



# Town of Aberdeen

Planning Department  
Phone: (910)944-7024  
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For office use only:
Application No. _____
Date Received: _____
Amount Received: _____

## Application for Site Plan Review

For all industrial, commercial, institutional, multi-family residential or any development other than single-family detached dwellings, it shall be required that prior to issuance of the building permit, the developer shall submit a site specific development plan for review and approval by the Town Board of Commissioners. All site plans shall be drawn by a registered engineer, architect or surveyor and be sealed by the same.

### APPLICANT INFORMATION:

Applicant: \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Location/Address: \_\_\_\_\_

Attach Legal Description (Metes and Bounds or Plat Cabinet & Slide) of the area requested

### SUMMARY INFORMATION:

Project Title: \_\_\_\_\_

Zoning: \_\_\_\_\_ LRK#(s) \_\_\_\_\_

In-Town: \_\_\_\_\_ ETJ: \_\_\_\_\_ Floodplain \_\_\_\_\_ Watershed \_\_\_\_\_

Site Acreage: \_\_\_\_\_ Total Acreage of Land Disturbance: \_\_\_\_\_

(Disturbance of 1 acre or more, requires letter of approval for Erosion and Sedimentation Control Plan from North Carolina Department of Environment and Natural Resources)

Existing Structures: \_\_\_\_\_ Total Gross Floor Area: \_\_\_\_\_

Proposed Structures: \_\_\_\_\_ Total Gross Floor Area: \_\_\_\_\_

Parking (Required): \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

(Please ✓ if on site plan, n/a if not applicable)

<b>Applicant</b>	<b>Planning</b>	<b>Plan Submittal Requirements (Must be on plan if applicable)</b>
		Name of Applicant
		Name of Development (if any)
		North Arrow
		Legend
		Scale
		<b>Existing Natural</b>
		Tree line and acreage of wooded area
		Individual trees 12" in diameter or more identified by common or scientific name
		Orchards or other agricultural groves by common or scientific name
		Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains
		<b>Existing man-made features</b>
		Vehicle accommodations areas including, parking, loading & circulation area, all designated by the type of surface material
		Public streets, private roads, sidewalks and other walkways, all designated by the type of surface material and width
		Curbs and gutters, curb inlets and curb cuts and drainage grates
		Storm water and drainage facilities
		Underground utility lines, including water, sewer, electric, telephone, gas and cable
		Above ground utility lines and other utility facilities
		Fire hydrants
		Buildings, structures and signs (including dimensions of each)
		Location of exterior light fixtures
		Location of dumpsters or refuse facilities
		<b>Existing legal features</b>
		Zoning of subject property and surrounding properties
		Property lines of the tract to be developed (with dimensions identified)
		Street right-of-way lines
		Utility or other easement lines
		Deed book and page reference demonstrating ownership of property
		Lot dimensions
		<b>Proposed Changes</b>
		The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings are setback from property lines, streets or street right-of-way lines
		Building elevations for typical units of new buildings or exterior remodeling of existing buildings showing building heights, widths and materials

Applicant	Planning	
		The primary building material constituting a minimum of 60% of the front façade and 25% of each side façade shall be constructed of glass, wood, brick, stone, split-face block, pre-cast concrete (if the surface is painted, textured or designed to simulate brick, stone or lap siding, vinyl lap siding or architectural concrete (if the surface is desihned to simulate brick or stone).
		All colors to be used on any structure shall be neutral or earth tones. Brash, bright, flamboyant or garish colors are not permitted or allowed, except as provided in the historic district.
		All convenience/retail type fuel stations shall have the primary building constructed with a hip, gable, a-frame or like roof.
		<b>Building elevations for all accessory structures</b>
		All fuel pumps and canopies shall be located to the side or rear of the primary building not to extend past the front plane of the building. If the property is a corner lot, the front property line shall be that portion of the property fronting on a US or NC numbered highway with US numbered highways having precedence.
		Fuel pump canopies shall not exceed one half the height of the roof of the primary building it serves or no greater than 15 feet measured from the ground.
		The location and dimensions of all recreational areas.
		The location and dimensions of all areas intended to remain as usable 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.
		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.
		Curbs and gutters (constructed using the same specifications as used by the NC Dept. of Transportation), curb cuts and drainage grates as required at the dicreation of the Board of Commissioners.
		Storm water management plan as approved by the State of North Carolina and drainage facilities.
		Sidewalks and walkways, showing widths and surface material as required at the discretion of the Board of Commissioners. Sidewalks shall be constructed to a minimum width of four feet and shall consist of a minimum thickness of four inches of concrete. All sidewalks shall be place in the right-of-way and consist of a minimum of six inches of concrete at driveway crossings
		<b>Bridges</b>
		Outdoor illumination with lighting fixtures sufficiently identified.
		Underground utility lines, including water, sewer, electric, telephone, gas and cable.
		Above ground utility lines and other facilities
		<b>Fire hydrants</b>
		All refuse facilities, mechanical equipment and utlity equipment, which shall be to the rear of the primary building and shielded from any public roadway or adjacent property by means of landscaping or fencing.
		Vehicle accomodation areas including parking areas, loading areas and circulation areas, all designated by the type of surface materials and dimensions of proposed parking spaces.
		Proposed plantings or construction of other devices to comply with the screening requirements (Section 155.190). Plans shall label trees and shrubbery by common or scientific name, show distance between plants and indicate the height at the time of planting and expected mature height & width within one year of planting. No structure, part of a structure or vehicular parking shall be permitted within the setback.
		<b>Documents and Written Information in Addition to Plan</b>
		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.
		Certification from the appropriate agencies that all necessary easements have been provided.
		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 Driveway Regulations.
		<b>Number of Copies of Plans and Documents</b>
		Two copies (24" x 36") Two copies (11" x 17") and Two copies (8.5" x 11") Electronic submittals in PDF file are encouraged

## Landscaping

The purpose of this section is to improve property values and community appearance, allow for the ecological benefits provided by plants, prevent the overcrowding of land and enhance the privacy and welfare of citizens.

- 1) The landscaping and buffering standards of this section shall apply to proposed development for which a site plan is required.
- 2) All requirements shall run with the land use and shall apply against any owner or subsequent owner.
- 3) Land use toward achieving the requirements shall be on the same lot or on property under same permanent possession or control as the lot on which the use is located.

In addition to the provisions of this ordinance governing screening, buffering and/or shading found elsewhere, the following requirements shall apply to property that is to be developed for any use other than single family.

- 1) No vehicle parking or building construction or similar development use shall be allowed within the required front (or if on a corner, also the side street) building setback of any lot or parcel.
- 2) The required building setback area shall be appropriately landscaped as provided herein. The total square footage of the required building setback area shall be determined by multiplying the footage of the property along the street, road, highway (front yard setback), side property line or rear property line times the required building setback depth, as applicable.

<b>Applicant</b>	<b>Planning</b>	<b>Landscaping Requirements - FRONT YARD Setback Area</b>
		One large tree (unless subject to overhead power lines along the street/roads or railroad which will then use trees as recommended by CP&L in their booklet "Trees for the Carolinas" dated 8/99) shall be planted at the rate of one three inch caliper tree with a minimum height of eight feet per 30 or less linear feet of property line abutting a public street/road or railroad. Large trees are defined as deciduous or evergreen trees with a mature height of 30 feet or greater and a mature spread of 30 feet or greater.
		One understory tree or large shrub with a minimum height of eight feet, at time of planting, shall be required per 500 square feet. At least 30% of such trees must be deciduous and at least 40% of such trees must be evergreen, which must, when mature, be a height of 10 to 20 feet.
		One shrub with a minimum height of 18 inches, at the time of planting and of a variety that can be expected to reach a minimum height of 36 inches within five years of planting shall be required per 200 square feet. No more than 30% of such shrubs may be deciduous. To meet height requirements a landscaped earth berm may also be used.
		<b>SIDE and REAR YARD Setback Area</b>
		One understory tree or large shrub with a minimum height of eight feet, at the time of planting, shall be required per 500 square feet. At least 30% of such trees must be deciduous and at least 40% of such trees must be evergreen, which must, when mature, be at a height of 20 to 30 feet.
		One shrub with a minimum height of 18 inches at the time of planting and of a variety that can be expected to reach a minimum height of 36 inches within five years of planting, shall be required per 200 square feet. Not more than 30% of such shrubs may be deciduous.
		Additionally, shrubs with a minimum height of 18 inches at planting and of a variety that can be expected to reach a minimum height of 36 inches within five years of planting shall be required along the front and all sides of all buildings which can be seen from the street, road or highway.

The landscaping requirements of this section, and as required elsewhere in this ordinance, may be satisfied by preexisting trees and shrubs, newly planted trees and shrubs or a combination of both.

Additionally, the planting of new trees or maintenance of preexisting trees elsewhere on the lot or parcel (beyond those required by this ordinance), which conserve and/or enhance the appearance of the lot or parcel is encouraged.

The owner of any property where landscaping is required shall be responsible for the maintenance of all required vegetation and the replacement of any required tree or shrub that dies. Landscaped areas shall be kept in a neat and orderly manner, free from refuse and debris. Failure to comply with the landscaping requirements set forth herein shall be remedied in accordance with the enforcement provisions of this ordinance.

Notwithstanding any of the above, no trees or shrubs are required in any area of a lot for which sight clearance for vehicles is required or where entrance and/or exit driveways are located.  
(Ord., passed 10-9-00)

In any case where a site plan has been approved in accordance with the provision of this code and the site plan has not been exercised within 12 months, if no specific time limit has been set by the approving authority, then without further action, the site plan shall be null and void. Exercised as set forth in this section shall mean binding contracts for the construction of the main building or buildings have been let or in the absence of contracts, the main building or buildings are under construction to a substantial degree, or prerequisite conditions involving substantial investment are contracted for, in substantial development, or completed. If after commencement, the work is discontinued for a period of 12 months, the site plan therefore shall immediately expire. No work authorized by any site plan that has expired shall thereafter be performed until a new site plan has been secured.

**NOTE: DEADLINE FOR SUBMITTAL OF SITE PLANS IS ONE MONTH PRIOR TO THE APPLICABLE MEETING DATE OF THE PLANNING BOARD.**

By signing below, I certify that all statements furnished in this application are true to the best of my knowledge.

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Applicant or Agent

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Date