

## APPENDIX A - Information Required With Applications

### § A-1. Information Required With Applications.

Prior to issuance the issuance of a zoning compliance permit, special use permit, conditional use permit or a building permit for any use and prior to the approval of any conditional zoning district, the developer shall submit a site specific development plan for review by the Administrator and, where specified in the ordinance, by other Town Boards, including but not limited to the Planning Board and the Board of Commissioners. All site plans shall be drawn by a registered engineer, architect or surveyor and be sealed by the same and shall include the following information:

(A) Information Required for Site Plans.

(1) Site plans shall include a location map that shows the location of the project in the broad context of the town or planning jurisdiction.

(2) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Large developments may require that plans show the development in sections. The objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. Also, an applicant may use a narrative or master plan to describe and define those site plan elements that cannot be readily depicted in a graphic format.

(3) Development site plans shall show on the first page the following information:

- (a) Name of applicant;
- (b) Name of development (if any);
- (c) North arrow;
- (d) Legend; and
- (e) Scale.

(4) Existing Natural, Man-Made and Legal Features. Site plans shall include the following existing natural features:

- (a) Existing topography at four (4) foot or other appropriate contour intervals, as approved by the Land Use Administrator;
- (b) Tree line of wooded areas;
- (c) Individual trees twelve (12) inches in diameter or more, identified by

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common or scientific name;

- (d) Other individual trees the applicants intends to preserve;
  - (e) Orchards or other agricultural groves by common or scientific name;
  - (f) Streams, ponds, drainage ditches, swamps, boundaries of flood ways and flood plains;
  - (g) Existing storm drainage patterns; and
  - (h) Identification of onsite soils sufficient to determine if the land is suitable for the construction of a building or other structure and, if the property will not be served by sewer, for a septic system. This analysis shall not substitute for certification by the Moore County Health Department that a septic system can be installed on the property.
- (5) Site plans shall include the following existing man-made features:
- (a) Vehicle accommodation areas including parking areas, loading areas and circulation areas, all designated by the type of surface material;
  - (b) Public streets, private roads, sidewalks and other walkways, all designated by the type of surface material;
  - (c) Curbs and gutters, curb inlets and curb cuts and drainage grates;
  - (d) Stormwater and drainage facilities;
  - (e) Underground utility lines, including water, sewer, electric, telephone, gas and cable;
  - (f) Above ground utility lines and other utility facilities;
  - (g) Fire hydrants;
  - (h) Buildings, structures and signs (including dimensions of each);
  - (i) Location of exterior light fixtures;
  - (j) Location of dumpsters or refuse facilities; and
  - (l) The location of any areas previously used for landfill or other waste disposal purposes that are known or reasonably should be known to the applicant.
- (6) Site plans shall include the following existing legal features:

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- (a) Zoning of the subject property and surrounding properties;
  - (b) Property lines of the tract to be developed (with dimensions identified);
  - (c) Street right-of-way lines;
  - (d) Utility or other easement lines; and
  - (e) Deed book and page reference demonstrating ownership of property. If the applicant does not yet own the property, the applicant shall include a written statement describing the applicant's legal authority to make application for the requested permit or conditional zoning.
- (7) Site plans shall show all proposed changes in existing natural, man-made and legal features, including but not limited to the following:
- (a) The proposed use or uses of all land within the subject property
  - (b) The number of square feet in every lot created by a new subdivision and the total number of lots created;
  - (c) Lot dimensions;
  - (d) The location, dimensions and footprints of all buildings on the property, including the distances all buildings from property lines, streets or street right-of-way lines;
  - (e) The scale of buildings relative to abutting property;
  - (f) The total number of residential units and the total square footage of any nonresidential development;
  - (g) Building elevations for typical units of new buildings or exterior remodeling of existing buildings showing building heights, widths and materials;
  - (h) Building elevations for all accessory structures;
  - (i) The location and dimensions, including height, of all signs, including the distances of all signs from property lines, streets or street right-of-way lines. If applicable, this information shall be included as part of a master sign plan. See section 152-281, "Master Sign Plan."
  - (j) The location and dimensions of all recreational areas;
  - (k) The location and dimensions of all areas intended to remain as usable open

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space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned;

- (l) Street names (labeled by classification) showing linear feet, street paving widths and typical street cross-sections. Private roads in subdivisions shall also be shown and clearly labeled as such;
- (m) Curbs and gutters (constructed using the same specifications as used by the NC Department of Transportation), curb cuts and drainage grates as required by town policy;
- (n) If required, a stormwater management plan, as approved by the State of North Carolina, and drainage facilities;
- (o) All new proposed storm drainage patterns;
- (p) Sidewalks and walkways, showing widths and surface material;
- (q) Bridges;
- (r) Outdoor illumination, with type and intensity of lighting fixtures sufficiently identified;
- (s) Underground utility lines or easement areas for said lines, including water, sewer, electric, telephone, gas and cable;
- (t) Above ground utility lines and other facilities;
- (u) Fire hydrants;
- (v) All refuse facilities, mechanical equipment and utility equipment;
- (w) Vehicle accommodation areas including parking areas, loading areas and circulation areas, all designated by the type of surface material and dimensions of proposed parking spaces. The total number of parking spaces and the total number of parking spaces for disabled persons (i.e. handicapped spaces) shall be indicated;
- (x) The location and description of all yards, buffers, screening, landscaping and plantings or devices (i.e. fences, berms, etc.) proposed for compliance with screening requirements of article XIX, "Screening, Landscaping and Trees." Plans shall label trees and shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width;

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(y) Any other facilities to be constructed or otherwise provided as part of the development; and

(z) Proposed phasing, if any. Phasing plans shall provide a description of the facilities to be built in each phase.

(B) Documents and Written Information in Addition to Site Plans. In addition to the site plan, an applicant shall provide the following:

(1) 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;

(2) Certifications from the appropriate agencies that all necessary easements have been provided; and

(3) If any street or driveway 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 Driveways Regulation.

(C) Number of Copies of Plans and Documents.

(1) With respect to all site plans submitted pursuant to this appendix, the applicant shall submit a minimum of two (2) copies of full size plans (i.e. twenty-four (24) inches by thirty-six (36) inches) and two (2) copies of plans drawn on ledger size paper (eleven (11) inches by seventeen (17) inches). Other documents required by this Section shall be submitted on letter size paper (8.5 inches by eleven (11) inches) or legal size paper (8.5 inches by fourteen (14) inches); and

(2) The applicant shall submit a minimum of two (2) copies of all other documents required by this appendix.