



## **THE *City of Wilson* SITE PLAN ACCEPTANCE POLICY**

- The Site Plan Acceptance Policy requires the five (5) following Items:
  1. *A Completed Submittal Checklist*- This document will ensure the accuracy of your submittal and the correct fee assessed.
  2. *A Completed and Signed Site Plan Checklist*- This will assist to expedite your plan reviewer in clearing your "Review for Completeness" step
  3. *The Pre Designated amount of folded maps*- Folded maps will speed your plans distribution once accepted. The plan numbers are spelled out on our web page under the document *TRC Submittal Process*. The folds should work in cooperation with site plan cover sheet layout guide and never exceed the dimensions of 8 and ½ inches by 9 inches.
  4. *An initial "pdf" digital submittal*- This digital will be used in the immediate distribution of your plan to the TRC (Technical Review Committee) upon being accepted and will provide us an electronic version for the TRC meeting overhead projection.
  5. *The Standard Plan Layout Sheet Requirements*- The cities Spec Manual requires a uniform layout of all site plan cover sheets. The Site Plan Cover sheet layout guideline is posted on the web page.
- *The Site Plan Checklist*- will be used by your plan reviewer at the initial "Review for Completeness" step of your plan in processing. This step will have to be cleared before your plan can be distributed to the TRC (Technical Review Committee).
- If your plan fails to meet the city standards or you lack all your documentation you will be contacted by the reviewer and asked to correct the deficient or include the missing items. This will be counted as your *first review*. Your next submittal will be counted as your *second review* any submittal with the exception of the final 8 copies and a digital with TRC approval will require an additional payment of the base fee of your original submittal fee.
- Your payment will be accepted upon initial submittal but your plan cannot proceed without first clearing the "Review for Completeness" step of your in processing. This review should take place within one (1) working day after submittal.
- Your TRC timed review will not start until you have cleared the "Review for Completeness" Step.

- The Plan submittal desk will accept all plans that arrive along with their fees but the Land Development Plan Reviewer will render the decision to accept or deny the submittal.
- Hours of submittal are as follows 8:00am to 5:00pm. However plans submitted after 1:00pm may not be distributed until the next working day.
- All the above documents can be downloaded off our web page for your convenience. [www.wilsonnc.org](http://www.wilsonnc.org) Departments --Planning and Development Services – Applications & Forms –follow the list down to the form that applies to your submittal.