



## SITE PLAN REVIEW

<i>Pay Schedule</i>			
Site Plan Review Fees	< 1 acre	1-10 acres	10+ acres
Commercial, Industrial, Non-residential	\$1,000	\$2,000	\$2,500
Engineering	+\$600 total	+\$100 per acre	+\$100 per acre
Major Subdivision Preliminary Review (5+ lots)		0-10 acres	10+ acres
Review Fee		\$2,500	\$4,000
Engineering		+\$325 per acre	+\$325 per acre
Revisions to Approved Plans		Minor	Major
Planning		\$250	\$500
Engineering		+\$100 per acre	+\$100 per acre
Stormwater Review & Permit		0-5 acres	>5 acres
Planning		\$1,500	\$2,500
Engineering		—	+\$100 per acre

***\*A Technology Fee, 10% of all applicable fees, will be applied to the total fee***

**PLAN TYPE**

- Phone
- Office Visit

**PLAN SUBMITTAL & FEES**

- Field Inspection
- Other (fax / email / mail)

### *Submittal Requirements*

- One set of plans (including elevations)
- One set of drainage calculations if detention is required (see guide & checklist)
- Notarized signatures of applicant and property owner
- One digital file

# SITE PLAN REVIEW APPLICATION

GENERAL INFORMATION		
Project Name		
Work Scope		
Project Address	Zoning District	
Existing Use	Proposed Use	
Total Acres	Parcel #	
PROJECT CONTACT		
Name/Company	Occupation	
Address	Phone	
Email	Signature & Date	
PROPERTY OWNER		
Name	Address	
Phone	Email	
Signature	Date	
PUBLIC NOTARY		
Notary Name	Notary Seal	Notary Date



DRAFT 7/25/2011

## **Checklist for Site Plan Submittal**

- **Cover Sheet**
  - Name and address of project, legal owner, consulting firm, project manager, other professionals
  - Project details – zoning, acreage, tax parcel number, disturbed area, impervious area, floor area, building height, existing use, proposed use
  - Submittal date and all revision dates
  - Location map, north arrow
  - Parking calculations including number of spaces required, number provided, ADA requirements, and bicycle parking
- **Existing Conditions**
  - Boundary survey including property lines, footprint of existing buildings, setbacks, streams, adjacent zoning, and adjacent property owners
  - Tree inventory including tree type and caliper size
- **Site Plan**
  - Phasing if applicable
  - Adjacent roads, right of way, and internal access roads
  - Parking layout and dimensions, sidewalk along property frontage, pedestrian connection to site, loading space, sight triangles
  - Floodplain, streams, and applicable buffers
  - Easements
  - Trash enclosure
- **Landscape Plan**
  - Buffering, shading, and screening requirements
  - Parking lot and perimeter requirements, dimension of planting islands
  - Landscaping strip adjacent to building
  - Use only approved species
- **Grading and Drainage Plan**
  - Existing utilities and drainage systems
  - Contours at 2' intervals
  - Easements for grading on adjacent properties if applicable
  - Detention facilities including rain gardens
  - Drainage calculations (separate document)
  - Coordinate with NC DENR to ensure proper erosion control
- **Lighting Plan**
  - Location of existing and proposed poles
  - Lumens for the entire site taken to the property lines (max 0.5 if adjacent to commercial, 0.0 if adjacent to residential)
- **Truck Maneuvering Plan**
  - Turning template for truck ingress/egress and type of truck used
- **Architectural Elevations**
  - Building design of each façade including type of materials used and roof pitch
  - Building design to express a base, middle, and top from architectural detail and materials
  - Elevations of other prominent features
  - EIFS calculations if applicable
  - Digital copy of color renderings