Proxy Prospective Developer (PPD)

- PPD submits final fee to NCBP
- PPD provides Copy of "full" NI to local government.
- PPD provides Copy of "full" NI to local library/other public locale for public review.
- PPD arranges for publication of SNI in local newspaper of general circulation.
- PPD provides Copy of SNI to owners of adjoining properties.
- PPD conspicuously posts SNI at the site using our Public Notice Posting Template.

NC Brownfields Program (NCBP)

- NCBP sends PPD written approval to proceed with public notice
- NCBP receives confirmation from PPD that actions have been taken
- PPD provides Copy of "full" NI to local government.
- PPD provides Copy of "full" NI to library/public locale for public review.
- PPD arranges for publication of SNI in local newspaper of general circulation.
- PPD provides Copy of SNI to owners of adjoining properties.
- PPD conspicuously posts SNI at the site using our Public Notice Posting Template.

Public

- Public Comments Received?
  - NO
  - YES
    - Public Meeting Requested?
      - NO
      - YES
        - Public Meeting Warranted?
          - NO
          - YES
            - NCBP buys Public Draft NBP, or if comments received may modify BFA. Determines if further public notification of changes is warranted.
            - NCBP arranges/holds Public Meeting
            - NCBP prints Public Draft NBP, or if comments received may modify BFA. Determines if further public notification of changes is warranted.
        - Public Draft NBP, BFA, plot are set aside pending sole of property to a prospective developer
        - Once PP is deemed eligible by the NCBP, the program will work with the PP and the PPD to make any changes to the NBP as necessary for the PP's potential uses. Then the modified NBP, BFA and plot are resubmitted for public comment using a similar process to the above.

- 30-day public comment period starts the day after the latter date of the execution of the public notice tasks
- Public may submit written comments at any time during the 30-day public comment period to the NCBP. A public meeting may be requested within the first days of the comment period.
- NCBP accepts Public Draft NBP, or if comments received may modify BFA. Determines if further public notification of changes is warranted.

FOR PD CONFIRMATION OF PUBLIC NOTICE REQUIREMENTS

1 For placement of full NI at local government offices and other locations for public review, provide a letter/certified mail receipt from each office/location. At a minimum, provide copies of PD’s letter of transmittal to each office/location.
2 For publication of the SNI, provide an affidavit of publication from the publishing entity. At a minimum, provide a photocopy of the actual SNI as published along with the name of the publishing entity and date of publication.
3 For posting of the SNI at the Property, provide at least two photographs, one close-up and one long-shot, of the actual SNI as posted.

ANCILLARY DOCUMENTS

- BFA = Brownfields Agreement – Contract and covenant not-to-use between the State of NC and PD that provides details of the site, the work to be performed (WTB), and land use restrictions (LUR).
- NBP = Notice of Brownfields Property – The summary document that is recorded at the county Register of Deeds and allows land use restrictions to run with the land. The exhibits to NBP are the BFA with its exhibits, the brownfields survey plot and a legal description.
- NI = Notice of Intent – Generic one-page document that functions as a cover to introduce other Brownfields documents.
- Full NI = Full Notice of Intent – NI plus NBP with attached exhibits.
- SNI = Summary Notice of Intent – A one to two page document that summarizes the "full" NI. SNI is published in a local newspaper, sent to adjoining land owners and is posted at the property.