



SITE PLAN REVIEW APPLICATION

Fee Schedule

Planning			
Sketch Plan Review (Fee is credited toward Site Plan Review) ~Preliminary~	\$250		
Commercial, Industrial, Non-residential ~Site Plan Review~	\$2500		
Minor Changes to Approved Plan ~Minor Site Plan Review~	\$250		
Major Changes to Approved Plan ~Major Site Plan Review~	\$500		
Engineering			
Stormwater Review & Permit	Commercial	Commercial - Water Quality	Residential
Engineering ~Site Plan Review~	\$1,500	\$2,500	\$2,500
	+\$100 per acre		
Sediment & Erosion Control Permit	\$300 Review Fee plus \$300 per acre		
Sediment and Erosion Control Appeal Fee	\$100		
Grading Only	\$250		

Submittal Requirements

- **One digital file (USB submittal or uploaded onto Evolve)**
- **One set of drainage calculations if detention is required (see guide & checklist)**
- **Notarized signatures of applicant and property owner**
- **No hard copies required until project approval status is completed**

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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