Site Plan Checklist

Project Name: _____Submittal Date: _____

Physical Address of Project: _____

Applicant's Name & Agency: _____

Applicant's E-Mail: _____ Telephone: _____

Is subdivision required? Yes No Is annexation required? Yes No

Please check all that apply:

- ☐ Floodplain
- ☐ Watershed District
- ☐ Historic District
- ☐ Highway Development District
- ☐ Airport Overlay

GENERAL PLAN REQUIREMENTS

□ Title of Plan/Plat (site, final, preliminary, etc.)

□Name & address of engineer/surveyor/architect

□Drawn to engineer's scale

□Date plan/plat prepared

□Location/Vicinity Map

□Zoning boundaries and zoning site

□Minimum Setbacks & lot width listed

□Name & address of owner & developer

□North Arrow, Bar Scale, & State Plane

Coordinates in NAD 27 or NAD 83

□Total acreage

□PIN (Parcel Identification Number)

□Zoning and uses of adjacent properties

Zoning Requirements

□Location, bearings, distances of existing and proposed lot lines

□Existing, platted, and proposed streets (show names, SR#, R-O-W width, paved widths)

□Existing railroad R-O-W's (width & name)

□Existing & proposed easements (width & purpose)

□Note maximum height of buildings

□Zoning setbacks or setback lines (dashed)

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

Utility & Infrastructure Requirements

□***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

□***Sanitary Sewer***

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

□***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

□Locations & dimensions of:

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

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):

□***Gas Mains & Services***

a. Gas facility locations

- Mains and services (label w/ size & type)
- Meters, valves, regulator stations, etc.

b. Easements

c. Utility location Note:

The utilities on this plan are approximate only, and are not accurate for construction purposes. For field locations call 811 with three (3) working days minimum notice.

d. Landscape page note:

Any trees to be located near natural gas facilities will need to be planted so as to have as little impact on the facilities as possible. The City will reserve the right to remove trees, without additional being planted, should future maintenance issues emerge.

e. High pressure lines are to be labeled with “CAUTION HIGH PRESSURE” in a noticeable bold font.

f. When any type of earth disturbing activity is to be performed over, or within 5 Ft of a high pressure gas main, potholes of the gas main are mandatory.

Stormwater Management/Environmental Requirements

Watershed Management:

□Location of SCM(s) if required

Area for Pond Adequate? □Yes □No

□Watershed District

□Is a primary SCM needed for High Density?

□Development Density

□Watershed Certifications/Statements

□Impervious Percentages

(Existing and proposed)

□Wetlands present and delineated

□Conservation Areas

□Is the provided SCM a primary SCM or a chain of secondary SCMs that provide treatment equal to a primary?

Neuse Nutrient Management:

□BMP Calculations Submitted

□Neuse Basin Buffers shown

□Peak Runoff Calculations

□SCM required for Peak Flow reduction?

□SCM needed for Nitrogen reduction?

□Neuse Nitrogen Table provided

□Streams & Ditches shown/labeled

□Apportionment Table provided

□USGS quad Map or Wilson County Soils Map

□ Number of lots

□Neuse Basin Certifications/Statements

Any On-Site BMP's with Drainage Areas?
□Yes □No

Nitrogen buydown to mitigation bank?
□Yes □No

Submitters Signature_____ Date_____

- This Checklist will be used by your project manager 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 Technical Review Committee (TRC).

- If your plan fails to meet the city standards or lack all your documentation you will be contacted by the project manager 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.