Requirements for Submittal of Application for Architectural Review

I. **All documents must be received (25) twenty-five days prior to the regular scheduled Town Council meeting.**

II. **The names and addresses of all officers in the Corporation must be provided if a Corporation makes the request.**

III. **Four (4) Architectural elevation plans must be submitted with this application. The plans must reflect the Architectural Standards attached to this application. All elevations and/or maps larger than 11 x 17 shall be folded down to letter size. All elevations plans must have seal stamped to document.**

IV. **Four (4) vicinity maps drawn to a scale of 1 inch = 200 feet must be submitted. All maps larger than 11 x 17 must be folded down to letter size.**

V. **A PDF of all plans & maps sent to kennedy@southernpines.net and cc sherry@southernpines.net**

VI. **Please refer to Section 2.26 Architectural Compliance Permit in the Town of Southern Pines Unified Development Ordinance**

2.26 Architectural Compliance Permit

1.1.1. Purpose

This Section enables the Town Council and the developer of a commercial or mixed use development project to collaborate on the project design, thereby providing flexibility from the strict application of the Town's Commercial Design Standards.

1.1.2. Applicability

An Architectural Compliance Permit is required for any new construction or significant modification of any commercial or mixed-use building or site. Significant modifications include:

Town Council approval of an Architectural Compliance Permit is required for

(1) New construction of a commercial or mixed use building with three thousand five hundred (3,500) square feet or more of Gross Floor Area;

(2) Significant modification of any commercial or mixed-use building or site involving:

(a) Additions to the front or street side of a commercial or mixed-use building in an OS, NB, HCO district;

(b) Additions to the front or street side of a commercial or mixed-use building in an CB district that do not require review by the Historic District Commission;

(c) Increases in building height to any building included in paragraphs (1), (2)(a) or (2)(b) of this section;

(d) Additions to any side of a commercial or mixed-use building facing a residential district that do not comply with buffer requirements of Section 4.3.4;

(e) The establishment, relocation or enlargement of loading docks, loading bays or garage entries facing a street or residential district; and

(f) An increase of more than twenty (20) parking spaces.

Any new construction or modification of a commercial or mixed-use building that, in the opinion of the Planning Director does not comply with the commercial building design standards in Section 4.10. All other commercial and mixed-use building permit applications shall be reviewed by the Planning Director for compliance with the standards established in this UDO.

1.1.3. Architectural Compliance Permit Process Overview

The approval process and typical timing for Architectural Compliance Permits are summarized in Exhibits 2-25 and 2-26. Actual timing may vary based on the date of submittal and scheduled hearing dates.

Exhibit 2-1: Approval Process Summary

Architectural Compliance Permit Process
Application, Review
Town Council Hearing

Exhibit 2-2: Timing

Architectural Compliance Permit Timing	
Completeness Review	5 business days (from Application Submittal)
Town Council Hearing	30 days (from Completeness Certification)
Town Council Decision	30 days (from Hearing)

1.1.4. Initiation

The Architectural Compliance Permit application shall be filed with the Planning Director and shall comply with the requirements established in Appendix A. The application shall include a Site Plan and renderings in sufficient detail to enable the Council to evaluate compliance with the Commercial Design Standards and other applicable site development requirements of the UDO.

1.1.5. Completeness

The Planning Director shall review the application and shall determine if the application is complete pursuant to the provisions of Section 2.6.

Upon finding that the application is complete the Planning Director shall prepare a report making findings and recommendations on the application.

1.1.6. Town Council Action

The Town Council shall approve, conditionally approve or deny of the application based on the criteria in the

following Section.

1.1.7. Criteria

No Architectural Compliance Permit shall be approved unless the Town Council finds that:

(1) The application is consistent with applicable Comprehensive Plan goals and policies;

(2) The application substantially conforms with the commercial design standards and other applicable provisions of the UDO, including the purposes of the zoning district in which the property is located;

(3) The application is consistent with applicable conditions of prior Development approvals; and

(4) The development as proposed will be compatible with neighboring development and has mitigated potential conflicts.

Subsequent Applications. If the Architectural Compliance Permit is denied, a new application proposing the same Development for the same property shall not be filed within six (6) months after a final decision.

1.1.8. Amendments

Amendments to a previously approved Architectural Compliance Permit shall be classified as a minor or major revision. Minor amendments may be administratively accepted by the Planning Director and will not be subject to review by the Town Council. Within five (5) business days after filing of the proposed amendments, required items, and information, the Planning Director shall provide a written response indicating whether or not the proposed revisions shall be considered a minor or major amendment.

Minor Amendments. Minor Amendments to an Architectural Compliance Permit include any of the following changes:

(1) Changes to the timing or phasing of the proposed Development, provided that the use and overall geographic land area remains the same;

(2) Adjustment of unit boundaries within Tracts or Parcels adjoining the outer boundaries of the site plan, provided that the use and overall geographic land area remains the same;

(3) A reduction in the number of proposed platted Lots, provided that the use and overall geographic land area remains the same;

(4) Updating of ownership or consultant information;

(5) Site plan or subdivision plat name change;

(6) Reconfiguration of parking to increase compliance with parking or landscaping requirements;

(7) Increases in the number of parking spaces that do not trigger the applicability threshold in this Section;

(8) Adjustments in the landscaping location or materials that comply with the landscaping standards with the UDO and do not reduce the total landscape area from a previously approved Architectural Compliance Permit;

(9) Building maintenance and repairs that do not change the area, height, setbacks or materials from a previously approved Architectural Compliance Permit;

(10) Other changes to increase compliance with UDO or technical requirements; and

(11) Any change to an Architectural compliance permit that did not require Town Council approval.

Major Amendments. All other revisions shall be classified as major amendments and shall be processed in the same manner as the initial application.

1.1.9. Effect of Approval

The Architectural Compliance Permit shall expire unless a Building Permit is issued within one (1) year of approval.

Development activities subject to this Section shall conform to the approved application and any conditions or restrictions. Any deviation from the approved Architectural Compliance Permit, unless approved in advance and in writing by the Planning Director is deemed a violation of the UDO.

(Ord. passed 10-08-2013)

VII. Please note Section 2.26.2, subsection (1), of the Architectural Standards, only commercial or mixed use buildings exceeding 3,500 square feet of gross floor area require Town Council approval. Commercial or mixed use buildings less than 3,500 square feet are handled as a staff level approval.

VIII. Please note Section 4.10 Commercial Buildings Design Standards, outlines the standards and requirements for commercial buildings.

IX. The Architectural Compliance Permit application requires a narrative explanation of how the design conforms to the requirements. This narrative shall be submitted with the request for Architectural Review.

X. The applicant or a representative is expected to attend all meetings (Town Council Agenda Meeting and Town Council Regular meeting) to answer questions concerning the request. The absence of the applicant or a representative at the agenda meeting is sufficient grounds to warrant a deferral of action by the Town Council.

XI. The Town Council Agenda meeting is held the Wednesday preceding the Town Council Regular meeting. The Town Council Regular meeting is held the second Tuesday of the month. The agenda meeting is held in the Southern Pines Police Station Community Room, 450 West Pennsylvania Avenue, and the Regular Town Council meeting is held at the Douglass Community Center, 1185 West Pennsylvania Avenue, Southern Pines, NC. Both of the meetings start promptly at 7:00 PM.

XII. For your convenience, meeting dates are readily accessible on the Town's official web site, www.southernpines.net . On the Town of Southern Pines' Home Page, select Government, then select Public Meetings (Calendar).

APPLICATION FOR SOUTHERN PINES TOWN COUNCIL
ARCHITECTURAL REVIEW

Date Received:_____ Case: AR- -

TO THE TOWN COUNCIL OF THE TOWN OF SOUTHERN PINES, NORTH CAROLINA:

I, the undersigned, do hereby make application for an architectural review of the property as described below, to the Town of Southern Pines Town Council:

1. **Name of project**: _____.
2. **Project Street Address**: _____
3. **PIN #** _____ **LRK** _____
3. **Type of Commercial Building (i.e. retail, office, etc.)**: _____.

I certify that all information furnished in this application is accurate and in compliance with the attached architectural standards of the Town of Southern Pines.

Name of Petitioner: _____**Signature**: _____
Please Print

Mailing Address of Petitioner: _____
Please Print

E-Mail of Petitioner: _____
Please Print

Phone Number of Petitioner: _____
(Area Code)

Name of legal owner of Property Owner _____
(If different from Petitioner) **Please Print**

Mailing Address of Legal Property Owner _____
(If different from Petitioner) **Please Print**

Phone Number of Legal Property Owner _____
(If different from Petitioner) **Please Print**

Form updated December 10, 2013