

Town of Aberdeen



115 N. Poplar
P.O. Box 785
Aberdeen, NC 28315

Planning Department

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SITE PLAN REVIEW CHECKLIST

The following information is required for approval of a Zoning Compliance Permit, Special Use Permit, Conditional Use Permit, Building Permit, or prior to the approval of any Conditional Zoning Permit.

This checklist must accompany a completed Site Plan Review Application.

Project Name and Address _____

Contact: _____

Provided N/A

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Location Map |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Site Plan drawn to appropriate scale |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Applicant and development name |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | North arrow, legend, scale |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Existing topography at no less than four (4) foot intervals |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Tree line of existing wooded area indicated |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Individual trees twelve inches in diameter or more identified |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Other individual trees to be preserved |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | Orchards or other agricultural groves identified |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Street trees, if required |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Existing storm drainage patterns |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Soils identified such that suitability for structure(s) and/or septic can be determined |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Vehicle Accommodation Areas designated by type of surface material (existing and proposed) |

Provided	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	15. Public streets, private roads, sidewalks and other walkways designated by type of surface material and dimensioned (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	16. Curb and gutters, curb inlets and curb cuts and drainage grates (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	17. Storm water and drainage facilities (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	18. Underground utility lines including water, sewer, electric, telephone, gas and cable (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	19. Above ground utility lines and other utility facilities (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	20. Fire hydrants (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	21. Buildings, structures and signs (existing and proposed), including dimensions
<input type="checkbox"/>	<input type="checkbox"/>	22. Location of exterior light fixtures (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	23. Locations of dumpsters or refuse facilities (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	24. Locations of areas previously used for landfill or other waste disposal
<input type="checkbox"/>	<input type="checkbox"/>	25. Zoning of the subject property and surrounding properties
<input type="checkbox"/>	<input type="checkbox"/>	26. Property lines of the tract to be developed with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	27. Street right-of-way lines
<input type="checkbox"/>	<input type="checkbox"/>	28. Utility or other easements
<input type="checkbox"/>	<input type="checkbox"/>	29. Street lighting plan
<input type="checkbox"/>	<input type="checkbox"/>	30. Deed book and page reference demonstrating ownership of property
<input type="checkbox"/>	<input type="checkbox"/>	31. Proposed changes in existing natural features, existing man-made features and existing legal features indicated
		32. Proposed new legal features, as well as proposed man-made features including:
<input type="checkbox"/>	<input type="checkbox"/>	Proposed use or uses of all land within the subject property
<input type="checkbox"/>	<input type="checkbox"/>	Square footage of each lot created by a new subdivision and total number of lots proposed
<input type="checkbox"/>	<input type="checkbox"/>	Lot dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions and footprints of all proposed buildings on the property
<input type="checkbox"/>	<input type="checkbox"/>	Distances from property lines, streets or right-of-way lines of all buildings
<input type="checkbox"/>	<input type="checkbox"/>	Approximate footprints of buildings on abutting properties

Provided	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations for typical units of new buildings or exterior remodeling of existing buildings showing building heights, widths and materials
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations for all accessory structures
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions, including height, of all signs (proposed and existing)
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all recreational areas
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all areas intended to remain as usable open space, (indicate whether such open space areas are intended for dedication to public use or to remain privately owned)
<input type="checkbox"/>	<input type="checkbox"/>	Street names (labeled as public or private) showing linear feet, paving widths and typical cross-sections
<input type="checkbox"/>	<input type="checkbox"/>	Copy of all plans and documents submitted to NCDENR and approval letter when available
<input type="checkbox"/>	<input type="checkbox"/>	Bridges
<input type="checkbox"/>	<input type="checkbox"/>	Location of mechanical and utility equipment
<input type="checkbox"/>	<input type="checkbox"/>	Proposed plantings or other devices to comply with screening requirements, (plant material labeled and noted as to common or scientific name, distance between plants, height at time of planting and expected mature height and width)
<input type="checkbox"/>	<input type="checkbox"/>	Any other facilities to be constructed
<input type="checkbox"/>	<input type="checkbox"/>	Proposed phasing
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with setback requirements, including additional setbacks required for convenience/retail type fuel stations, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	33. 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
<input type="checkbox"/>	<input type="checkbox"/>	34. Certifications from the appropriate agencies that all necessary easements have been provided
<input type="checkbox"/>	<input type="checkbox"/>	35. Copy of approved driveway permit issued by NCDOT where any street or driveway is proposed to intersect with a state maintained road
<input type="checkbox"/>	<input type="checkbox"/>	36. Two copies of plan(s) at 24 x 36 inches
<input type="checkbox"/>	<input type="checkbox"/>	37. Two copies of plan(s) at 11 x 17 inches

38. Two copies of all supporting documents

Notes:

Reviewed by: _____ Date: _____