



# Adequate Public Facilities (APF) Application

## Section I: Background Information

Unless otherwise exempt by the terms of the Adequate Public Facilities Ordinance (APFO), this APF Application shall be completed and approved prior to the submission of an application for any of the following "development proposals," which are defined by Section 13.3 of the Town Zoning Ordinance to include the following applications for development:

- apartment building or attached house site plans involving twenty (20) or more dwelling units
- subdivisions involving more than twenty (20) lots
- nonresidential developments or uses of 10,000 square feet or more of floor area or creating fifty (50) or more peak hour vehicle trips or 500 or more daily vehicle trips, whichever is less; and
- developments meeting any one of the thresholds above, which requires any one of the following
  - a special use permit
  - any overlay district for which a site specific development plan is required under the provisions of this ordinance
  - a conditional zoning district
  - a subdivision sketch plan or a preliminary plan when required by the subdivision ordinance
  - a final plat when no sketch plan or preliminary plan is required

Note: Please refer to Article 14, Zoning Ordinance, to determine whether a separate Traffic Impact Assessment is required to be submitted with an application for the Development Proposal.

Pursuant to Section 13.6.2, Zoning Ordinance, a Pre-Submittal Meeting with the Zoning Administrator is required prior to submitting this application form. However, it is recommended that the Applicant become familiar with the requirements of this Application and of Article 13, Zoning Ordinance, prior to the Pre-Submittal Meeting.

No application for a Development Proposal shall be accepted by the Town, until a Determination of Adequacy has been issued by the Zoning Administrator, pursuant to Article 13 of the Zoning Ordinance and other applicable Town Laws.

The APFO tests the capacity of three (3) Public Facilities to determine whether each is sufficient to absorb the impacts of the Development Proposal when it submitted. They are:

- Law Enforcement
- Parks and Recreation; and
- Fire Protection

To Be Completed By Town Planning Department Staff	
<b>Date Received:</b>	
<b>Application Complete:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Received By:</b>	

**Section II: Development Project Information**

Please provide the following information:

Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_  
Address of Subject Property: \_\_\_\_\_

Zoning – Current: \_\_\_\_\_  
Zoning – Proposed: \_\_\_\_\_  
Applicant Phone Number(s): \_\_\_\_\_

Subject Property Parcel ID(s): \_\_\_\_\_

Number of Phases: \_\_\_\_\_  
Total Area (Square Feet): \_\_\_\_\_

**If this Development Proposal will be phased, please see Section III below.**

Number of Phases Included in this APF Request: \_\_\_\_\_  
Total Project Area Included in this APF Request: \_\_\_\_\_  
Number of Phases Included in TIA Request (if applicable): \_\_\_\_\_  
Total Project Area Included in TIA Request (if applicable): \_\_\_\_\_

**Phases not included in initial calculations for APF and TIA will be subject to APF & TIA requirements prior to development of those phases**

Has any property adjacent to or within 300 feet of the Subject Property been developed by the Applicant or Property Owner since November 20, 2007? If so, please describe the nature, extent, and timing of that development and its location.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe in detail the nature of the proposed land use. Please address such matters as whether goods or services are to be sold or provided, any special transportation characteristics, the use of all enclosed and unenclosed portions of the property, and the square footage to be allocated to each land use. Space has been provided for indicating the extent of each proposed new land use as well as for a narrative description. Please attach additional pages as needed.

Non-Residential Land Uses Proposed	Square Feet Gross Floor Area
_____	_____
_____	_____
_____	_____

Residential Land Uses Proposed (Indicate Single/Multi-Family)	Number of New Dwelling Units
_____	_____
_____	_____
_____	_____

### Section III: Phasing

If the Proposed Development is to be completed pursuant to a Phasing Schedule, please indicate when each phase is to be completed and the extent of development proposed for each use within each Phase. Describe when approvals are expected to be sought including preliminary subdivisions, site plans, rezonings, building permits, and certificates of occupancy. Attached additional pages if needed.

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### Section IV: Past of Proposed Public Facility Contributions

Please describe any past or proposed dedication, construction, or funding provided by the applicant or the property owner in order to address the impacts of the Proposed Development on Public Facility capacity. Please explain the nature and timing of such contributions and whether or to what extent they will mitigate the impacts of the Proposed Development on Public Facility Capacity.

If the applicant is proposing a Mitigation Plan, as described in Article 13, Zoning Ordinance, where capacity of one or more Public Facility is not otherwise adequate to support the demand resulting from a Proposed Development, please include a draft Mitigation Plan with this Application.

#### Applicant

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Corporation     Limited Liability Company     Trust     Partnership     Other: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Address of Applicant \_\_\_\_\_

#### Property Owner (if different than applicant)

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Corporation     Limited Liability Company     Trust     Partnership     Other: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

\* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**