

SITE PLAN CHECK SHEET

Project Name _____ Use of Property _____

Contact Name and Phone/E-mail _____

Owner Name _____ Owner Address _____

PIN # _____ Acreage _____ Zoning _____ Watershed _____

Address of Property _____

ALL PLANS SHALL BE REVIEWED FOR THE FOLLOWING INFORMATION	YES	NO
Parcel ID #; name, address and phone # of owner (or contact person)		
Survey (to scale) showing property boundaries and total acreage; vicinity map showing relationship to adjoining streets, railroads and/or waterways; date and north arrow		
Proposed location and number of all structures (existing and proposed) including their area and exterior dimensions		
Proposed use of all land and structures (including the number of residential units if applicable)		
Existing and proposed easements and rights-of-way		
Zoning and use of subject property and adjacent properties		
Letter of water and sewer availability or whether a septic inspection is necessary		
Approximate completion time for project or phase		
Identification of Overlays: floodplain, MGO (send to municipality for review), Airport, watershed		
For properties within a watershed: Impervious surface in 1994, impervious surface created since 1994, and proposed new impervious surface		
Identification of any streams or water features with required buffers shown		
Total new area (in square footage or acres) to be disturbed or graded		
Parking lot: location and size of parking spaces; ingress and egress to adjacent streets; location of gravel and pavement; copy of NCDOT driveway permit when applicable; compliance with Chapter 7 in the LDC <small>*Where parking requirement are based on employees or seats those numbers need to be provided</small>		
Description of screening and buffering as required by Chapter 5 of the LDC including Parking lot landscaping and Landscaped Roadway Yard		
Setbacks, height, and minimum building separation as required by the LDC		
Description of any Special Uses or Conditional Uses placed on the property		
Road Design Standards (Section 10.3-10.7.5.) <ul style="list-style-type: none"> • Right-of-way reservation (future ROW shall remain clear of structures, parking, and internal drives) • Access Management 		
Description of any outdoor lighting and must meet Section 2.2.12 of LDC		
Location and description of any proposed signage, if applicable		
If located in an EPZ, contact ECOM and give contact information to the applicant and ECOM		

Comments _____

Reviewer _____ Date _____ Approved _____ Denied _____

Reviewer _____ Date _____ Approved _____ Denied _____