

Development Plan Process

Step 1
Required Pre-Application Meeting

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Prior to the submittal of the Development Plan to the Planning Department, applicants are required to participate in a pre-application meeting with members of staff which make up the Development Review Committee (DRC). This process was developed to improve communication between applicants and Town staff and is intended to provide the applicant with clear direction and understanding of the plan review process, schedule, fees and submittal requirements. This typically results in a more efficient application process. It is at this meeting where the various regulations are discussed as well as other requirements associated with a development plan such as a traffic study.

Step 2
Formal Application Submittal

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The applicant shall submit the completed application form, correct number of plan sets, fees and support documents as specified in the Land Development Ordinance and identified during the pre-application meeting. After receipt, the application will undergo a completeness review. An application that is not deemed "complete" will be returned to the applicant. A description of the required materials for a "complete" Development Plan application is provided on the Town's Web site.

Step 3
Case Manager Assigned

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Once the application is deemed complete, a case manager is assigned who will be the point of contact for the applicant. The case manager will conduct a sufficiency check of the application to ensure all the information provided is sufficient to adequately review/comment on the proposed request. The case manager is responsible for coordinating comments from Town staff and communicating all comments to the applicant.

Step 4
Case Manager Assigned

Step 4 Staff Review of Development Plan

Upon submittal, staff reviews the plan against the LDO and other Town requirements, such as the Town Design Guidelines and Community Appearance Manual. After review, comments from all reviewing departments are gathered by the case manager and compiled into a single document.

Step 5
Comments Issued to Applicant

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Once the comments are compiled by the case manager, the comments are forwarded to the applicant for guidance and compliance.

Step 6
Staff/Applicant DRC Meeting

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Shortly after receiving comments back from Town staff, the applicant is invited to attend another meeting with staff from the Development Review Committee to go over any comments the applicant requests clarification on, disagrees with or proposes a suitable alternative. As with all DRC meetings, these meetings occur on Wednesdays.

Step 7
Applicant Resubmits

Step 7 Applicant Resubmits

Following the staff/applicant DRC meeting, the applicant resubmits the Development Plan and addresses staff comments. Staff reviews the resubmittal based on the information provided and prepares adjacent property owner letters.

Step 8
Adjacent Property Owner Letters

Step 8 Adjacent Property Owner Letters

Following the first resubmittal (staff's second review), letters are mailed to all property owners within 400 feet of the Development Plan property. This notice is a courtesy notice to inform the nearby property owners what is being planned and allows the property owners the opportunity to come to the Planning office to see a copy of the Development Plan.

Step 9
Submittal/Review Cycle

Step 9 Submittal/Review Cycle

The submittal/review cycle continues until Town staff is comfortable and confident that all of staff's comments are addressed, all issues are resolved and all ordinance requirements are met, unless waived by the Town Council through a public hearing process


Step 10
Letter of Notification (LON) Issued


Step 10 Letter of Notification Issued

Once staff is comfortable with the Development Plan, a Letter of Notification (LON) is issued which allows the applicant to submit final mylars and the construction plan packet. The LON also allows the applicant to begin applying for site development permits, such as utility, grading and other such permits.

Notes

Information required on a Development Plan is found in Section 4.4.2(l) of the Land Development Ordinance, by contacting staff at (919) 469-4046, or by visiting our Web site at www.townofcary.org.

 Development Plans are not subject to protest petitions and are administratively approved unless a variance or reduction is requested that is outside the authority of staff as provided for in the LDO.

 The average Development Plan undergoes the submittal/review cycle (as identified in Step 9) 3-4 times prior to the issuance of a Letter of Notification.