



Town Of Chadbourn Planning Department
SITE PLAN SUBMITTAL CHECKLIST

Date submitted: _____ Name of Project: _____

Owner/ Contact Person: _____

Telephone: _____ Fax: _____

Title Block Information (Items located under this heading must all be located in the same place on plat)

- ____ Name of Development & Date
- ____ Name, Address, telephone number of owners and applicant
- ____ Zoning Classification
- ____ Watershed District and extent of the area to be developed (% coverage of lot to be impervious surface if located in a designated watershed area)
- ____ Parcel Identification Number and Tax ID of the tract(s)
- ____ Deed Reference for the Tract being Divided
- ____ Flood Plain (Zone, Map number, and Effective date)

General Requirements

- ____ Map Size 18" X 24" & Scale 1"=200' or larger
- ____ North Point, Graphic Scale, Vicinity Map
- ____ Names and Right of Ways of Streets and State Roads
- ____ Show Boundaries of Tract
- ____ Show Adjacent Uses
- ____ Net or total Acreage for Lot
- ____ Show building envelope and required setback areas
- ____ Location of all existing and proposed Mechanical, Utility, and Trash Containment Areas
- ____ Proposed or existing fencing, screening, gates, and/or off-street loading docks
- ____ Show all existing structures located on the parcel
- ____ Locations and widths of all easements and rights-of-way within or adjacent to the site, including access roads and existing Street Layout.
- ____ Location of existing and proposed utilities.
- ____ Location of all parking areas on site (based on type of business and/or square footage)
- ____ Provide a parking space typical
- ____ Proposed parking lot material
- ____ Proposed hours and days of operation
- ____ Location, type, and size of proposed signage
- ____ List of all hazardous materials that will be stored on site
- ____ Methods to control and respond to spillage and to prevent pollution of surface and groundwater
- ____ When, located within the one hundred year flood plain you must delineate boundary of flood plain.
- ____ A copy of the erosion control plan submitted to the appropriate authority, if such plan is required.

Buffering Plan

- ____ Proposed buffering regulations as required in section 8.0 of the Zoning ordinance.

Storm Water Management

- ____ Proposed storm water management plan and calculations as required.
- ____ Topography Map with contour intervals of no greater than five (5) feet drawn at an engineering scale.

Certifications

- ____ All developments located along a major thoroughfare, that disturb more than one 1 acre of land, located within the Watershed, Flood Plain, Airport Overlay, Highway Corridor Overlay, or requires an extension of Public Utilities must have the site plan prepared and certified by a Professional North Carolina Land Surveyor, or Engineer.
- ____ Certification from NCDOT that all Driveway permits have received approval.
- ____ Certification, written and signed by the development site owner of record that such owner formally consents to the proposed development.

____ Certification by the County Health Department or Public Utilities, that the proposed development has adequate water supply and sewage disposal systems.

Fees

____ Applicant has filed a valid land use application and has paid the \$0 review fee

Checked by: _____ Date: _____