



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 Departments --Planning and Development Services – Applications & Forms –follow the list down to the form that applies to your submittal.



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)

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Name of Development <input type="checkbox"/> Name & address of engineer/surveyor/architect <input type="checkbox"/> Drawn to engineer's scale <input type="checkbox"/> Date plan/plat prepared <input type="checkbox"/> Location/Vicinity Map <input type="checkbox"/> Zoning boundaries and zoning site <input type="checkbox"/> Zoning and uses of adjacent properties | <ul style="list-style-type: none"> <input type="checkbox"/> Title of Plan/Plat (site, final, preliminary, etc.) <input type="checkbox"/> Name & address of owner/developer <input type="checkbox"/> North Arrow, Bar Scale, & State Plane Coordinates in NAD 27 or NAD 83 <input type="checkbox"/> Total acreage <input type="checkbox"/> PIN (Parcel Identification Number) |
|---|---|

Is subdivision required? Yes No

Is annexation required? Yes No

Property Information

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Location, bearings, distances of existing and proposed lot lines <input type="checkbox"/> Existing, platted, and proposed streets (show names, SR#, R-O-W width, paved widths) <input type="checkbox"/> Existing railroad R-O-W's (width & name) <input type="checkbox"/> Existing & proposed easements (show width & purpose) <input type="checkbox"/> Note maximum height of buildings <input type="checkbox"/> Gross floor area of existing & proposed buildings <input type="checkbox"/> 25'x25' sight-distance triangles (street intersections) <input type="checkbox"/> Sidewalks & pedestrian ways (location & width) <input type="checkbox"/> Zoning setbacks or setback lines (dashed) <input type="checkbox"/> Locate existing topographic 2-foot contour intervals based on sea-level datum or spot elevations (note method) <input type="checkbox"/> Fire hydrant location, proposed & existing, with distance from building | <ul style="list-style-type: none"> <input type="checkbox"/> Existing & proposed alleys (show width) <input type="checkbox"/> Existing & proposed buildings (existing buildings only for plats) <input type="checkbox"/> 10'x70' sight-distance triangles (driveways) <input type="checkbox"/> Private Drives (location & width) <input type="checkbox"/> Zoning of all adjacent property <input type="checkbox"/> Location & sizes of dumpster pads <input type="checkbox"/> Location, size & materials of walls & fences <input type="checkbox"/> Boundary of floodway fringe <input type="checkbox"/> Sprinkler and/or Standpipe System |
|---|--|
- 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.



CITY OF WILSON PLAN SUBMITTAL CHECKLIST

Submit all forms to Planning & Development Services located at
112 Goldsboro Street, E Wilson, NC 27893 – 2nd Floor of City Hall.
Contact us at (252) 399-2219/2220 or www.wilsonnc.org

City of Wilson **Project Number#**

Name of Project:

Previous Project Name, if applicable:

Physical Address:

Parcel Identification Number (PIN):

SUBMITTAL: Initial Revision (Fee Charged at 3rd Revision)
Number of Copies Approved/Signed Copies Requested Digital File Requested
Submitted Mylars for Signatures Recorded Mylar Copies (2)

ZONING REVIEWS: Zoning Verification Letters Limited Home Occupations Zoning
Compliance Review Temporary Use Permit Alcohol Review Air Quality Temporary Sign
 Permanent Sign Flood Plain Development Permit Other

PLAN TYPE: (Check only one)

Site Plan:

Site Plan Site Plan – Minor Addition Shopping Center Sketch Plan Landscape

City Council:

Rezoning Text Amendment Annexation Street Closing

Conditional Use Permit:

Highway Development District Residential Conversion Zone B6/B7
 Planned Residential Development Conditional Use District Site Plan

Subdivision:

Preliminary Subdivision Final Plat Minor Plat
 Recombination Plat Exempt Plat Boundary/ALTA Survey

Board of Adjustment:

Special Use Permit Extended Home Occupation Variance Request
 Appeal Interpretation

Historic Preservation Commission:

Certificate of Appropriateness – Administrative
 Certificate of Appropriateness - Demolition

ADDITIONAL INFORMATION:

For Subdivision Plan or Plats – No. of Lots:

For Site Plans/CUP – Acreage:

PROJECT OWNERS INFORMATION:

Name & Address:

Telephone Fax E-Mail

APPLICANT INFORMATION:

Name of Firm:

Contact Name:

Mailing Address:

Telephone: Fax: E-Mail:

Preferred Method of Contact: Telephone Fax E-Mail US Mail

Comments:



TRC Submittal Process

Minor Site Plan Requirements

- 11 copies are required
- 11 by 17 copy required
- Digital File May be required.
- Fee: \$250 plus \$10 per acre
- Five working days for review with no formal TRC meeting required

Site Plan Requirements

- 14 copies are required
 - 11 by 17 copy required
 - Digital File Required (All changes must be reflected on the digital for TRC approval)
 - Developmental Plan Checklist
 - Fee: \$500 (Shopping Center); \$250 plus \$10 per acre (Site Plan)
 - Submittal with ten working days review and a formal TRC meeting
- *additional copies maybe required if within overlay districts (i.e. airport and highway development)

Preliminary Plans

- 14copies are required
- 11 by 17 copy required
- Digital File Required (All changes must be reflected on the digital for TRC approval)
- Initial Fee: \$400 plus \$5 per lot (legal advertisement billed to applicant upon receipt)
- Initial review twenty working days from receipt of plan with a TRC meeting
- Revisions to initial submittal do not usually require a TRC meeting
- No plan shall be advertised for Planning Board and City Council prior to TRC approval

Final/Minor/Recombination Plats

- 10 copies are required
- 11 by 17 copy required
- Digital File Required (All changes must be reflected on the digital for TRC approval)
- Fee: \$100 plus \$5 per lot
- Does not require a formal TRC meeting
- Review by TRC is five working days from date of receipt

*If applicable, approval for annexation by TRC shall be required before recording plats

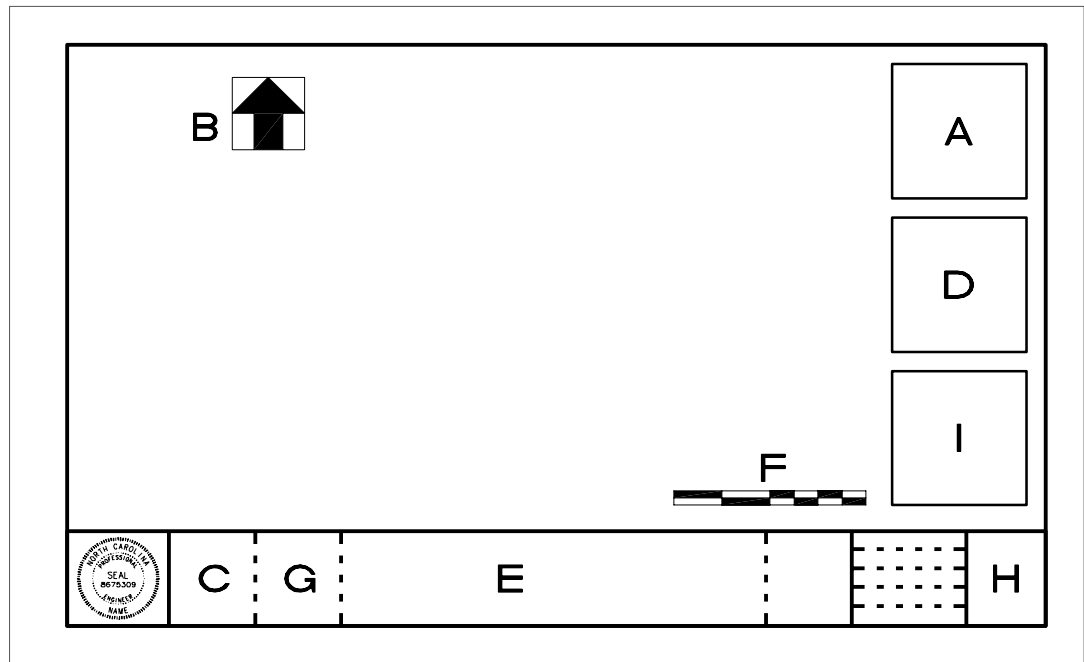
Annexations

- 8 copies required
- 11 by 17 copy required
- Digital File Required (All changes must be reflected on the digital for TRC approval)
- Initial Fee: \$350 (legal advertisement billed to applicant upon receipt)
- TRC review is five working days from date of submittal
- Annexation request, meets, and bounds description agreement not to withdraw shall be required prior to TRC approval

Conditional Use Permits (Highway Development District, Airport Overlay District, etc.)

- 14 copies are required
- 11 by 17 copy required
- Digital File Required (All changes must be reflected on the digital for TRC approval)
- B6/B7 initial fee: \$500 plus \$10 per acre (legal advertisement billed to applicant upon receipt)
- PRD or CUD initial fee: \$500 plus \$10 per acre (legal advertisement billed to applicant upon receipt)
- All others (HDD, APD)initial fee: \$250 plus \$10 per acre (legal advertisement billed to applicant upon receipt)
- Submittal shall include application for CUP
- No plan shall be advertised for Planning Board and City Council prior to TRC

SITE PLANS



Key to PLAN SHEETS

The following plan elements must be shown in the specific location as shown on the layout sheet.

- A. Vicinity Map (Geographic Location within 1 mile radius, North Arrow)
- B. North Arrow
- C. TRC Stamp
- D. Site/Project Statistics as required by the subdivision/zoning ordinance to be shown on plans
- E. Title Block – Project Name & Sheet Title (parallel to long side of sheet). Other information to include in title block (may read parallel to long side of plan sheet, read from bottom).
 - a. Engineer of Record’s Name, address and phone number
 - b. Plan Date
 - c. Engineer’s Seal, signature and date
 - d. Annotation as to stage of plan (Final, Preliminary–For Review Purposes Only, Etc.)
 - e. Revision block
- F. Bar Scale
- G. City Council stamp
- H. Sheet Number
- I. Stormwater signature blocks (See note 4)

NOTES:

1. Plan sheets to be standard 24 x 36 (D–size). Any sheet other than 24 x 36 may be used on a case–by–case basis.
2. Title Sheet is optional.
3. North arrow shown on sheet and site oriented to the north.
4. Stormwater signatures shall be on site plan sheet.
5. Notes to be included as needed.



Public Services Departments
1800 Herring Avenue, / P.O. Box 10
Wilson, North Carolina 27894

CITY of WILSON, N.C.

USE WITH THE CITY OF WILSON STANDARD SPECIFICATIONS ONLY

Voice (252) 399-2465
FAX (252) 399-2453
www.wilsonnc.org

STANDARD PLAN SHEET LAYOUT FOR SITE & PRELIMINARY PLANS

| | |
|------------------------------|-----------------------------|
| SCALE: Not To Scale | DETAIL # z C08.02 |
| REVISION DATE: Jan., 2010 | SHEET #: 1 of 1 |

FINAL/MINOR SUBDIVISION PLAT CHECKLIST

Project Name: _____

Location: _____

Zone(s) _____ PIN(s) _____

General requirements for all plats and plans:

| | Approve | Disapprove | N/A |
|--|---------|------------|-------|
| Name of development | _____ | _____ | _____ |
| Title of Plan/Plat (ex. Site, final, preliminary, etc.) | _____ | _____ | _____ |
| Name and address of engineer/surveyor | _____ | _____ | _____ |
| Name and address of owner/developer | _____ | _____ | _____ |
| Drawn to engineers scale | _____ | _____ | _____ |
| North arrow and bar scale | _____ | _____ | _____ |
| Date plan/plat prepared | _____ | _____ | _____ |
| Location map (nearest intersection of two public streets) | _____ | _____ | _____ |
| Total acreage | _____ | _____ | _____ |
| Zoning boundaries and zoning of all property | _____ | _____ | _____ |
| Location, bearings, distances of existing and proposed lot lines | _____ | _____ | _____ |
| Existing, platted, and proposed streets (show names, SR#, R-O-W width) | _____ | _____ | _____ |
| Existing railroad R-O-W's (width and name) | _____ | _____ | _____ |
| Existing and proposed alleys (show width) | _____ | _____ | _____ |
| Existing and proposed easements (show width and purpose) | _____ | _____ | _____ |
| Existing buildings | _____ | _____ | _____ |
| Boundary of floodway and floodway fringe | _____ | _____ | _____ |
| Wetlands | _____ | _____ | _____ |
| Location of storm drainage or flood control features (special landscaping, bridges, storm retention structures, culverts, ditches, etc.) | _____ | _____ | _____ |
| Watershed Certifications and notes | _____ | _____ | _____ |

Final plat and Minor Subdivisions:

| | Approve | Disapprove | N/A |
|--|---------|------------|-------|
| Prepared by registered engineer or surveyor | _____ | _____ | _____ |
| Map 18"x24" | _____ | _____ | _____ |
| Outer boundary of subdivision indicated by heavy line | _____ | _____ | _____ |
| Locate names of adjacent subdivisions | _____ | _____ | _____ |
| Locate names of owners of adjoining property | _____ | _____ | _____ |
| Show existing parks and open spaces | _____ | _____ | _____ |
| In city limits or annexation package received | _____ | _____ | _____ |
| Show front and side yard setbacks (corner lots only) | _____ | _____ | _____ |
| Show lot numbers | _____ | _____ | _____ |
| Bearings and distances to nearest established street line, section corner, or other recognized permanent marker (describe) | _____ | _____ | _____ |
| Location and description of monuments and control corners (control corners must be labeled) | _____ | _____ | _____ |
| All applicable plat notes from preliminary plat | _____ | _____ | _____ |
| Certificates to be placed on plat: | | | |
| a. by surveyor/engineer for accuracy of survey and plat | _____ | _____ | _____ |
| b. of title, showing applicant is landowner | _____ | _____ | _____ |
| c. by owner dedicating streets, easements etc. | _____ | _____ | _____ |
| d. City Engineer approval of streets, utilities, bond | _____ | _____ | _____ |
| e. City Clerk | _____ | _____ | _____ |
| f. Review Officer | _____ | _____ | _____ |

Submitters Signature _____