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**APPENDIX A
INFORMATION REQUIRED WITH APPLICATIONS**

A-1-1 Number of Review Copies to be Submitted

Type of Plan	# of Review Copies	# of Filing Copies after Approval
Plot Plan	4 prints	2 prints
Site Plan which includes: <input type="checkbox"/> Site Layout <input type="checkbox"/> Water, Wastewater, and Drainage Utility Plan <input type="checkbox"/> Landscaping Plan	4 sets of prints 1 reduced 8' x 11" copy of each sheet in set	2 sets or prints 1 mylar copy of each sheet in set

A-1-2 Required Information Plot Plans and Site Plans

Submission of all maps and/or plans shall contain the following information before submission to the Zoning Administrator for review. An 'X' indicates required information. Information required on site plan sheets is indicated by the following codes: 'A' to be included on all sheets, 'S' to be included on Site Plan sheet, 'U' to be included on Utility sheet, and 'L' to be included on Landscaping sheet. A 'blank space' indicates that the information is not required. Depending on the scale or complexity of the development, any or all the sheets may be combined. Additional information may be required for approval of the site plan. The Zoning Administrator may waive items required if it is judged that they are not necessary to complete the review.

Information	Plot Plan	Site Plan
Map or plan size: Maps submitted shall not exceed a maximum size of 24" by 36"		A
Maps or plans may be drawn on more than one sheet with appropriate match lines		A
Plan Endorsement Block		A
Title Block containing: Name of Development		A
Name of map or plan		A

Information	Plot Plan	Site Plan
Owner's name with address and daytime phone number	X	A
Location (including address, township, county and state)	X	A
Date(s) map(s) prepared or revised	X	A
Scale of drawing in feet per inch. Drawing shall be at a scale of 1" equals not more than 100'.		A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equals to 40'.	X	
Bar graph		A
Name, address, and telephone # of preparer of map (licensed surveyor, engineer, landscape architect, or architect)		A
Developer's name, address, and daytime phone number (if different from owner's)		A
Zoning district(s) within the property and on adjacent properties	X	S, L
Existing land use within the property and on adjacent properties		S, L
Plat book or deed book reference	X	S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		S
Tax parcel(s) identification number (PIN)	X	S
Sketch vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'		S
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	X	A
Registration and seal of land surveyor		S
North arrow and orientation (north arrow shall not be oriented towards bottom of map)	X	A
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer		S
Boundaries of the tract to be developed:		
Distinctly and accurately represented and showing all distances		A

Information	Plot Plan	Site Plan
Tied to nearest road intersection (within 300') or USGS (within 2000')		S
Showing locations of intersecting boundary lines or adjoining properties		S
Location and descriptions of all monuments, markers, and control corners		S
Existing property lines on tract to be developed. If existing property lines are to be changed, label as 'old property lines' and show as dashed lines		S
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).	X	S
The name and location of any property or building on the National Register of Historic Places or locally designated historic property	X	S
Railroad lines and right-of-ways	X	A
Water courses, ponds, lakes or streams	X	A
Marshes, swamp and other wetlands		A
Areas to be dedicated or reserved for the public or a local jurisdiction		A
Areas designated as common area or open space under control of an Owners' Association		S, L
Proposed building locations for zero side setback developments, if applicable		S
Location of manufactured dwelling spaces and whether they are designated for single- or double-wide dwellings, if applicable		S
Typical diagram of manufactured dwelling space, if applicable		S
Location of designated recreation areas and facilities		S
Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations, if applicable	X	A
Location of the boundaries of the CAMA-designated Areas of Environmental Concern	X	A

Information	Plot Plan	Site Plan
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		A
Site calculations including:		
Acreage in total tract	X	S
Acreage in proposed public open space		S, L
Total number of lots proposed, if applicable		S
Linear feet in roads		S
Area in newly dedicated road right-of-way		S
Lots sequenced or numbered consecutively		S
Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-road loading facilities and pedestrian walkways	X	S, L
Within parking areas, clearly indicate each parking space, angle of parking and typical size		S
Road data illustrating:		
Existing and proposed rights-of-way lines within and adjacent to property showing total right-of-way width dimension	X	S
Existing and proposed roads showing:		
Pavement or curb lines		S
Pavement width dimension (face-to-face)		S
Cul-de-sac pavement radius		S
Existing and proposed road names	X	A
Location, dimension and type of all easements	X	A
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 lines:		
Sanitary sewer or septic system	X	U

Information	Plot Plan	Site Plan
Water lines or well	X	U
Natural gas, electric, etc.	X	U
Stormwater Management Data:		
Area to be disturbed with number of graded acres and percentage noted		U
Total impervious surface area, including roads, roofs, patios, parking areas, sidewalks and driveways		U
Permanent stormwater controls including wet detention ponds, maintenance and access easements and natural filtration and infiltration areas	X	U
Location and width of required buffer areas	X	A
Stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions and hydraulic calculations		U
Engineering certification statement, if required by this Ordinance	X	U
Documentation of Submission of an Erosion Control Plan, if disturbing greater than one acre		X
Evidence of Notification to US Army Corps of Engineers of Earth-Disturbing Activities in Wetlands, if applicable		X
Documentation of approval of a driveway permit from NCDOT		X
Landscaping Plan shall include:		
Location of any required planting yard and/or parking Lot plantings		L
Location and screening of dumpsters/compactors		L
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)		L
Dimensions of planting yards, walls, berms and fences		L
Provisions for watering, soil stabilization, plant protection and maintenance access		L
Location and description of barriers to protect any vegetation from damage both during and after construction		L

Information	Plot Plan	Site Plan
Existing and proposed signs (location, height and area)		S
Location, dimensions and details of proposed clubhouses, pools, tennis courts, required open space, or other common area recreation facilities		S
Front, side and rear elevations of proposed building(s)		If required by the Zoning Administrator

A-1-3 Documents and Written Information in Addition to Maps and Plans

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. The following is a representative list of the types of information or documents that may be requested at the time of plan submission:

Information	Plot Plan	Site Plan
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.		X
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.		X
Detailed descriptions of recreational facilities to be provided.		X
Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.		X
Bonds, letters of credit, or other surety devices.		X
A traffic impact study performed and prepared by a qualified transportation or traffic engineer or planner.		X
Time schedules for the completion of phases in staged development.		X
If any road is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations.		X

A-1-4 Required Information for Obtaining a Zoning, Sign, Special Use, and Conditional Use Permit

The matrix below summarizes the general information required by permit type:

Information	Zoning Permit	Sign Permit	Special or Conditional Use Permit
Plot plan or site plan	X	X	X
Address of project	X	X	X
Name, address and telephone number of: property owner	X	X	X
Building contractor	X	X	X
Name of subdivision or development	X		X
Plat book and page number	X		X
Property tax parcel identification number (PIN)	X	X	X
Township	X	X	X
Type of sewage disposal (i.e. public sewer, septic tank, etc.)	X		X
Type of water supply (i.e. public water, private well, etc.)	X		X
Proposed use (i.e. residence, church, garage, etc.)	X		X
Application type (new construction, addition, alteration or installation)	X	X	X
Documentation of submission of an Erosion Control Plan, if disturbing greater than one acre	X		X
Documentation of approval of a Driveway Permit from NCDOT	X		X
Stormwater management data	X		X
Evidence of notification to US Army Corps of Engineers of earth-disturbing activities in wetlands, if applicable	X		X
Number of stories of proposed building(s)	X		X
Electric power provider	X	X	X
Type of sign		X	X
Dimensions of sign		X	

Information	Zoning Permit	Sign Permit	Special or Conditional Use Permit
Sign illumination (electrical contractor)		X	
Master Sign Plan, if required		X	X
Flood Hazard Area boundaries, if applicable	X		X
Boundaries of CAMA-designated Areas of Environmental Concern, if applicable	X		X