



Site Plan Checklist

Project Name: _____

Physical Address of Project: _____ Submittal Date: _____

Applicant's Name & Agency: _____

Applicant's E-Mail: _____ Telephone: _____

Property is located in:

Floodway?	Yes		No
Floodway fringe?	Yes		No
Watershed District?	Yes	Choose One	No
Historic District?	Yes	Choose One	No
Highway Development District?	Yes	Choose One	No
Airport Zone?	Yes		No
Redevelopment Zone?	Yes		No
B-7 Zone?	Yes		No
Residential Conversion Zone?	Yes		No

Site Data (Planning & Development Services)

- | | |
|--|--|
| <input type="checkbox"/> Name of Development | <input type="checkbox"/> Title of Plan/Plat (site, final, preliminary, etc.) |
| <input type="checkbox"/> Name & address of engineer/surveyor/architect | <input type="checkbox"/> Name & address of owner/developer |
| <input type="checkbox"/> Drawn to engineer's scale | <input type="checkbox"/> North Arrow, Bar Scale, & State Plane |
| <input type="checkbox"/> Date plan/plat prepared | <input type="checkbox"/> Coordinates in NAD 27 or NAD 83 |
| <input type="checkbox"/> Location/Vicinity Map | <input type="checkbox"/> Total acreage |
| <input type="checkbox"/> Zoning boundaries and zoning site | <input type="checkbox"/> PIN (Parcel Identification Number) |
| <input type="checkbox"/> Zoning and uses of adjacent properties | |

Is subdivision required? Yes No

Is annexation required? Yes No

Property Information

- | | |
|---|---|
| <input type="checkbox"/> Location, bearings, distances of existing and proposed lot lines | <input type="checkbox"/> Existing & proposed alleys (show width) |
| <input type="checkbox"/> Existing, platted, and proposed streets (show names, SR#, R-O-W width, paved widths) | <input type="checkbox"/> Existing & proposed buildings |
| <input type="checkbox"/> Existing railroad R-O-W's (width & name) | <input type="checkbox"/> (existing buildings only for plats) |
| <input type="checkbox"/> Existing & proposed easements (show width & purpose) | <input type="checkbox"/> 10'x70' sight-distance triangles (driveways) |
| <input type="checkbox"/> Note maximum height of buildings | <input type="checkbox"/> Private Drives (location & width) |
| <input type="checkbox"/> Gross floor area of existing & proposed buildings | <input type="checkbox"/> Zoning of all adjacent property |
| <input type="checkbox"/> 25'x25' sight-distance triangles (street intersections) | <input type="checkbox"/> Location & sizes of dumpster pads |
| <input type="checkbox"/> Sidewalks & pedestrian ways (location & width) | <input type="checkbox"/> Location, size & materials of walls & fences |
| <input type="checkbox"/> Zoning setbacks or setback lines (dashed) | <input type="checkbox"/> Boundary of floodway fringe |
| <input type="checkbox"/> Locate existing topographic 2-foot contour intervals based on sea-level datum or spot elevations (note method) | <input type="checkbox"/> Sprinkler and/or Standpipe System |
| <input type="checkbox"/> Fire hydrant location, proposed & existing, with distance from building | <input type="checkbox"/> Proposed use(s) and use classification of buildings & property |

- Location of storm drainage or flood control features (special landscaping, bridges, storm retention structures, culverts, ditches, etc.)
- Limits of construction line and area calculations

Watershed Management:

- Watershed District shown
- Development Intensity shown
- Impervious Percentages shown, **existing and proposed**
- Is Pond Required? Yes No
- Area for Pond Adequate? Yes No

- Location of Pond Shown
- Outlet Vegetative Filter Noted
- Watershed Certifications shown
- Wetlands present and delineated
- Conservation Areas shown
- Does control provide 85% TSS removal?**

Neuse Nutrient Management:

- Neuse Basin Buffers shown
- Neuse Nitrogen Table provided**
- Apportionment Table provided**
- Number of lots**
- Any On-Site BMP's with Drainage Areas? Yes No

- BMP Calculations Submitted**
- Peak Runoff Calculations
- Streams & Ditches as shown on
USGS quad Map or Wilson County Soils Map
- Neuse Basin Certifications
- Payment to Ecosystem Enhancement Program? Yes No

Please note existing and proposed infrastructure where applicable below.

Locations & dimensions of:

- a. curb & gutter alignments
- b. curb cuts (vehicle entrance/exit)

Locations & dimensions of:

- a. handicap parking spaces
- b. 5-foot parking buffer
- c. plants/grass identified in parking buffer
- d. angle of parking spaces
- e. number of parking spaces
- f. dimension of parking spaces
- g. loading docks/spaces

Electric Services

- a. electric service connections
- b. electric meters
- c. power poles & lines
- d. meter location
- e. location of valves

Water Mains

- a. pipe size
- b. valves & locations
- c. fire hydrants
- d. water tap locations
- e. water meter location & size
- f. easements
- g. backflow devices
- h. FDC location

Sanitary Sewer

- a. pipe sizes
- b. pump stations
- c. manholes
- d. location of sewer tap & size
- e. easements

Storm Sewer

- a. pipe sizes
- b. manholes
- c. inlets, catch basins, yard drains, etc.
- d. easements
- e. swales, ditches, conveyances**
- f. stormwater control structures**

Gas Mains & Services

It is the Responsibility of the designer to ensure that the following (existing and proposed) facilities are placed on all site plans, preliminary subdivision plats, abbreviated site plans, or any plans showing other utilities (where applicable):

- a. Gas pipe mains (indicate size and type of pipe)
- b. Gas pipe services (indicate size and type of pipe)

- c. Gas facilities (i.e. regulator station, meter station, rectifier, etc.)
- d. When any type of earth disturbing activity is to be preformed over or within 5-ft of a high-pressure gas main, potholes of the gas main must be completed, and a profile placed on the plans showing the depth of the high-pressure gas main and the relationship to the proposed excavation.
- e. All high-pressure gas mains must be labeled with “**CAUTION HIGH-PRESSURE GAS MAIN.**” The label should be bold and large enough for the contractor to notice / identify.
- f. When gas lines are on plans, place the following note in the comments area:
 - a. “Note: The utilities on these plans are approximate only, and are not accurate for construction purposes. For field marks call 1-800-632-4949.”
- g. Gas valves &
- h. Gas easements (also on Final Plats)

Landscaping Information:

- Location & sizes of required planting, landscaping and/or buffering
- Show scientific and common names, number of proposed and/or required plants & trees, and minimum size at installation.
- Show Landscaping Frontage and Buffering Tables
- Show all required Certifications on plan
- Show screening/fencing for Trash Containment Devices

Submitters Signature _____

- This Checklist will be used by your plan reviewer at the initial “*check 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 lack all your documentation you will be contacted by the reviewer and asked to correct the deficiencies or include missing items. This will be counted as your first review. Your next submittal will be counted as your second review any submittal after this other than your final 8 copies and Digital for final approval will require an additional payment of the base fee of your original submittal fee.
- The areas in red have been recently added so show special attention to these.