

TOWN OF CARRBORO



This is just a reminder concerning plot plans that are submitted to the Town of Carrboro Zoning Division for individual lots within previously approved final plats of subdivisions. All plot plans are required to include a number of items as outlined in the Conditional Use Permit (CUP) or Special Use Permit (SUP) for the relevant subdivision.

Recently, we have seen an increase in the number of plot plans that are being submitted without these items shown. This increases the amount of time that it takes our department to review the plot plans. Sometimes, we must send them back to the contractor for clarification or revision. This only causes delays in the approval of your plot plans.

In order to expedite the handling of your plot plans, we are requesting that you ensure that each of the items listed on your project's CUP or SUP is in fact on the plot plan. An example of a good plot plan is attached (with surveyor, contractor, and subdivision information deleted). The Board of Aldermen (or Board of Adjustment) requires that these items be shown on all plot plans submitted to the Zoning Division. If you do not have a list of these items for your project, we will be happy to furnish you with a copy.

These items may include, but are not limited to, property lines, setbacks, proposed house and driveway locations, existing and proposed grading, vegetation clearing limit lines, specimen trees (over 18 inches or rare species), roof drain locations, stream buffers, flood plains, and drainage, landscape and utility easements. Other items may be required for your particular project, so be sure to check the relevant CUP or SUP.

It is also imperative that your plot plans show architectural features of the house as noted below. Plot plans should not be confused with foundation plans. Plot plans need to show such architectural features as bay windows, fireplaces, etc. (Even if they are cantilevered). They should also show roof overhangs, decks, porches, garages, carports and any "structure" (as defined in the Town's Land Use Ordinance) that may intrude into the lot's setbacks.

The purpose of the plot plan is to aid the Zoning Division in verifying that the house and all of its features and additions thereto are clear of the lot's setback lines as established by the Town's land use ordinance (or by the conditional use permit or special use permit). Failure to submit accurate plot plans may result in the creation of a nonconforming situation.

If changes are made to the building plans, then a new plot plan should also be submitted. Additionally, the use of reversed building plans is acceptable, but the plot plan must show the reversed building, as it will appear on the Lot after construction.

If you have any questions concerning this memorandum, or need a copy of the plot plan requirements from your project's CUP or SUP, please contact the Zoning Division at 918-7336. Thank you for your cooperation in this matter.