



# REVIEW CHECKLISTS

## For Site Plan Review

SPR20 \_\_\_\_\_ - \_\_\_\_\_

	✓	N/A
<b>A. Zoning Review</b>		
Site plan complete. Property lines, easements, ROWs, existing/ proposed structures, disturbance/impervious, water features, retaining walls, exterior lights, overlays, flood, etc.		
Density. Density does not exceed that allowed for district.		
Height. Structure does not exceed max height for district and for overlays.		
Use. Use allowed in district. Accessory structures are not created without primary dwelling unit in non-OU districts. Additional restrictions for use types in overlay areas.		
Building Type. Type of structure allowed in district. Manufactures homes meet additional design standards where required.		
Setbacks. Dwelling unit, accessory structure, retaining wall, and other setbacks met based on type of water/sewer availability.		
Parking. Minimum required off-street, out of ROW, spaces provided.		
Overlays. Additional requirements in steep slope, protected ridge, BR Parkway, flood, watershed.		
Special Requirements. Uses have submitted additional information to meet special requirements.		
Conditional Uses. CUP uses have received board approval.		
Beaverdam District. Additional standards for max disturbance/impervious and front setbacks apply.		
Travel Trailers (RVs/Park Models, etc.) limited to 180 days per year in designated districts.		

<b>B. Manufactured Home Design Standards - R-1, R-2, &amp; BDM zoning (Not applicable for other districts)</b>		
Permanent Foundation		
Manufacture Date and HUD label affixed to unit		
Wheels, tongues, and signals removed		
Multi-Sectional (double/triple wide) Unit		
Skirting: <input type="checkbox"/> Rusticated/Architectural Block <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Stone <input type="checkbox"/> Other ( <i>in flood</i> )		
Skirting openings are perforated, and general access openings are covered		

<b>C. Floodplain</b>		
Flood Firm Panel #		
Subdivision Name listed ( <i>if applicable</i> )		
Estimated cost of project: \$		
Activity: <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition		
Structure Type: <input type="checkbox"/> Residential – 1 to 4 families <input type="checkbox"/> Residential - More than 4 families <input type="checkbox"/> Non-residential (Floodproofing <input type="checkbox"/> Yes) <input type="checkbox"/> Combined Use – Residential, Commercial <input type="checkbox"/> Manufactured/Mobile home (In Park <input type="checkbox"/> Yes)		
Other Activities: <input type="checkbox"/> Clearing <input type="checkbox"/> Grading <input type="checkbox"/> Filling <input type="checkbox"/> Mining <input type="checkbox"/> Drilling <input type="checkbox"/> Excavation (Except for structural development checked above) <input type="checkbox"/> Watercourse alteration (Including dredging and channel modification) <input type="checkbox"/> Drainage improvements ( including culvert work) <input type="checkbox"/> Road, street, or bridge construction <input type="checkbox"/> Subdivision (New or expansion) <input type="checkbox"/> Individual water or sewer system <input type="checkbox"/> Other (Please specify):		

<b>D. Vacation / Short Term Rentals</b>		
Max 2 short term rental units on property or adjacent properties under common ownership/management. 3+ rentals requires CUP application.		
Parking minimums required for each unit rented		
Applicant indicates what type of structure (House, travel trailer, yurt), and what space is being rented (Whole unit, part of unit)		
Application indicates whether there is on-site management, owner-occupied, or no management on site.		

		✓	N/A
<b>E. Steep Slope/High Elevation &amp; Protected Ridge Overlay Districts</b>			
5 foot minimum topographic contour lines. <i>Including elevation numbers above sea level</i>			
Boundaries of nearby Steep Slope and Protected Ridge Overlay areas, and crest of protected ridges			
Architectural building elevations. <i>Include dimensions of shortest/tallest sides (finished grade to roof peak)</i>			
Geotechnical Engineer Report. <i>Areas over 35% slope or high/moderate hazard. Report due prior to land disturbance.</i>			
<ul style="list-style-type: none"> <li>Signed, sealed, and dated Geotechnical report showing test pit locations on map/site plan</li> <li>Steep Slope Exempt Certificate allowed in place of Geotech for historic grading or slopes under 35%</li> <li>Final Geotech closeout report required after construction, and prior to issuing a CO</li> </ul>			
Impervious Surfaces: Include driveways, footprints, parking, asphalt/gravel areas, etc. Gross max allowed: <2 acres is 0.16 acres max; 2+ acres is up to 8% max of lot size.			
Site Disturbance: Land disturbance, including drives, structures, yards, etc. Not including septic. Gross max. excluding septic: <2 acres is 0.3 acres max; 2+ acres is 15% max of lot.			
Structure height: Measured from finished grade to roof peak. Include decks or other elements connected to the structure.	Tallest:	Average:	
	Shortest:		
Building Width (Protected Ridge areas only): Building width shall not exceed 30% of the lot width as measured at the face(s) of the building oriented to the downhill section of the lot, or adjacent topography.	Lot width:		
	Building Width:		
Planar Surface Area: Vertical X horizontal measure of downhill facing surface of structure			
Tree Screening: Show location, type, and height of trees to be saved/planted to meet requirements. Required when slope at downhill side of structure drops 25+ vertical ft within 100 horizontal ft. Trees must be within 50 ft of downhill side of structure and of varying, native species. No single species can be >50% of plantings. Must be 10-30 ft apart. Saved trees must be flagged to be counted.	Credits required:		
	# saved tree credits:		
	# of trees planting:		
<b>F. Retaining walls (10 feet tall or more in cumulative height have the following additional requirements)</b>			
Elevations. Drawing of wall system submitted showing: Tallest and shortest portions of the retaining wall after anticipated grading, to-scale, with dimensions; Location of safety barriers and guardrails in relationship to top of wall, including height and type			
Cumulative Height. From lowest to highest point of wall system after grading, including cap block			
Safety Barriers ( <i>Fencing and guardrails</i> ): Fencing is required at the top of the wall and shall be a minimum of four (4) feet tall, consisting of solid visual barrier or chain link fencing. Guardrail installation is required where vehicles will be within 10 feet of the edge of the top level of the retaining wall system.	Fence type:		
	Fence height: FT		
	Guardrails: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Vehicular areas: Distance in feet of top of wall to...	edge of the closest public or private road:		FT
	areas where vehicles park or travel:		FT
Terracing. Required when the cumulative vertical height of the wall system exceeds twenty (20) feet. <ul style="list-style-type: none"> <li>Lowest level of a terraced system may be no more than twenty (20) feet tall at its highest point, and each successive level of terracing may not exceed fifteen (15) feet in height.</li> <li>Required terrace depth shall account for the type and size equipment needed for proper maintenance of the wall but in no case shall be less than ten (10) feet.</li> </ul>			
Landscaping: Required and must meet standards in Sec. 26-540(b) for species, location, and type.			
Bushes must be planted on terraces regardless of cumulative vertical height or proximity to streets			
Foreground landscaping and attached vegetative screening is required if: <ul style="list-style-type: none"> <li>The wall or wall system exceeds (20) twenty feet in height and the base of the wall system is closer than 100 feet to the edge of the road surface of a public or private street; or</li> <li>The cumulative vertical height of the wall system exceeds thirty (30) feet</li> </ul>			
Tree planting applies only to the ground level at the base of the retaining wall, and shall not be planted in terraces. Bushes and vegetative screening is required at each base level of any terraced system.			
Items required prior to obtaining a Certificate of Compliance: <ul style="list-style-type: none"> <li>Signed and sealed certification by the Design Engineer with specific requirements outlined in ordinance</li> <li>Survey for wall systems greater than forty (40) feet in cumulative height performed within thirty (30) days of completion of any section of wall with specific requirements outlined in ordinance</li> </ul>			

		✓	N/A
<b>G. Lighting Plan Checklist – Commercial Developments</b>			
Required for all Lighting	Site Plan. Location and mounted height of all exterior lights shown on site plan		
	Fixture spec sheet. Include description, top and side drawing, and indication of kelvin and lumen rating.		
	As-Built drawing. Required prior to CO showing the lighting plan was followed once all lights are installed		
Additional for Pole, Wall, Canopy, Street, Display, & Complex Lighting	Photometric Plan. Point-by-point footcandle plan showing location and aim of exterior lighting at the developed area and at property lines		
	Engineers Statement. Written statement signed/sealed by a licensed engineer, indicating compliance with lighting ordinance		
Alternative Options for some lighting types	Backlit affidavit. Allowed in place of photometric plan for internally/back-lit signs		
	Wall pack affidavit may be allowed by ZA for wall packs when there are no other types of lighting on the site, and when fixtures are a min of 30 feet away from property lines. (Examples: Small # of fixtures; Large spacing between; and/or no adjacent houses)		
Intensity Limits	Max footcandle at any property line	0.75 Max	
	Max footcandle at any public street Right of Way	3.0 Max	
	Max Average footcandle for the developed area	4.5 Max Avg	
	LED light degrees Kelvin Rating	4,300 Max	
Lumen ratings	(partial) cutoff fixture	1,250 Max	
	full-cutoff fixture	>1,250 Max	
Outdoor Parking, Loading, Storage	Highest Mounted height of wall and pole lighting	37 feet Max	
	Max average light level of parking area	6.0 fc Max	
<b>Other Types of Lighting.</b> The following types of lights have additional, or alternative requirements:			
<b>Gas station canopies:</b> Max average light beneath vehicular canopies. Fully recessed or full cutoff mounted, shielded lights only.		30 fc Max	
<b>Dusk-to-Dawn Security (Commercial):</b> Full cutoff only		9,500 lumen Max	
		25 ft max height	
<b>Street lights:</b> Lights on newly constructed streets must be staggered on each side of road. Full cutoff only. Decorative post fixtures mounted 18 feet or lower may be partial cutoff with ZA or BOA approval		9,500 lumen (Res)	
		50k lumen (Comm)	
<b>Outdoor Sales and Display Areas:</b>		25 fc max Avg.	
<b>Outdoor Sports and Performance Areas:</b> Glare control package required (louvers, shields, etc.) Fixture light beams must be aimed into the primary playing/performance area. Hours of operation of lighting system must coincide with active use periods or maintenance times of the sports/performance area.		80 feet max height	
		No max Avg light level	
		No max kelvin rating for LEDs	
<b>Electronic Display Signs:</b> Must be equipped with a Photoelectric rheostat or other device which automatically adjusts brightness based on ambient conditions; and Equipped with a method for the owner/tenant to manually dim the light if needed			

<b>H. Commercial Development</b>			
Approved CUP/PUD Permit # shown on site plan (If applicable)			
Parking. Minimum off-street, out of ROW, striped parking spaces provided. Min. 9' x 18' per space			
Off-street Loading areas. For retail, wholesale, industry, and truck terminals. Min. 12'x40' when applicable			
Dumpster area shown on plan			
Visibility. Plantings, structures, signs, walls, etc shall not obstruct vehicle sight distance. Driveways must be a min of 5 feet away from property lines perpendicular to the road unless sharing access with adjacent parcels.			
Freestanding signs. Out of ROW and indicative of lighting status.			
Landscaping. If parking area is 5,000 SF or greater in size landscaping is required of min 10% of the parking lot. No individual landscaped area planed with a tree shall be less than 100 sf. Trees spaced for growth.			
Tree or Fence Screening Buffer. If adjacent to residential uses required along side and rear lot lines. 20 feet min buffer for lots over 1 acre. 15 feet min buffer for lots less than 1 acre. Buffer types allowed:			
1. 2 rows of evergreen trees of approved type. Min 5 ft tall at planting. Min 10 ft tall at maturity. Spacing for each row- min 8 ft max distance between trees base to base. Trees in adjacent rows offset/staggered 4 feet. Rows max 8 feet apart in 20 ft buffer, or 7 ft apart in 15 ft buffer. Centered within buffer.			
2. Solid visual barrier fence of min 8 ft high.			
3. Earth mounding with planting or fencing on top to satisfy height requirement.			
4. ZA may modify requirement where adequate natural living vegetation or terrain provides buffering.			
Exterior Lighting requires a lighting plan			
NCDOT Driveway Permit. Required for all properties with a driveway accessing on public roads			

	✓	N/A
<b>I. Ivy Watershed</b>		
Located in Critical Area of Watershed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
1 home per lot, or 12% rule		
Percent of parcel acreage that will be: Impervious surface: _____ % Disturbed: _____ %		
Distance of proposed structures to nearby streams or other waterways/features: _____ feet away		
Structures on properties with streams/water features require an inspection, or signed, sealed survey.		

<b>J. Off-Premise Signs - Signs located on a property which is different than the business being advertised</b>		
Sign type: <input type="checkbox"/> Attached to building <input type="checkbox"/> Freestanding <input type="checkbox"/> Other		
Display Type: <input type="checkbox"/> Both sides/faces <input type="checkbox"/> Single side/face <input type="checkbox"/> V-type <input type="checkbox"/> Other		
Lighting: <input type="checkbox"/> No lighting <input type="checkbox"/> Externally-lit <input type="checkbox"/> Internally/back-lit		
Size. Maximum sign size is 32 sf in area. _____ ft fall; _____ ft wide; _____ ft long		
Faces. Max of 2 faces per sign.		
Height is limited to 12 feet from elevation at nearest roadway		
Spacing. Min distance from: other off-premise signs is 1,000 linear feet on either side of road school or house is 100 foot radius intersection of two or more streets/Hwy is 75 feet from edge of road road right-of-way is 10 feet		
Extensions. No extension or combination which exceeds 15% of the sign sq footage		
Maintenance. No more than 20% of a sign may be disfigured, cracked, ripped, or peeling; or bent or broken of support or appendage; or overgrown with vegetation which obscures its view; or partially illuminated by broken fixtures - for more than 30 days		