection and development fees will be due prior to connection or installation of water and sewer services.
4. Town of Harrisburg encroachment fees will be due at time of encroachment installation, if applicable.
5. For final plat submittal requirements and fees, please review the final plat application and checklist.

3. Fire Review Fees (Check all that apply):

Commercial Plans or Commercial Upfit Fees Based on SF		
<input type="checkbox"/> Less than 4,999	\$200.00	
<input type="checkbox"/> 5,000 to 9,999	\$250.00	
<input type="checkbox"/> 10,000 to 24,999	\$350.00	
<input type="checkbox"/> 25,000 to 49,999	\$500.00	
<input type="checkbox"/> 50,000 or greater	\$.02 per sq. ft.	
<input type="checkbox"/> Site Review for Commercial / Subdivisions	\$200.00	
<input type="checkbox"/> Site Review for Rezoning Commercial/Subdivisions	\$200.00	
<input type="checkbox"/> Subdivision Plat/Site Plan Review	\$200.00	
	TOTAL	

Additional Requirements

Participant Information and Acceptance of Requirements

4. Applicant _____

Address _____

Phone _____

Email Signature _____

5. Planning Staff _____

Signature _____

6. Engineering Staff _____

Signature _____

7. Fire Staff _____

Signature _____

8. NCDOT Staff _____

Signature _____

9. Other Signature _____

10. Date _____