

Town of Cary, North Carolina Site and Subdivision Development Review Process

This process has been developed to help the local landowner, architect, engineer, developer and other interested parties understand and appreciate all phases of the development review process in Cary. Our Staff is aware that everyone is not familiar with the numerous codes, polices and procedures involved in securing an approved site plan. This guide is designed to make the permit process easily understandable while providing staff adequate opportunity to insure compliance with applicable regulations.

Goal

To provide a one stop review center whereby the public and construction industry have one location to obtain information and guidance on submitting plans for approval. The department of Planning is responsible for obtaining approvals from other agencies such as the Water and Sewer Department, Engineering Department, Erosion Control and the Public Works Department before a building permit application is processed.

Site/Subdivision Development Plan Review Process.

The Town of Cary has divided the plan review process into the following 3 processes.

A. Town Council Review

Any site development plan that requests a deviation or reduction to any standard, as required by the Land Development Ordinance (LDO) that is not delegated to Planning Staff. Site development plans that are subject to a special use permit or plans located within the Town Center District are also subject to a Town Council review process.

B. Minor Site Plan Review

Any site plan that involves less than a 50% increase in the building or parking of any previously approve site plan. The minor site plan review process is for minor alterations to existing sites or to previously approved site development plans.

C. Major Site Plan Review

Any site plan submitted for development that does not meet the criteria of the Town Council, Town Center or the Minor site plan review process. The Major site plan review cycle is for most new site development plans.

A copy of the review schedule for each of these cycles is available from the Planning Department or on the Town's website. The deadline for submittal is 5 p.m. on the date shown. Please call the Planning Department at (919) 469-4082 with any other questions.

When is a Site Plan Required?

- A.** Any multi-family development;
- B.** Any residential development containing any lots smaller than 8,000 square feet;
- C.** Any non-residential development

When is a Subdivision Plan Required?

A subdivision plan is required when a property is proposed to be divided into lots and road construction and extension of infrastructure is required. See Section 3.9 of the LDO for more information regarding subdivision plans.

Pre-Submittal Requirement

A pre-submittal meeting is required for any new site or subdivision plan submittal. A pre-submittal meeting is not required for changes to already approved site plans if the following conditions are met:

- A. For non-residential development, the increase in building square footage is less than 50 percent of the existing building square footage.
- B. For residential development, the increase in the number of units or lots is not more than 50 percent of the existing number of units or lots.

Pre-submittal meetings are held on Wednesday and may be scheduled by calling the Plans Facilitator at (919) 469-4082. The deadline to be included on the following week's pre-submittal agenda is 5 p.m. on the Tuesday before the pre-submittal meeting date.

The following information is required in order to schedule a pre-submittal:

- a. A concept plan that is drawn to scale and shows the location of the buildings, parking, access, buffers and other significant site features.
- b. A valid PIN number.
- c. Proposed land uses

Fees

Site and Subdivision plan and other applicable fees shall be required at the time of initial application in accordance with the Town Of Cary schedule of fees. A copy is available from the Planning Department or on the Town's website.