

## Site Plan Requirements and Checklist

Applicants may submit the following required site plan information on a single site plan sheet as long as the information on the site plan is legible and easy to comprehend. When submitting the information on a multi-sheet plan, the information shall be distributed among the sheets as follows. **Submit the checklist along with the submittal form or application.** For any item that you feel isn't required to be shown on your plan due to its location or nature, please indicate by putting "NA" in the check box and attach an explanation.

**1. The following information is to be included on ALL SHEETS of a multi-sheet plan:**

**Check Here**

|      |  |  |
|------|--|--|
| I-1  | Maps submitted shall not exceed a maximum size of 24" by 36"   |  |
| I-2  | Maps or plans may be drawn on more than one sheet with appropriate match lines   |  |
| I-3  | Plan Endorsement Block   |  |
| I-4  | Title Block containing:  |  |
|      | a. Name of Development   |  |
|      | b. Name of map or plan (minor plat, preliminary plat, etc.)  |  |
|      | c. Owner's name with address and daytime phone number  |  |
|      | d. Location (including address, township, county and state)  |  |
|      | e. Date(s) map(s) prepared or revised  |  |
|      | f. Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'. If all lots are greater than 3 acres, 1" =200' scale may be used.   |  |
|      | g. Bar graph   |  |
|      | h. Name, address, and telephone # of preparer of map (licensed surveyor, engineer, or architect)   |  |
|      | i. Developer's name, address, and daytime phone number (if different from owner's)   |  |
| I-5  | Corporate limits, county lines, and other jurisdiction lines, if any, on the tract   |  |
| I-6  | North arrow and orientation (north arrow shall not be oriented towards bottom of map)  |  |
| I-7  | Boundaries of the tract to be subdivided or developed distinctly and accurately represented and showing all distances  |  |
| I-8  | Railroad lines and right-of-ways   |  |
| I-9  | Water courses, ponds, lakes or streams   |  |
| I-10 | Marshes, swamp and other wetlands  |  |
| I-11 | Areas to be dedicated or reserved for the public or a local jurisdiction   |  |
| I-12 | Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations  |  |
| I-13 | Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level |  |
| I-14 | Proposed lot lines and dimensions  |  |
| I-15 | Existing and proposed streets showing existing and proposed street names   |  |
| I-16 | Location, dimension and type of all easements  |  |
| I-17 | Location of public water supply watershed boundaries   |  |
| I-18 | NCDENR Sedimentation Management Permit is required for all sites disturbing more than 1.0 acre. This must be obtained before building permits can be issued.   |  |

**2. The following information is to be included on the SITE PLAN SHEET of a multi-sheet plan:**

**Check Here**

|      |   |  |
|------|---|--|
| II-1 | Zoning district(s) within the property and adjacent properties  |  |
| II-2 | Existing land use within the property and on adjacent properties  |  |
| II-3 | Plat book or deed book reference  |  |
| II-4 | Names of adjoining property owners (or subdivisions or developments of record with plat book reference) |  |
| II-5 | Tax Parcel ID Number(s)   |  |

|       |   |  |
|-------|---|--|
| II-6  | Vicinity map showing location of the site relative to the surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'  |  |
| II-7  | Boundaries of the tract to be subdivided or developed:<br>a. Tied to nearest street intersection (within 300') or USGS (within 2000')<br>b. Showing locations of intersecting boundary lines or adjoining properties  |  |
| II-8  | Registration and seal of land surveyor  |  |
| II-9  | Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer   |  |
| II-10 | Location and descriptions of all monuments, markers, and control corners  |  |
| II-11 | Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as 'old property lines' and show as dashed lines   |  |
| II-12 | Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to the closest property lines; building setback lines (or note). A dashed line should be shown on the plat outlining all known structures, ponds or   |  |
| II-13 | The name and location of any property or building on the National Register of Historic Places or locally designated historic property   |  |
| II-14 | Areas designated as common area or open space under control of an Owners' Association   |  |
| II-15 | Proposed building locations for zero lot-line developments  |  |
| II-16 | Location of manufactured dwelling spaces and whether they are designated for single or double wide dwellings  |  |
| II-17 | Typical diagram of manufactured dwelling space  |  |
| II-18 | Location of designated recreation areas and facilities  |  |
| II-19 | Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size   |  |
| II-20 | Site calculations including:<br>a. Acreage in total tract<br>b. Acreage in public open space<br>c. Total number of lots proposed<br>d. Linear feet in streets<br>e. Area in newly dedicated right-of-way<br>f. Disturbed area   |  |
| II-21 | Lots sequenced or numbered consecutively  |  |
| II-22 | County Health Department information for subdivisions without public sewer available:<br>a. Each lot shall contain an Improvement Permit Number for an on-site subsurface sewage treatment and disposal system and the approved area identified with broken lines and including dimensions of the approved area as measured from property lines or crosshatched and labeled   |  |
| II-23 | Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways  |  |
| II-24 | Within parking areas, clearly indicate each parking space, angle of parking and typical size  |  |
| II-25 | Street data illustrating:<br>a. Existing and proposed rights-of-way lines within and adjacent to property (shown with a cross-hatch pattern)<br>b. Existing and proposed rights-of-way within and adjacent to property showing:<br>i. Total right-of-way width dimension<br>ii. Right-of-way width dimension from centerline of existing public streets<br>c. Existing and proposed streets showing:<br>i. Pavement or curb lines<br>ii. Pavement width dimension (face-to-face)<br>iii. Cul-de-sac pavement radius |  |
| II-26 | Maximum allowable built-upon area for each lot or tract (if applicable)   |  |
| II-27 | Existing and proposed signs (location, height, and area)  |  |

|       |  |  |
|-------|--|--|
| II-28 | Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities |  |
|-------|--|--|

**3. The following information is to be included on the UTILITY SHEET of a multi-sheet plan:**

**Check Here**

|       |   |  |
|-------|---|--|
| IV-1  | Utility Layout Plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility |  |
|       | a. Sanitary sewer   |  |
|       | b. Water distribution   |  |
|       | c. Drainage   |  |
|       | d. Natural gas, electric, cable TV, etc.  |  |
| IV-2  | Location of utility easements   |  |
| IV-3  | Location of existing and proposed utilities   |  |
| IV-4  | Proof a sewage pretreatment application has been submitted or a permit  |  |
| IV-5  | Location of fire suppression system facilities  |  |
| IV-6  | Area to be disturbed with number of graded acres and percentage noted   |  |
| IV-7  | Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks and driveways   |  |
| IV-8  | Permanent watershed protection controls including wet detention ponds, maintenance and access easements and natural filtration and infiltration areas   |  |
| IV-9  | Location and width of required buffer areas   |  |
| IV-10 | Stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions and hydraulic calculations  |  |
| IV-11 | Engineering certification statement, if required by this Ordinance  |  |
| IV-12 | Backflow must be shown for all water services other than residential potable water (Show make and model of existing facility, etc.)   |  |
| IV-13 | Location of grease traps provided for a facility with a food service permit or other requested use (Ex: car wash, vehicle maintenance facility, etc.)   |  |

**4. The following information is to be included on the LANDSCAPING SHEET of a multi-sheet plan:**

**Check Here**

|       |  |  |
|-------|--|--|
| IV-1  | Zoning district(s) within the property and adjacent properties   |  |
| IV-2  | Existing land use within the property and on adjacent properties   |  |
| IV-3  | Areas designated as common area or open space under control of an Owners' Association  |  |
| IV-4  | Site calculations including acreage in public open space   |  |
| IV-5  | Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways |  |
| IV-6  | Location of any required planting yard and/or parking lot plantings  |  |
| IV-7  | Location and screening of dumpsters/compactors   |  |
| IV-8  | Location, species, size, number, spacing, height of trees and shrubs in required planting areas. (If existing vegetation is to be preserved, indicate approximate height and species mix)        |  |
| IV-9  | Size of planting yard, walls, berms and fences   |  |
| IV-10 | Provisions for watering, soil stabilization, plant protection and maintenance access   |  |
| IV-11 | Location and description of barriers to protect any vegetation from damage both during and after construction  |  |

**5. The following information is to be included on the STORMWATER SHEET of a multi-sheet plan:**

**Check Here**

|     |   |  |
|-----|---|--|
| V-1 | Title Block containing:                                     |  |
|     | a. Name of Development                                      |  |
|     | b. Name of map or plan (minor plat, preliminary plat, etc.) |  |
|     | c. Owner's name with address and daytime phone number       |  |
|     | d. Location (including address, township, county and state) |  |

|      |  |  |
|------|--|--|
|      | e. Date(s) map(s) prepared or revised  |  |
|      | f. Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'. If all lots are greater than 3 acres, 1" =200' scale may be used.         |  |
|      | g. Scale Bar   |  |
|      | h. Name, address, and telephone # of preparer of map (licensed surveyor, engineer, or architect)   |  |
|      | i. Developer's name, address, and daytime phone number (if different from owner's)   |  |
| V-2  | Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'                                     |  |
| V-3  | Site calculations including:   |  |
|      | a. Acreage in total tract  |  |
|      | b. Disturbed Area  |  |
| V-4  | City of Shelby Stormwater Management Permit is required for all sites disturbing more than 1.0 acre. Contact Stormwater Department at 704-484-6840 for permitting information) |  |
| V-5  | Location of existing and proposed contours   |  |
| V-6  | Existing and proposed watersheds and sub-watershed boundaries  |  |
| V-7  | Proposed impervious surfaces (buildings, parking lots, roads, etc.)  |  |
| V-8  | Proposed stormwater discharge points   |  |
| V-9  | Proposed drainage easements with dimensions  |  |
| V-10 | Type, size, and location of all proposed stormwater conveyances (culverts, grass swales, etc.)   |  |
| V-11 | Type, size, and location of existing and proposed structural BMPS (wet/dry detention basin, bioretention, infiltration basin, etc.)  |  |
| V-12 | Details and specifications for each structural BMP being utilized  |  |
| V-13 | Proposed maintenance access for future maintenance of stormwater structures  |  |
| V-14 | Total area of property   |  |
| V-15 | Total area disturbed   |  |
| V-16 | Amount of pervious and impervious area   |  |

### Additional Documents and Written Information Which May Be Required in Addition to the Site Plan

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided.

**Check Here**

|  |  |
|--|--|
| Documentation of Submission of an Erosion Control Plan, if disturbing greater than one acre  |  |
| Evidence of Notification to US Army Corps of Engineers of Earth-Disturbing Activities in Wetlands  |  |
| Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person. (Appointment of Agent Form) |  |
| Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.   |  |
| Detailed descriptions of recreational facilities to be provided.   |  |
| Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.   |  |
| A traffic impact assessment performed and prepared by a qualified transportation or traffic engineer or planner.   |  |
| Time schedules for the completion of phases in staged development.   |  |
| The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.                                   |  |