



BUNCOMBE COUNTY

PLANNING & DEVELOPMENT

March 17, 2020

Closure of Buncombe County Offices and Buncombe County Planning and Development

As of Wednesday March 18th Buncombe County Offices will be closed except for essential services. As such, Buncombe County Planning and Development will be closed until further notice. Staff will be limited to working remotely for the foreseeable future, and will have limited capacity to perform development services. Buncombe County Planning and Development Staff is committed to processing as much work as we can digitally and through electronic means. Please see below for the services that will be interrupted and what services can be provided remotely:

Effect on General Operations

1. Buncombe County Planning Board, Buncombe County Board of Adjustment, and Buncombe County Land Conservation Advisory Board will be suspended until general operations are resumed.
2. Staff will be available through email and phone. Questions can be directed to (828) 250-4830 or planninginfo@buncombecounty.org. Calls and emails will be returned in the order that they are received by Buncombe County.
3. Submittals must be provided digitally. A drop box will be provided at the Permits and Inspections Departments (30 Valley Street, Asheville, NC 28801), but this is only for use when all possible avenues of digital submittal have been exhausted. If submittals are dropped off, they must contain contact information, and the Department makes no guarantee as to when they will be received by staff or when they can be processed.
4. Inspections (zoning, subdivision, erosion control, stormwater, flood, and code enforcement) will be extremely limited. On-site inspections will be limited and inspections will require additional time and information than is the norm. Staff may accept information from the applicant demonstrating compliance, and may waive the requirement for an inspection during this time. Please request and inspection through planninginfo@buncombecounty.org or call 828-250-4830.

5. **Payments will only be accepted online through our Development and Permits portal.**
The portal can be accessed here:

<https://www.buncombecounty.org/governing/depts/planning/default.aspx>

Subdivision Cases and Plat Reviews

1. **Plats for Review:** Plats for review **must** be submitted through planninginfo@buncombecounty.org for pre-review. The planner assigned to the plat will let you know when it is acceptable to bring the plat to the Register of Deed's drop box for recordation. The Register of Deeds will be closed to the public. A drop box will be provided for **APPROVED PLATS THAT HAVE BEEN THROUGH THE PRE-REVIEW PROCESS** only. A County review officer will be signing approved plats submitted through the Register of Deed's drop box periodically while the County is closed. Please be aware that there will be a lag time between submittal of plats for recordation and actual recordation.
2. **Pre-Development Conferences:** Pre-development conference for major subdivision submittals may be done through telecommuting means. Contact Gillian Phillips at (828) 250-4852 or gillian.phillips@buncombecounty.org to schedule a pre-development conference.
3. **Major Subdivision Submittals:** Major subdivision submittals can be submitted digitally for pre-review. Arrangements can be made for large file submittals. Contact Shannon Capezzali at (828)250-4832 shannon.capezzali@buncombecounty.org for more information.
4. **Minor Subdivision Submittals:** Minor subdivision submittals can be submitted digitally. Arrangements can be made for large file submittals. Contact Savannah Gibson at (828)250-4828 or Savannah.Gibson@buncombecounty.org for more information.
5. **Minor and Major Subdivision As-Builts, Draft Final Plats, and Revised Plats:** Minor and major subdivision as-builts, draft final plats, and revised plats can be submitted digitally. Please email said submittal to the planner originally assigned the case. If you are not sure of the planner assigned the case, please email the information to planninginfo@buncombecounty.org or call 828-250-4830.
6. **Limitations:** Please be aware that not all subdivision cases are digitally available, and may limit our capability to review or accept applications for some cases.

Zoning Approvals/Zoning Related Submittals

1. **Submittals Requiring Public Hearings:** Applications requiring public hearings may be submitted digitally. No Planning Board or Board of Adjustment meetings will be held during this time, therefore submittals will be scheduled in order of submission when normal operations resume.
 - For **Board of Adjustment Cases** please contact Haylee Madfis at (828)-250-4865 or haylee.madfis@buncombecounty.org. Arrangements can be made for large file submittals.



- For **Planning Board Cases** please contact Savannah Gibson at (828)-250-4828 or Savannah.Gibson@buncombecounty.org for more information. Arrangements can be made for large file submittals.
- 2. **Zoning Applications:** Zoning permit application submittals may be submitted for review and approval digitally. Site plans are required for zoning applications. Arrangements can be made for large file submittals. Please submit to planninginfo@buncombecounty.org.
- 3. **Zoning Determination Letters:** Zoning determination letters may be submitted digitally. Please submit requests to planninginfo@buncombecounty.org.

Floodplain Development Permits

Flood development permits may be accepted digitally. Please contact Brad Burton at (828) 250-4836 or brad.burton@buncombecounty.org to submit. Arrangements can be made for large file submittals. Depending on type of development, approvals may be held until general operations are resumed.

Erosion Control Permits

Erosion control permits may be accepted digitally. Please contact Doug Sharp at (828)250-4837 or doug.sharp@buncombecounty.org to submit. Arrangements can be made for large file submittals. Depending on type of development, approvals may be held until general operations are resumed.

Stormwater Control Permits

Stormwater permits may be accepted digitally. Please contact Mike Goodson at (828)250-4854 or mike.goodson@buncombecounty.org to submit. Arrangements can be made for large file submittals. Depending on type of development, approvals may be held until general operations are resumed.

E-911 Addressing

E-911 addressing requests may be accepted digitally. Please contact Mila White at (828)250-4846 or mila.white@buncombecounty.org to submit. Arrangements can be made for large file submittals. Depending on type of request, capability to fulfill request may be limited, and approvals may be held until general operations are resumed.

