

**\*\*This form along with a proposed site plan (is not required to be the final, engineered plan at this time), must be completed and sent back to planning staff no later than 2:00 PM the Friday before the Wednesday meeting. All information sheets submitted after this deadline will NOT be scheduled for the following Wednesday.**

## **PRE-APPLICATION INFORMATION SHEET**

**Project Name:**

**Project Description:**

**Address(s):**

**Parcel #(s):**

|   |   |
|---|---|
| Applicant:<br>Mailing Address:<br><br>Phone:<br>Cell:<br>Email: | Owner:<br>Mailing Address:<br><br>(opt) Phone:<br>(opt) Cell:<br>(opt) Email: |
|---|---|

- 1. Do you plan to subdivide the property?**
- 2. Do you plan to create impervious surfaces? This includes any gravel, concrete, asphalt or rooved areas.**
- 3. Will you be constructing a state-maintained public road?**
- 4. Will you disturb more than 20,000 sq ft (approx. 1/2 acres)? Approx. acreage disturbed.**
- 5. Does the property have access to public water? Well?**
- 6. Does the property have access to city sewer? Septic?**
- 7. Do you propose any new building construction? (Yes/No) If so, please describe the structure.**
- 8. Do you propose any additions, alterations, or demolition to existing structures? (Yes/No) If so, please explain.**
- 9. Will the new business require hiring employees? (Yes/ No) If so, how many?**
- 10. Will customers/clients be coming to this property?**
- 11. Is food preparation, childcare, adult care, school, pool, or other regulated establishments proposed on the property?**
- 12. Will hazardous chemicals be used or stored on the property? (Yes/No)**
- 13. Do you propose to have landscaping, signage, or lighting on the property? (Yes/No)**
- 14. What is your timeline for starting construction?**
- 15. Please write a thorough description of your project with the end goal in mind:**



### Chatham County Pre-application Meetings

Pre-application meetings offer prospective/existing business owners an opportunity to meet informally with permitting staff. Meetings are not required but are offered in an effort to make the permitting process as seamless as possible and provide feedback on preliminary proposals prior to document submittal. Staff is available to discuss rezonings, watershed protection, septic and wells, county water, building and fire code, permits that may be required.

**Meeting times:** Wednesday afternoons, excluding holidays, at 1:00, 2:00, or 3:00 pm (**the deadline to schedule a pre-app meeting is 2:00 PM Friday of the previous week**) and **time slots first come first serve.** **Location:** Virtual

**Scheduling:** Contact Karen Bonomolo at [karen.bonomolo@chathamcountync.gov](mailto:karen.bonomolo@chathamcountync.gov) or call 919-542-8221

Below is a list of permitting process staff who regularly attend the pre-application meetings:

|  |  |   |
|--|--|---|
| Angela Plummer, Planning Dept<br>Zoning Administrator<br>919-542-8285<br><a href="mailto:angela.plummer@chathamcountync.gov">angela.plummer@chathamcountync.gov</a>                      | Kimberly Tyson, Planning Dept<br>Subdivision Administrator<br>919-542-8283<br><a href="mailto:kimberly.tyson@chathamcountync.gov">kimberly.tyson@chathamcountync.gov</a>                   | Planning Dept<br>Minor/Exempt/Expedited SubDiv.<br>Contact Kim Tyson 919-542-8283   |
| Rachael Thorn, Watershed Protection<br>Director<br>919-545-8343<br><a href="mailto:rachael.thorn@chathamcountync.gov">rachael.thorn@chathamcountync.gov</a>                              | Drew Blake, Watershed Protection<br>Assistant Director<br>919-545-8394<br><a href="mailto:drew.blake@chathamcountync.gov">drew.blake@chathamcountync.gov</a>                               | Taylor Burton, Watershed Protection<br>Stormwater Program Manager<br>Stormwater, Riparian Buffers, Floodplain<br><a href="mailto:taylor.burton@chathamcountync.gov">taylor.burton@chathamcountync.gov</a><br>984-214-1456 |
| Justin Hasenfus, Watershed Protection<br>Erosion Control Program Manager<br>919-545-8344<br><a href="mailto:justin.hasenfus@chathamcountync.gov">justin.hasenfus@chathamcountync.gov</a> | Nathan Way, Env Health<br>On-site Wastewater & Wells Supervisor<br>919-545-8311<br><a href="mailto:Charles.way@chathamcountync.gov">Charles.way@chathamcountync.gov</a>                    | Phillip Pappas<br>Small Business Center Coordinator<br>919-545-8015<br><a href="mailto:ppapp612@cccc.edu">ppapp612@cccc.edu</a>   |
| James Tiger, Env. Health<br>Director<br>919-545-8316<br><a href="mailto:james.tiger@chathamcountync.gov">james.tiger@chathamcountync.gov</a>   | Lisa Morgan, Env. Health<br>Food Establishments, Childcare, School<br>Institutions<br>919-545-8309<br><a href="mailto:lisa.morgan@chathamcountync.gov">lisa.morgan@chathamcountync.gov</a> |   |
| David Camp, Central Permitting<br>Director<br>919-542-8226<br><a href="mailto:David.camp@chathamcountync.gov">David.camp@chathamcountync.gov</a>   | Kacey Hargrove, Central Permitting<br>Supervisor<br>919-545-8474<br><a href="mailto:kacey.hargrove@chathamcountync.gov">kacey.hargrove@chathamcountync.gov</a>                             | Brandon Ancona, Building Insp.<br>Supervisor<br>919-545-8346<br><a href="mailto:brandon.ancona@chathamcountync.gov">brandon.ancona@chathamcountync.gov</a>  |
| Billy Judson, Fire Marshal<br>Fire Marshal<br>919-545-8342<br><a href="mailto:william.judson@chathamcountync.gov">william.judson@chathamcountync.gov</a>                                 | Kennedy Strowd, Fire Marshal<br>Deputy Fire Marshal<br>919-542-8263<br><a href="mailto:kennedy.strowd@chathamcountync.gov">kennedy.strowd@chathamcountync.gov</a>                          | Nicholas Kent, Tri-River Utilities<br>919-777-1102<br><a href="mailto:Nicholas.kent@tririverwater.com">Nicholas.kent@tririverwater.com</a>  |
| Michael Smith<br>Economic Development<br>919-542-8278<br><a href="mailto:michael.smith@chathamcountync.gov">michael.smith@chathamcountync.gov</a>  | Megan Emerson<br>E-911 Specialist<br>919-545-8161<br><a href="mailto:megan.emerson@chathamcountync.gov">megan.emerson@chathamcountync.gov</a>  | Neha Shah, Pittsboro-Siler City CVB<br>Tourism Director<br>919-542-8296<br><a href="mailto:Neha.Shah@chathamcountync.gov">Neha.Shah@chathamcountync.gov</a>   |
| Jenny Williams<br>Tax Office<br>919-545-8404<br><a href="mailto:Jenny.williams@chathamcountync.gov">Jenny.williams@chathamcountync.gov</a>   | Ben Rippe, Parks & Recreation Dept<br>Trails & Open Space Planner<br>919-545-8553<br><a href="mailto:ben.rippe@chathamcountync.gov">ben.rippe@chathamcountync.gov</a>                      | Justin Richardson<br>NCDOT District 1 / Division 8 Asheboro<br>336-318-4000<br><a href="mailto:jtrichardson@ncdot.gov">jtrichardson@ncdot.gov</a>   |

Pre-application meetings may also include other non-regulatory staff as needed.