



Technical Review Committee Procedure

INTRODUCTION

The purpose of this document is to guide all applicants whose proposed developments will be reviewed by the Elon Technical Review Committee (TRC). Included is a description of the general review process, timetables, fees, and submittal requirements. The application forms, TRC review fee schedule, and developer/applicant checklist provided within this document will be available either on the Town of Elon's (hereafter "Town") website or at the Planning Office at the Elon Municipal Building. TRC documents and developmental plans are to be submitted to the Elon Town Planner during normal business hours (8:00 a.m. - 5:00 p.m.)

PURPOSE

The development review process as established in Chapter 6 of the Elon Land Development Ordinance (LDO) is required for all residential and non-residential development plans. These plans include but are not limited to site plans, subdivision plans, development plans.

The TRC committee is responsible for:

1. Providing continuing, coordinated, and comprehensive review for technical aspects of development proposals.
2. Making recommendations to the Planning Board on new or altered developments as specified in Chapter 6 of the LDO.
3. Performing any other related duties that the Board of Aldermen may direct.
4. Exercise any other power and authority provided to it by the Board of Aldermen, the LDO, or NC state law.

Committee Members

Consistent with NCGS 160A-361, the following town staff members or their designee or alternative serve as the TRC members:

1. Assistant Town Manager/Town Planning Director (serves as the TRC chair)
2. Town Manager
3. Town Engineer
4. Public Works Director
5. Police Chief
6. Fire Chief
7. Alamance County Building Inspections
8. North Carolina Department of Transportation (NCDOT)
9. Other appropriate agencies

Meeting Schedules

The TRC will meet every second and fourth Wednesday of the month at 2:00 p.m. at the Elon Municipal Building located at 104 S. Williamson Avenue, Elon, NC. The meeting schedule for the upcoming calendar year will be established in December of each calendar year. Meetings will not be required, but participating will ensure your comments are being addressed by the applicant and being shared among other TRC committee members. If any TRC committee member misses a meeting, that member is responsible for communicating their plan review comments through the Planning Director.

Process

TRC development review plans must be submitted at least one week prior to the next scheduled TRC meeting. If this deadline cannot be met, then the proposed project will be scheduled for the following TRC meeting. TRC members will have at least a week to review the plans, and must bring their comments to the scheduled TRC meeting for discussion. Project engineers and/or developers are encouraged to come to the meetings. TRC members will discuss comments as a group for better communication and clarity. The applicant will receive written TRC review comments during or within one week of the meeting. The applicant will resubmit corrected development review plans to the Town following the same submittal requirements noted previously with the exception that the 7 day requirement may

be waived by the Planning Director. If the Planning Director is of the opinion that all comments have been addressed or are close to resolution, then a final TRC meeting will be scheduled for final approval.

EXPIRATION OF DEVELOPMENT PLANS

Any approved TRC development plans will expire two years after the approval date per the LDO and NCGS 160A-385.1 unless building activity has occurred during this time period or if the applicant has established a vested right.

CHANGES TO AN APPROVED TRC DEVELOPMENT PLAN

Any changes made to an approved TRC development plan must be resubmitted to TRC for review. If the TRC deems that the changes are minor, the plans can be updated for record keeping purposes only. This includes changes during the construction phase as well as during design development.

TRC PLAN REVIEW FEES

TRC development plan review fees are listed in an approved fee schedule as set by the Elon Board of Aldermen every fiscal budget year. The Town's fiscal budget year is from July 1st to June 30th.

TRC Review:	\$600.00 (includes two resubmittals) Each subsequent resubmittal over 2 = \$150
Preliminary Plan Approval:	\$250.00 - Minor Developments (residential subdivisions with less than 5 single-family lots) \$450.00 + cost of mailed notices - Major Developments (residential subdivisions of 5 single-family lots or more and all non-residential projects)
Final Plats:	\$100.00 \$50.00 (exempt s/d, recombination, easement plats)
Review of TIA	\$300.00

ELON TECHNICAL REVIEW COMMITTEE (TRC)

2021 MEETING SCHEDULE

Meetings scheduled will be held on the 2nd and 4th Wednesday of every month at 2:00 pm at Elon Municipal Building, or remotely, as needed, and may be adjusted due to holidays or other conflicts. Please try to keep your calendars clear for these meetings. The 2021 schedule is as follows:

January 13th & 27th

February 10th and 24th

March 10th and 24th

April 14th and 28th

May 12th and 26th

June 9th and 23rd

July 14th and 28th

August 11th and 25th

September 8th and 22nd

October 13th and 27th

November 10th and 17th *

December 1st * and 15th *

* Schedule adjusted for Holiday or other scheduling conflicts

DEVELOPMENT REVIEW APPLICATION FORM

Town of Elon Development Services

P.O. Box 595

104 S. Williamson Avenue

Elon, NC 27244

(336) 584-2859

PLAN TYPE:**REVIEW FEE:**

Development Plan or Subdivision - Minor

\$250.00

- Major

\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)

Special Use Permit (includes Dev. Plan approval)

\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)

Final Plat

\$100.00 (Exempt s/d, recombination, or easement plats = \$50.00)

Technical Review Committee (TRC) Review

\$600.00 (includes two resubmittals); \$150.00 (per each submittal over two)

Traffic Impact Analysis Review

\$300.00

Minor Subdivision = less than 10 SF lots; **Major Subdivision** = 10 or more SF lots or any number of non-residential lots.

Minor Development Plan = Development of open land uses or up to 2 buildings or additions totaling less than 30,000 sf, without new streets or right-of-way.

Major Development Plan = MF, mixed-use, or non-residential development.

Submit three (3) printed copies and an electronic set of plans to the Planning Office for review.

PROJECT SUMMARY:

A. Project Name:

B. Type of Plan: _____ Minor Development Plan _____ Major Development Plan _____ Special Use

_____ Final Plat _____ TRC Review _____ Traffic Impact Analysis _____ Schematic Design (Pre-application review)

C. Property Street Address: _____

Property Description: _____

D. Owner / Applicant:

E. Report Comments to:

Telephone Number:

Fax Number:

E-Mail:

Report Comments to (additional contact):

Telephone Number:

Fax Number:

E-Mail:

F. Tax Map / Block / Parcel # (s):

G. Total Tract Acreage:

H. Zoning District:

I. Flood Plain: _____ yes _____ no (A Floodplain Development Permit may also be required if property is in the Floodplain)

J. Proposed Use:

K. Number of Lots:

L. Multifamily Developments: # of Units

Type: _____ Apartments _____ Townhomes _____ Condominiums

M. Non-Residential Developments: Existing Gross Floor Area (GFA): _____ Proposed GFA: _____

N. Amount of Existing Built-upon Area (BUA):

O. Amount of Proposed BUA:

PLAN SUBMISSION GUIDELINES

Plans submitted for Major Development Plan Review must be submitted thirty (30) days prior to the desired Planning Board meeting in order to be included on the agenda. Final Decision by the Board of Aldermen shall be provided at their next available meeting. Plans submitted for TRC Review must be submitted seven (7) days prior to the desired TRC meeting (TRC meetings may be scheduled for the 2nd & 4th Wednesdays of each month). Submittals must be complete in order to be scheduled for review.

I have read, understood and completed the attached plan to the best of my knowledge and ability.

Applicant Signature: _____ Phone: _____ Date: _____

List of Required Development Proposal Elements

Element	Environmental Inventory	Schematic Design	Site Plan	Preliminary Plat	Final Plat	Major Dev. Plan	Special Use
General Information							
Title block containing: - project name - type of plan - name address and phone number of applicant and plan preparer - date prepared/revised	✓	✓	✓	✓	✓	✓	✓
Annotated bar scale, no less than 1" = 100'	✓	✓	✓	✓	✓	✓	✓
Vicinity Map, at 1"= 2,000'	✓	✓	✓	✓	✓	✓	✓
North arrow	✓	✓	✓	✓	✓	✓	✓
Legend of symbols	✓	✓	✓	✓	✓	✓	✓
Site data table containing: - tax parcel number(s) - size of total tract	✓	✓	✓	✓	✓	✓	✓
Environmental Data							
Water courses, ponds, lakes, springs and wetlands	✓	✓	✓	✓		✓	✓
Location and elevation of 100 year floodplain, distance to floodway	✓	✓	✓	✓	✓	✓	✓
Location and dimension of stream buffers required by Section 3.14 – SB Overlay	✓	✓	✓	✓	✓	✓	✓
Existing and proposed topography, at 5' intervals extending 100' beyond the project boundaries	✓	✓	✓	✓		✓	✓
Soil types	✓	✓				✓	
Location and description of significant vegetation	✓						
Location and description of other significant natural features	✓						
Locations of known threatened or endangered plant or animal species	✓						
Location of known solid waste disposal sites	✓	✓	✓	✓	✓	✓	✓
Site Information							
Boundaries accurately represented, showing all distances and intersecting boundaries	✓	✓	✓	✓	✓	✓	✓
Location and description of all new and existing monuments, markers and control points				✓	✓	✓	✓
Existing & proposed planning districts on property w/in 100 ft	✓	✓	✓	✓	✓	✓	

Element	Environmental Inventory	Schematic Design	Site Plan	Preliminary Plat	Final Plat	Major Dev. Plan	Special Use
Location and description of significant cultural or historical features	✓					✓	
Adjacent property owners names and existing uses			✓	✓	✓	✓	✓
Location and right-of-way of existing roads, railroad lines, and utility easements	✓	✓	✓	✓	✓	✓	✓
Dimensions and use of existing buildings	✓	✓	✓	✓		✓	✓
Development Information							
Development data table containing: - current use of tract - proposed use of tract - total proposed lots - total residential units - total non-residential units - gross density/acre - acreage in residential uses - acreage in parks/open space - acreage in non-residential uses - total parking spaces provided - total percentage of impervious surfaces		✓	✓	✓	✓	✓	✓
Location and dimension of all proposed property lines and new lot areas		✓	✓	✓	✓	✓	✓
Location, dimension and use of all proposed buildings,		✓	✓			✓	✓
Location and dimension of all drives, parking spaces, stacking spaces and loading areas		✓	✓			✓	✓
Location and accessible route to handicap parking			✓			✓	✓
Location and right-of-way of proposed roads and alleys with proposed street names		✓	✓	✓	✓	✓	✓
Location and dimension of proposed drainage, utility, public access and conservation easements		✓	✓	✓	✓	✓	✓
Location and dimension of proposed open space, recreation areas and amenities		✓	✓	✓	✓	✓	✓
Location and dimension of proposed trails, greenways or bicycle facilities				✓		✓	✓
Location of proposed water,			✓	✓	✓	✓	✓

Element	Environmental Inventory	Schematic Design	Site Plan	Preliminary Plat	Final Plat	Major Dev. Plan	Special Use
sanitary sewer and storm sewer lines and infrastructure							
General location of proposed landscaping, including existing landscape elements to be preserved		✓	✓	✓		✓	✓
Location and design of proposed exterior lighting			✓			✓	✓
List of additional requirements for use			✓	✓	✓	✓	✓
Detail Information							
Typical cross-section of proposed streets, including curb, gutter and sidewalks			✓			✓	✓
Front elevations of all non-residential building façades, including descriptions of exterior materials			✓			✓	✓
Detailed public utility plans			✓			✓	✓
Detailed location, species, size and quantity of proposed landscaping			✓			✓	✓
Typical parking space design, handicap accessible space design and signage			✓			✓	✓
Location and design of proposed signs			✓			✓	✓
Certifications							
Surveyor or Engineer Seal, with source of boundary information		✓	✓	✓	✓	✓	✓
Public Works certification of water and sewer availability			✓	✓	✓	✓	
Soil, erosion control and sedimentation approval			✓	✓		✓	✓
County Health Department approval for individual well and septic systems			✓	✓	✓		✓
Certificate of improvements					✓		
Certificate of approval			✓	✓	✓	✓	✓
Certificate of survey and accuracy				✓	✓		
Certificate of ownership and dedication			✓		✓	✓	✓
Flood elevation certification			✓		✓	✓	✓
Review officer certification					✓		
NCDOT certification					✓		