

Chapter 9: Development Plan and Permit Requirements

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Section 9.1 Purpose

This chapter sets forth information that is required to be found on various non-residential and multi-family site plans, subdivision plans, and, erosion control plans. This includes plans that require approval of the Planning Board, Board of Commissioners, or Board of Adjustment. It is intended that the majority of the site plan requirements shall apply to all plans that deal with the entirety of a site or a proposed or existing use. In other cases the focus is on a specific issue such as a setback encroachment, size limit, or watershed variance.

(amended 9/18/18, TA-2018-01)

Article I. Non-Residential and Board Approved Site Plans

Section 9.2 General

The Zoning Administrator shall develop and maintain a written set of standards to serve as the basis for the type, size, graphic media, number of copies, information to be shown, time of submittal and other similar matters in regard to the maps and documents required to be submitted in the administration of the Site Plan requirement. The written standards are intended to provide flexibility and as a general rule the requirements for the Site Plan are considered to be less detailed for projects without Special Requirements involving only Zoning Administrator approval and more detailed for projects requiring approval by a Board and those with Special Requirements.

Section 9.2.1 Non-Residential and Multi-Family Site Plan Requirements

Before any non-residential or multi-family development is developed, a site plan that meets the requirements below shall be required. It is the intent of these plans to determine general zoning compliance, compliance with a Performance Requirement or proposed conditions for a Conditional Zoning District or Special Use Permit. The following Site Plan information is required:

- A. Name, address and phone number of the property owner (or his agent) and the tax parcel number(s) of the property.
- B. A boundary survey and vicinity map, showing the property's total acreage, zoning classification(s), general location in relation to adjoining streets, railroads and/or waterways; date and north arrow.
- C. Existing land use(s) and zoning of all adjoining properties.
- D. Proposed use of all land and structures including the number of residential units (if applicable).
- E. Proposed location and number of all structures, their approximate area and their approximate exterior dimensions.

- F. A description of all screening, landscaping, and buffering as required by this Ordinance/or proposed by the applicant, including any parking lot landscaping.
- G. All existing and proposed easements, reservations and rights-of-way.
- H. Proposed phasing, if any, and approximate completion time for the project or phase.
- I. Delineation of areas within the regulatory floodplain as shown on the official Flood Insurance Rate Maps (Firm) or Digital FIRM for Iredell County.
- J. Compliance with Watershed Standards, if applicable. This includes the calculations of impervious surfaces as defined in the Watershed Protection Overlay.
- K. Traffic, parking and circulation plans, showing the proposed location and arrangement and size of parking spaces and ingress and egress to adjacent streets and a copy of comments made by the local district highway office concerning all proposed streets and street connections where applicable.
- L. Setbacks, height and minimum building separation as required by the Iredell County Zoning Ordinance.
- M. A description of any outdoor lighting if applicable.
- N. A description of any conditions placed on the property/project in conjunction with the approval of a special use permit.
- O. Location and description of any proposed signage.
- P. Compliance with the January 2008 Iredell County Comprehensive Transportation Plan.
(amended 9/18/18, TA-2018-01)

Section 9.2.2 Site Plans that Require Board Approval

In many situations a site plan will be reviewed through the legislative or quasi-judicial process and will be required to be approved by the Planning Board, Board of Commissioners, or Board of Adjustment. The plans submitted to these boards are intended to depict compliance with the applicable regulations, but are NOT always intended to show everything required on a traditional site plan as detailed above. However, almost every plan that requires and gains a board approval must then be comprehensively reviewed by the administrator of this ordinance and the standards listed above will then apply.

The administrator shall use the site plan requirements as a beginning point and, depending on the request and applicability, may release the applicant from providing all of the information listed above. It is at the discretion of the applicant as to whether they would like to show more than the required information.

Section 9.2.3 Board Decisions

The following details the different types of board decisions that are required to be obtained by this ordinance. They are broken into two categories, legislative and quasi-judicial.

A. Legislative Decisions

These types of decisions set general policies. Decisions to adopt, amend, or repeal an ordinance (including the zoning map) fall into this category. There are detailed statutory procedural requirements for legislative decisions, however the decision itself is often discretionary. A public hearing is required to make a legislative decision, with the intent being to gain public opinion on the decision being made. The only site plan that may require a legislative decision is a Conditional Zoning request, which is detailed below.

All Conditional Zoning applications may include a conceptual site plan, drawn to scale, and supporting text that, if approved, will become part of the amendment. The site plan must include any supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations, and conditions that in addition to all predetermined ordinance requirements, will govern the development and use of the property. In addition, if only rezoning a portion of a parcel, a plat must be provided, drawn to scale, showing the bearings and distances of the portion requested. The site plan, including the information detailed below shall constitute part of the petition for rezoning to a conditional zoning district.

B. Quasi-Judicial Decisions

These decisions include the application of specific policies to individual situations rather than the adoption of new policies and are generally heard by the Board of Adjustment. These decisions contain two key elements, the finding of facts regarding a specific proposal and the exercise of judgment or discretion in applying the policies of this ordinance.

1. Expansion or Change-in-Kind of a Non-Conforming Use:

The applicant must submit a site plan, drawn to scale, that will provide an adequate amount of information to make a determination on the viability of the expansion request. It is recommended that the applicant provide a site plan that includes the items listed in 9.2.1, therefore if the request is approved it can then move forward to permitting.

2. Special Use Permits:

All applications must include a site plan, drawn to scale, and supporting text that, if approved, will become part of the permit. The applicant shall, at a minimum, include each of the items listed in Section 9.2.1. Additionally, the site plan must include any supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations, and conditions that in addition to all predetermined ordinance requirements, will govern the development and use of the property. The site plan shall constitute part of the petition for the Special Use Permit.

3. Zoning Variance:

The applicant must submit a site plan, drawn to scale by a professional engineer or registered land surveyor that will provide an adequate amount of information to make a determination on the viability of the variance request. This category of site plan is NOT required to include the items found in Section 9.2.1.

4. Watershed Variance:

Applications for a variance shall be made on the proper form obtainable from the Watershed Administrator and shall include the following information:

- a. A site plan, drawn to scale by a professional engineer or registered land surveyor, indicating the property lines of the parcel upon which the use is proposed and all contiguous pieces of property; any existing or proposed structures; parking areas and other built-upon (impervious) areas; and surface water drainage. The site plan shall be neatly drawn and indicate north point, name and address of person who prepared the plan, date of the original drawing, and an accurate record of any later revisions. This category of site plan is NOT required to include the items found in Section 9.2.1.
- b. A complete and detailed description of the proposed variance, together with any other pertinent information which the applicant feels would be helpful to the Board of Adjustment in considering the application.

5. Subdivision Variance:

The applicant must submit a site plan, drawn to scale by a professional engineer or registered land surveyor that will provide an adequate amount of information to make a determination on the viability of the variance request. This category of site plan is NOT required to include the items found in Section 9.2.1.

6. Floodplain Variance

See Appendix G.

(amended 12/5/17, TA-2017-03, amended 9/18/18, TA-2018-01))

Article II. Subdivisions

Section 9.3 Subdivision Plan Requirements

Section 9.3.1 Sketch Plans for Pre-application Meetings

A. Sketch Plan Submittal Requirements:

Three (3) copies of the Sketch Plan shall be submitted for pre-application meeting.

B. Plan Labeling:

The plan shall be scaled and show the approximate proposed layout of streets, lots, buildings, open spaces, and other features in relation to existing conditions. It shall also include the following information:

1. Name of the proposed development;
2. Justified north arrow;
3. A sketch vicinity map including north arrow showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways;
4. The boundaries of the tract and the portion of the tract to be subdivided;
5. Tax map and parcel number(s) of the lot(s) to be subdivided;
6. Adjacent property owners and tax map numbers;
7. The zoning classification of the tract and of adjacent properties;
8. The total acreage to be subdivided;
9. The existing and proposed uses of the land within the subdivision and the existing uses of land adjoining it;
10. The existing and proposed road layout with approximate pavement and right-of-way width, lot layout and size of lots;
11. The name, address, and telephone number of the owner;
12. Roads and lots of adjacent developed or platted properties;
13. Existing topographic conditions of the property ;
14. Water courses, watershed, floodplain, & preserved areas;
15. Identification of lots located within a designated Water Supply Watershed; and
16. Water Supply Watershed classification of lots.

(amended 9/18/18, TA-2018-01)

Section 9.4 Submittal Requirements for Preliminary Plats, & Final Plats

Section 9.4.1 Preliminary Plat Submittal Requirements

1. 10 full-size paper copies (at least 18"x24") for review
2. 1 reduced 11x17 copy for file
3. Digital copy in DXF or DWG format (NC State Plane) to comply with Mapping Department Standards

4. 2 full sets of sealed construction drawings for file to include the following, if applicable:
 1. Stormwater Plan and Analysis;
 2. Grading and Erosion Control Plan and written approval from Iredell County Soil and Erosion Control;
 3. Verification of submittal to NCDENR for a community or public sanitary sewer system;
 4. Verification of submittal to NCDENR for a public or community water system; and
 5. Verification of submittal to NCDOT for driveway permits

Section 9.4.2 Final Plat Submittal Requirements

- A. 5 full-size paper copies (at least 18"x24") for review
- B. 1 mylar copy for signature
- C. 1 paper copy of recorded plat for file
- D. Digital copy in DXF or DWG format to comply with Mapping Department Standards

Material and drawing medium for the original shall be in accordance with the Standards of Practice for Land Surveying in North Carolina, where applicable, and the requirements of the Iredell County Register of Deeds. The Final Plat shall be of a size suitable for recording with the Register of Deeds and shall be at a scale of NOT less than one inch equals 100 feet unless each lot in the proposed subdivision is more than three (3) acres, in such case, the scale shall NOT be less than one inch equals 200 feet. Maps may be placed on more than one sheet with appropriate match lines.

Section 9.5 Plat Labeling Requirements for Concept, Preliminary & Final Plats

Section 9.5.1 Labeling Matrix

The Preliminary and Final Plats shall depict or contain the information indicated in Table 9.1. An X indicates that the information is required. Preliminary Plat information is only required for major subdivisions.

Table 9.1 Subdivision Plat Requirements

Preliminary Plan Information	Preliminary Plat	Final Plat
Title Block Information:		
a) Subdivision name	x	x
b) Name of owner	x	x
c) Name of the Subdivider/Developer	x	x
d) PIN number(s)	x	x
e) Location (including township, county and state)	x	x

Preliminary Plan Information	Preliminary Plat	Final Plat
f) Bar graph scale and justified north arrow	x	x
Plat Preparation Information:		
a) Date or dates survey was conducted and plat prepared	x	x
b) Name and address of the Registered Land Surveyor	x	x
c) Surveyor's registration number and seal		x
d) Names and addresses of all owners, Registered Land Surveyors, land planners, architects, landscape architects, utility planners, and professional engineers responsible for the subdivision	x	x
Property & Site Calculation Information:		
a) Sketch vicinity map with north arrow showing the relationship between the proposed subdivision and surrounding area	x	x
b) Corporate limits, Extraterritorial Jurisdiction and county lines if on the subdivision tract	x	x
c) Boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	x	
d) Exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands		x
e) Adjoining property information including owner name, zoning classification, existing structures, and subdivision name	x	x
f) Minimum building setback lines	x	x
g) Zoning classifications of the tract to be subdivided	x	x
h) Acreage in total tract to be subdivided	x	x
i) Acreage in parks and recreation areas and other nonresidential uses	x	x
j) Total number of parcels created	x	x
k) Acreage in the smallest lot in the subdivision	x	x
l) Linear feet in roads	x	x
m) Name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the National Historic Register	x	x
n) Topographic map with contour intervals of no greater than five (5) feet at a scale of no less than one inch equals 200 feet may be required.	x	
o) Sufficient surveying data to determine readily and reproduce on the ground every straight or curved line, road line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved roads. All dimensions shall be measured to the nearest one-hundredth (1/100) of a foot and all angles to the nearest minute.		x
p) Accurate locations and descriptions of all monuments, markers and control points.		x
q) Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains	x	x

Preliminary Plan Information	Preliminary Plat	Final Plat
r) Proposed lot lines, lot and block numbers, and approximate dimensions	x	x
s) The lots numbered consecutively throughout the subdivision in a manner using only numeric symbols	x	x
t) Marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site	x	x
u) The exact location of the flood hazard area, floodway and floodway fringe areas from the county's Official Flood Maps, and Community Panel Number if applicable	x	x
v) Existing Conditions Survey in accordance with Chapter 8 of this Ordinance (for subdivisions with more than 100 lots) showing existing conditions including topography (5ft min.), slopes greater than 25 percent, large stands of trees, any known trees over 36 inches in diameter or specimen trees, significant rock outcroppings, floodplains, floodways, wetlands, perennial streams, natural drainage ways, lakes, other water bodies, dams, potential locations for community wells, and the presence of any known endangered species indicated in any surveys completed by the State of North Carolina or other governmental agency.		
Watershed Information:		
a) Certification that the subdivision lies within a Watershed	x	x
b) Designation of Vegetative Watershed Buffer(s) along Perennial Streams. Said buffer shall be a minimum of thirty (30) feet in width if subsequent development takes place if the low-density option is used or one hundred (100) feet in width if the high-density option is used.	x	x
c) Identification and acreage of lots NOT to be developed for single-family residential purposes	x	x
d) Identification of stormwater drainage facilities used (including direction of flow) and any Best Management Practices employed	x	x
Streets, Infrastructure, & Open Space Information:		
a) Proposed roads	x	x
b) Existing and platted roads on adjoining properties and in the proposed subdivision	x	x
c) Rights-of-way, location and dimensions	x	x
d) Pavement widths	x	x
e) Approximate grades	x	x
f) Design engineering data for all corners and curves	x	x
g) Typical road cross sections	x	x
h) Road names	x	x
i) Private road disclosure statements indicating who will maintain private roads in subdivision and the right of access to any private road in the subdivision by all lots served by the road		x
j) Type of road dedication; all roads must be designated either "public" or "private".	x	x

Preliminary Plan Information	Preliminary Plat	Final Plat
k) Where roads are dedicated to the public, but NOT accepted into the state system before lots are sold, a statement explaining the status of the road		X
l) Type of utilities to be provided and the name of the service provider	X	
m) Utility and other easements	X	X
n) Fire hydrants, if applicable	X	X
o) Riding trails	X	X
p) Buffer strips	X	X
q) Pedestrian or bicycle paths	X	X
r) Parks and recreation areas with specific type indicated	X	X
s) School sites (both existing and proposed)	X	X
t) Areas to be used for purposes other than residential with the purpose of each stated	X	X
u) The future ownership (dedication or reservation for public use to governmental body, for owners' to duly constituted homeowners' association, or for tenants' remaining in Subdivider's ownership) of recreation and open space lands		X
v) Traffic Impact Study as required by Section 5.8 of this Ordinance (for subdivisions with more than 100 lots)		
Agency Approvals:		
a) NCDOT approval of driveway permits and Road Construction Drawings		X
b) Soil application rates as may be required by the Health Department or a disclaimer if septic systems are proposed and soil testing is NOT yet completed		X
c) Iredell County Soil and Erosion Control approval of Soil & Erosion Control Plan	X	
d) Verification of private or community well and/or septic plan submittal to NCDENR.	X	
e) Private or community well and/or septic approval.		X
f) NCDOT approval of storm water drainage plan		X
g) All certifications required in Appendix A	X	X

Article III. Erosion and Sedimentation Control

Erosion and Sedimentation Control can be found within Appendix H: Iredell County Soil Erosion and Sedimentation Control Ordinance.

(amended 11/19/19, TA-2019-02)

