



GUIDE AND CHECKLIST FOR SITE PLAN DEVELOPMENT

September 1, 2017

This form shall serve as a checklist for site plan preparation and submittal by the designer. The use of this plan review checklist by the applicant is intended to guide plan design in order to limit unnecessary delays and multiple submittals. The use of this plan review checklist by the Town or applicant does not constitute a waiver of any requirement contained in the Town’s Unified Development Ordinance, Post Construction Ordinance or Land Development Standards. Refer to the Town’s ordinances for a complete listing of requirements.

SITE PLAN SUBMITTAL: The site plan submittal shall include a digital submittal through InfoVision and **one (1) hard copy** of all of the following information. All drawings shall be signed, dated and sealed by a registered civil engineer, architect, landscape architect or other person as required under Town Code or by North Carolina General Statutes.

PLAN REVIEW PROCESS		
UDO Reference	Plans	Comments
300	1) Pre-application Conference with Town	
400	2) Completed Site Plan application (including fees and digital copy)	
300	3) Plans will be routed to internal Technical Review Committee and applicable external agencies	
300	4) Response to TRC comments	
300	5) Applicant must route to all of the following agencies (if applicable)	
	a) Applicable Union County Departments	
	b) Driveway Permit (Town, or NCDOT)	
	c) NC Department of Environmental and Natural Resources (NCDENR)	
	d) Army Corps of Engineers	

COVER SHEET		
UDO Reference	Plans	Comments
300 & 400	1) Title Block: Name and street address of development and/or phase (verify with GIS)	
	2) Legal Owner: Name, Address, Phone, Fax, Email	
	3) Consulting Firm: Name, Address, Phone, Fax, Email	
	4) Project Manager: Name, Address, Phone, Fax, Email	
	5) Other Professionals: Name, Address, Phone, Fax, Email	
	6) Plans Designed By; Plans Drawn By	
	7) Date of Plans and submittal; include all revision dates	
	8) Sheet Index. Each sheet must be included in 'Sheet Index'.	
	<u>SAMPLE</u> Cover Sheet Site Plan Landscape Plan Grading & Storm Drainage Plan Lighting Details	<u>SHEET#</u> Cover SP1 LA1 GP1 LP1 DP1
	9) Vicinity Map	
	a) Small scale, i.e., 1:1200	
	b) Property located with shading	
	c) Surrounding streets within ½ mile shown and named	
	d) North oriented up	
300 & 400	10) Include "Summary Information" section in the form of one or more tables	
	a) Tract size (acreage and square feet)	
	b) Floor area of:	
	i) Existing building (if applicable)	
	ii) Proposed building	
	c) Zoning district (see 'Official Zoning Map')	
	d) Proposed use	
	e) Detailed parking information, to include:	
	i) Number of spaces required	
ii) Number of existing spaces		
	iii) Number of proposed spaces (std., accessible, bike racks, etc.)	
	f) Number of proposed phases (square footage, parking, etc. by phase)	
	g) Total impervious surface area (square footage and % of lot area)	

COVER SHEET		
UDO Reference	Plans	Comments
	h) Proposed overall building height (height and number of stories)	
	i) Tax map reference number	
	j) Address of property	
	k) Total Disturbed Area (square footage)	
	11) Include information for utility providers potentially affected	
	a) NC One call number (include on all sheets)	
	b) Name, phone number and contact person for all utilities	

SITE PLAN

UDO Reference	Plans	Comments
300	1) Show all existing conditions of the site and adjacent areas as applicable to site. If the project is an extensive redevelopment, an 'Existing Conditions' plan sheet may be necessary.	
	a) Natural conditions	
	b) Structures	
	c) Roads, pavement	
	d) Include the square footage of each use category in the footprint of the existing building(s).	
300	2) Show all tract boundaries Include property corners, label the control corner, include metes and bounds, etc.	
300	3) Show adjacent property boundaries Include the following for each property:	
	a) Name of owner	
	b) Tax map number	
	c) Zoning district	
	d) Use classification	
	e) Deed, book and page #	
	f) Adjoining subdivisions	
	4) Show location of all proposed buildings, signs, and other prominent site features. Include the square footage, use category and finished floor elevation (FFE) in the footprint of the proposed building(s).	
500	5) Show and label setback for lot(s), according to zoning district or CUP	
	6) Show and label proposed phasing	
	a) Include phase lines, phase schedule, etc.	
	b) Ensure that each phase meets the requirements of the Zoning Ordinance (i.e., screening, parking, shading, etc.).	
	7) Internal access road(s) and driveway access – Show, label and include the following on plans:	
	a) Roadway horizontal and vertical alignment, curb, gutter and drainage system.	
	b) Connections with existing public roadway network, including improvements to public roadways. Cross sections are required every 50' for these improvements.	
1000	8) Parking – Show, label and include the following on plans:	
	a) Show and label existing parking areas on the site	
	b) Parking layout and dimensions (including accessible spaces)	

	c) Parking stop location (include a detail)	
	d) Parking aisle widths	
	e) Wheel guards or curbs in parking lot	
	f) Crosswalks at driveway/street/sidewalk intersections	
	g) Accessible space markings and signs (include a detail)	
	h) Driveway width, radius, material, curbing, etc.	
	i) Loading space (include dimensions and a detail, if applicable)	
	j) Details for paving curb and gutter, concrete, parking stops, etc. (can be on a separate sheet)	
	k) Bicycle parking	
1100	9) Show and label all streams, floodways, and floodplain boundaries.	
	a) Development activity adjacent to and within streams and floodways/floodplains is extremely restricted.	
	b) Show all stream crossings and/or intrusions (i.e., parking, trails, sewer lines, etc.) and ensure that they are permitted by the UDO.	
	10) Show and label all stream buffers.	
	11) Show and label all existing utilities and drainage systems on or adjacent to the site.	
1100	12) Show all existing and proposed easements Include the following information on the plans:	
	a) Easement type (water/sewer, drainage, access, etc.)	
	b) Label as public or private	
	c) Include the easement width	
	d) If deeded, include deed reference number.	
	13) Show and label the adjacent street and street right-of-way. Include the following information on the plans:	
	a) Street name(s)	
	b) Street width	
	c) Street length	
	d) Existing right-of-way width	
	e) Ultimate right-of-way width from Comprehensive Plan	
	f) Show sidewalk and sidewalk width	
	g) Show on-site linkages to the public sidewalk	
1100	14) Provide specifications and details for sidewalks, trails, accessible ramps, curb and gutter, parking surfaces, driveway entrances, dumpster pads, drainage and utilities.	
	15) Show the location of the refuse and recycling containers on the site	
	a) Include LDS Detail of Trash Enclosure	

1000	16) Show truck maneuvering detail	
1100 & 1300	17) Show and Label all Utility Lines and Easements	
Ch 1350	18) Intersection Visibility (Sight Triangles)- Show at each driveway and road intersection	

LANDSCAPE PLAN		
UDO Reference	Plans	Comments
800	1) Show landscaped buffer yard for all applicable property lines of site.	
	a) Refer to Bufferyard Matrix and Land Use Group tables	
	2) Any open storage must be screened	
	3) All ground mounted mechanical equipment must be screened (HVAC units, heat pumps, utility boxes)	
	4) Perimeter landscaping of parking lots (width varies based on adjacent street type)	
	5) Landscaping strip must be installed adjacent to building	
	6) Landscaped Entryways (applies to sites with more than 200 parking spaces)	
	7) Canopy coverage required for parking lots (35% canopy cover)	
	a) Use Appendix 1 for list of recommended parking lot trees	
	b) Assign the appropriate tree canopy credits to trees	
800	8) All landscape materials must be installed prior to zoning compliance permit. Bond shall be posted if planting will be delayed.	
Ch 830	9) Tree preservation and tree inventory	
	a) Developments must designate tree save areas	
	b) Limitations on removal of existing tree canopy	
	c) Heritage trees shall be preserved to maximum extent feasible	
	10) Canopy, parking lot and street tree planting requirements	
	11) Maintenance, tree protection and planting standards	

GRADING AND STORM DRAINAGE PLAN		
UDO Reference		Comments
1100	1) Show existing utility, street, and/or drainage systems on or adjacent to the site.	
800	2) Identify tree protection	
Ch 330	3) Show existing contours on the site and within 100' of the site	
	a) The existing contours should be shown and labeled at 2' intervals (minimum) and should be shown and labeled using a dashed (- - -) line.	
300	4) Show proposed contours on the site	
	a) The proposed contours should be shown and labeled at 2' intervals (minimum) and should be shown and labeled using a solid (___) line.	
	b) No grading or disturbance may take place within any tree protection area or within any stream buffer, unless specifically permitted in the ordinance and/or approved by the permit issuing authority.	
	c) No grading may take place on another property unless all necessary construction easements are secured and there is no disturbance to specimen trees, stream buffers, etc. on the adjacent property.	
Ch 1370	5) Any development with more than 20,000 ft ² of drainage must provide a detention pond to meet the requirements of the ordinance	
Ch 1370	6) Show all components of the proposed drainage system.	
	a) Show all of the following features on the plans:	
	i) New channels, swales, etc.	
	ii) Pipes (sizes and types) [minimum 15" RCP unless alternative approved]	
	iii) Catch basins	
	iv) Junction boxes	
	v) Yard inlets	
	vi) Manholes	
	vii) Energy dissipaters	
	viii) Stormwater retention/detention facilities	
	ix) Stormwater quality devices	
	x) Easements	
	b) Include all details necessary to ensure compliance.	
Ch 1370	7) Submit detailed drainage calculations and a water quality analysis from a registered engineer. A drainage area map is required.	
	8) All projects must comply with the Post Construction Ordinance	See Post Construction Ordinance
	9) Provide adequate information to allow NC DENR Land Quality Division to issue preliminary erosion control approval.	

ELEVATIONS PLAN		
Integrity and Design Standards		
UDO Reference	Plans	Comments
1300	1) Include elevations (all views/sides)	
	a) All views/sides	
	b) Other prominent site features, including drive-through window menu boards, monument signs, etc)	
	2) All residential buildings in R districts must include at least 5 design features	
	3) Residential buildings constructed on site must be improved with quality materials	
	a) Exceptions may apply to multi-unit houses in 1310.060	
	b) Exceptions may apply to multiplex and apartment/condo buildings in 1310.070	
	4) Permitted Class A or B manufactured housing units must comply with 1310.050	
	5) Non-Residential Design Standards	
	a) Façade materials and colors	
	b) Building design	
	6) Pedestrian circulation - large stores and shopping center	
	7) Submit color rendering (digital copy)	

LIGHTING PLAN		
UDO Reference	Plans	Comments
Ch 1330	1) Show the location of existing and proposed lighting.	
	2) Lighting standards	
	a) Provide the fixture detail and structure detail, including, but not limited to: height, color, material.	
	b) The maximum illumination at the property line measured in foot candles for adjacent property lines.	
	3) Lighting fixture standards	
	4) Specific use standards	

RESIDENTIAL PLANS		
UDO Reference	Plans	Comments
Ch 1210	Cluster and Open Space Subdivisions	
	1) Minimum subdivision site size and minimum open space	
	a) Cluster subdivision: minimum land area required – 10 acres	
	b) Open space subdivision: minimum land area required – 25 acres	
	2) Density, lot size and setback requirements	
	3) General requirements	
	a) Open space: must be in addition to required open space in conventional subdivision	
	b) Open space dedication or reservation: must be conveyed to property owner's association or similar entity	
Ch 1220	Equestrian Oriented Subdivisions	
	1) General provisions	
	2) Required plans: private stables, community facilities, maximum number of horses	

Note: This Checklist is intended to serve as a guide for preparing site plans for review by the Town of Indian Trail and it supplements the Town's Unified Development Ordinance. Each application must comply with all Unified Development Ordinance requirements, not just the checklist.