



Town of Greenevers – Planning Board
SITE PLAN REVIEW APPLICATION
314 E. Charity Road • Rose Hill, NC • 28458 • 910.289.3078

A complete site plan application package must be submitted for review by the Town of Greenevers Planning Committee and Town Commissioners. A pre-submittal meeting with the Planning Department must occur for an application completeness check. If complete, the application will be scheduled based on the availability of Town staff and the applicant. The project will not be scheduled for a meeting until all the required information is provided. The application must include the following:

Fully Engineered Plans (PDF and 3 24x36 Copies) Building Elevations (as applicable) Landscape Plan Tree Survey

Tree Removal Permit Sign Permit (if applicable)

NCDOT Driveway Permit (if required, state-maintained roadways only)

PROPERTY INFORMATION

Project Name: _____

Address of Subject Site: _____

Total Acreage: _____ Current Zoning District(s): _____ Proposed Zoning District(s):
_____ Current Land Use: _____ Proposed Land Use: _____

Current Building Area: _____ Proposed Building Area: _____

Current Building Height: _____ Proposed Building Height: _____ Proposed Number of Stories:
_____ Proposed Number of Buildings: _____ Proposed Number of Units
(residential): _____ 1 Bedroom units: _____ 2 Bedroom units: _____ 3 Bedroom Units:
_____ Quad Units: _____

PREVIOUS APPROVALS (date)

Conditional District: _____ Special Use Permit: _____ Board of Adjustment: _____

OWNER INFORMATION (if multiple owners, please attach additional sheet)

Owner Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Rev. 20231221 Fee: _____ Verified and accepted by: _____ Date: _____

APPLICANT INFORMATION (if different from owner)

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Owner Authorization: _____ Date: _____

Site Plan Checklist

Additional information may be required for approval of the site plan. The Town Planner or the approval authority may waive items required if it is judged that they are not necessary to complete the review.

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, the documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested at the time of plan submission.

Site Plan Checklist**General notes to be included in the plan:**

☐ No changes to any aspect of this site plan, including but not limited to, landscaping, grading, building elevations, lighting, or utilities will be made without the Town's approval

☐ The site shall be stabilized and seeded before the issuance of a certification of occupancy or guaranteed by approved methods if applicable

☐ All required improvements shall comply with the standards of the Unified Development Ordinance

☐ Indicate the owner, current zoning, and present use of all contiguous properties and show all surrounding adjoining property lines

☐ Name, address, registration number, and telephone # of the preparer of the map (licensed surveyor, engineer, land planner, landscape architect, or architect)

☐ Developer's name, address, and daytime phone number (if different from owner's)

Owner's Certification of development plan

☐ Corporate limits, county lines, and other jurisdiction lines, if any, on the tract

☐ Registration and seal of land surveyor

☐ All outdoor storage areas shall be clearly identified

Map or plan size:

- ☐ Maps or plans may be drawn on more than one sheet with appropriate match lines
- ☐ Drawn in Ink
- ☐ Property lines distinctly and accurately represented
- ☐ Elevations and benchmarks shall be referenced to the National Geodetic Vertical Datum (NGVD). Assumptions must be clearly noted
- ☐ Prepared by a professional engineer or other sealed professional land surveyor
- ☐ Submit one 11"x17" paper copy and digital pdf
- ☐ Date of original preparation and/or revision(s) - clearly identifying revisions
- ☐ Number of sheets (i.e., sheet 1 of 1)
- ☐ Scale denoted both graphically and numerically utilizing engineering scale only, Architectural scale will not be accepted
- ☐ Provide a color rendering of the building elevation detailing building materials and colors, if applicable Title, date, north arrow, and graphic scale
- ☐ Plat book or deed book reference
- ☐ Location and heights of all fences and walls shall be shown
- ☐ Address Town's Planning Committee and comments prior to the meeting and hearing process

Title Block containing:

- ☐ Name of Development
- ☐ Name of map or plan (minor plat, preliminary plat, etc.)
- ☐ Property owner's name with address and daytime phone number
- ☐ Location (including address, township, county, and state)
- ☐ Date(s) map(s) prepared or revised
- ☐ Tax parcel identification number
- ☐ North arrow and orientation

Boundaries of the tract to be subdivided or developed: Distinctly and accurately represented and showing all distances:

- ☐ Location and descriptions of all monuments, markers, and control corners

All proposed buffers, setbacks and street yard areas dimensioned and labeled

- ☐ The name and location of any property or building on the National Register of Historic Places or locally designated historic property
- ☐ Existing and proposed water courses, ponds, lakes, or streams; their names direction of flow, centerline elevation, cross- sections and any other pertinent datum
- ☐ The location of existing and platted property lines, street's building, water course, transmission lines, sewer, bridges, culverts, and drainpipes, water mains, Town and county lines (if adjoining) and any public utility easements
- ☐ Boundaries of tract shown with bearing and distances
- ☐ Streams, floodplains, and elevation contours (two feet), soil classification, seasonal high-water table, and vegetation at the site if required
- ☐ Proposed solid waste and recycling storage facilities
- ☐ Water courses, bridges, culverts, storm drains, wooded areas, marshes, swamps, rock outcrops, ponds or lakes, stream or stream, beds, ditches or other natural or improved features which affect the site. Marshes, swamp, and other wetlands
- ☐ Areas to be dedicated or reserved for the public or a local jurisdiction
- ☐ Areas designated as common area or open space under control of an owners' association, including acreage Proposed building locations for zero lot line developments
- ☐ Location of manufactured home park dwelling spaces and whether they are designated for single or double wide dwellings
- ☐ Typical diagram of manufactured home park dwelling space
- ☐ Location of designated recreation areas and facilities
- ☐ Location of the 100-year floodway from Flood Hazard Boundary Maps and cross- section elevations
- ☐ Floodway zone and flood fringe zone show, indicating base flood elevation (minimum finished floor elevation) for all lots adjoining the zones. If site is located within Zone AE, show location of FEMA floodway and flood hazard area
- ☐ Topography (existing and proposed) at contour interval of one foot, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and references to the National Geodetic Vertical Datum (NGVD), when required

☐ Proposed lot lines and dimensions should be to the nearest one tenth foot and angles to the nearest minute Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size

☐ Location vicinity map, showing the development in relation to major and minor roads or streets, natural features, existing Town limit lines and other obvious references

☐ Subdivision name, block and lot number, tax map number and parcel number and street address, if applicable

☐ Existing land use within the property and on adjacent properties

☐ Zoning district(s) within the property and adjacent properties

☐ Names of adjoining property owners (or subdivisions or developments of record with plat book reference)

☐ Political subdivision(s) including Town limit lines, township boundaries, county lines and extra territorial jurisdiction boundaries

☐ Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect or engineer

☐ Showing locations of intersecting boundary lines or adjoining properties

☐ Location, dimension, and type of all easements, including but not limited to electric water, sanitary sewer, storm sewer, drainage, private street, gas or other service delivery easements including their location, width and purpose

☐ Copies of any recorded inter-connectivity easements or agreements if applicable

☐ If the site is outside the Town limits in Greener's ETJ, indicate if a petition for annexation is required to be submitted to the Town.

Site calculations including:

☐ Acreage in total tract

☐ Acreage in public open space

☐ Total number of lots proposed

☐ Linear feet in roads

☐ Proposed linear footage of water lines

☐ Proposed linear footage of sewer lines

☐ Area in newly dedicated right-of-way

- ☐ Lots sequenced are numbered consecutively
- ☐ Street address as assigned by the Town for each new lot
- ☐ Acreage in subdivision/project
- ☐ Acreage in park and other land usage
- ☐ Average lot size, if any
- ☐ Total number of lots, if any
- ☐ Linear feet in streets
- ☐ Number of units and unit density by neighborhoods
- ☐ Total area in site
- ☐ Existing property lines, public and private streets, right-of-way and/or easement widths, pavement widths, easements, utility lines, hydrants, driveways, recreation areas or open spaces on adjoining property
- ☐ Location of existing and proposed fire hydrant(s). Where a hydrant is not shown within the development site, the nearest hydrant providing service shall be denoted with dimension to the property lines
- ☐ Location of electrical service connection(s), meter(s), transformer base and pole(s). Adjacent overhead electric lines shall be denoted as to type transmission; distribution; service drop
- ☐ Sketch vicinity map showing location of site relative to surrounding area (typically drawn in upper right-hand corner), at a scale of 1" = 2,000'
- ☐ Location, arrangement, dimension of all automobile parking spaces, width of aisles, width or bays, angle of parking and number of spaces. Typical pavement section and/or surface type
- ☐ Location, arrangement, and dimension of all truck unloading docks, ramps, and spaces
- ☐ Indicate the location and method of garbage containment. (Indicate the proposed location and type of screening of solid waste dumpster, if applicable)
- ☐ Location and dimension of all fences, walls, docks ramps, pools, patios, mechanical equipment, and impervious areas
- ☐ Dimensions, location, and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to the closest property lines; building setback lines (or note). A dashed line should be shown on the plate outlining all known structures, ponds or lakes removed or filled. Exterior dimensions should include heights, number of stories, public drives, public rights-of-way, and easements

Proposed parks, school sites, or public open spaces, if any

County Health Department information for developments without access to public sewer:

- ☐ (1) Each plat or plan shall contain a statement concerning suitability for septic system use
- ☐ (2) Each lot that has been approved for an on-site subsurface sewage treatment and disposal system shall be shown. Denied lots or lots not evaluated shall be cross-hatched and labeled, “NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT”

Utility Layout Plan:

- ☐ Connections showing existing systems, line sizes, material of lines, location of fire hydrants, blow offs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines: Sanitary sewer
- ☐ Water distribution
- ☐ Drainage
- ☐ Natural gas, electric, cable TV and the like
- ☐ Electrical and telephone lines
- ☐ Indicate if any water/or sanitary sewer tap fees are due and the amount per application Show location and type of backflow protection provided
- ☐ Location of water tap(s) denoting size(s) of line(s) and meter location(s) existing and proposed

Street data illustrating:

- ☐ Existing and proposed rights-of-way lines within and adjacent to property (shown with a cross-hatch pattern)
- ☐ Existing and proposed rights-of-way within and adjacent to property showing: Total right-of-way width dimension
- ☐ Right-of-way width dimension from centerline of existing public streets and consistent with NCDOT Standards
- ☐ Existing streets, their names and numbers (if state marked routes) shown and designated as either “public” or “private”, indicating right-of-way and/or easement widths, pavement widths, including sight distance triangles
- ☐ Tied to nearest road intersection (within 300’) or USGS (within 2,000’)
- ☐ Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off- street loading facilities and pedestrian walkways

- ☐ Total number of handicapped parking spaces (required and provided)
- ☐ Within parking areas, clearly indicate each parking space, angle of parking and typical size

Existing and proposed streets showing:

- ☐ Pavement width dimension(face-to-face)
- ☐ Cul-de-sac pavement radius
- ☐ Existing street names and names of new streets as approved by the Town
- ☐ Documentation of approval of a driveway permit from NCDOT
- ☐ Stormwater drainage plan, including site surface drainage, pipe size(s) with direction of flow, yard drain(s), catch basin(s), curb inlet(s), detention pond(s), ditches, and topographic features and all associated nitrogen reduction calculations when required
- ☐ Show proposed disturbed area for construction purposes

Stormwater Management Plan

- ☐ Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks and location(s) and dimension(s) of all existing and proposed sidewalks, vehicular entrances, exits, and drives including interconnectivity access drives with adjoining sites driveways
- ☐ Location(s) and size(s) of all public utility lines (water, sanitary sewer, storm water, and gas) within all adjacent rights- of-way and easements
- ☐ Documentation of submission of an Erosion Control Plan, if disturbing greater than one acre
- ☐ Documentation of approval of an Erosion Control Plan, if disturbing greater than one acre

Athletic Field Plan shall include:

- ☐ The proposed points of ingress and egress and the proposed pattern of internal circulation
- ☐ The proposed parking areas
- ☐ The lighting plans
- ☐ The proposed provision for storm and sanitary sewer, and the proposed treatment of ground cover, slopes, banks, and ditches

Cluster Development Plan shall include:

- ☐ The proposed timing and schedule of development phases, if any
- ☐ Proposed points of ingress and egress and proposed pattern of internal automobile and pedestrian circulation

☐ Proposed provision for storm drainage and sanitary sewer, approved by a NC certified registered engineer Size and location of any signs

☐ Proposed solid waste storage facilities

☐ Proposed water system and firefighting facilities such as hydrants or sprinkler connections

☐ Types of surfacing, slope, grade and cross section of drives, sidewalks, malls etc. (Private streets shall be designed to assure proposed access and turnaround for service and emergency vehicles) Provisions for control of water run-off and erosion and documentation of submittal and agency approval

Lighting plan

☐ All plans and construction details must meet the current specifications of the Town Location and acreage of recreational area

☐ Location and amount of recreation, common and open areas and facilities

☐ Total number of units/bedrooms, if applicable

☐ Gross floor area

☐ Building lot coverage (existing and proposed)

Landscaping Plan shall include:

☐ Location of any required planting yard and/or parking lot plantings

☐ Location and screening of dumpsters/compactors

☐ Location, species, size, number, spacing, height of trees and shrubs in required planting areas. (If existing vegetation is to be preserved, indicate approximate height and species mix)

☐ Size of planting yard, walls, berms, and fences

☐ Provisions for watering, soil stabilization, plant protection and maintenance access

☐ Location and description of barriers to protect any vegetation from damage both during and after construction

☐ General location type, quality of existing plant material

☐ Existing plant material and areas to be left in natural condition

☐ Methods and details for protecting existing plant material during construction and approved erosion control plan if required

☐ Location, size, and labels for all proposed property

☐ Plant list with common name, quality and spacing and size of all proposed landscape material at the timing of planting

☐ Location and description of other landscape improvement not limited to earth berms, fences, screens, sculptures, fountains, street furniture, lights and courtyards or paved areas

☐ Planting and installation details as necessary to ensure conformance with all required standards Location and type of irrigation system, if applicable

☐ Location of any proposed buildings

☐ Layout of parking and traffic patterns

☐ Location and overhead and underground utilities

☐ Location of signage

☐ Connections of existing streets

☐ Zoning designation of adjacent properties

☐ Landscape plan shall be drawn to scale and include North arrow and necessary interpretive legends. Soil volume ratio for tree planting adjacent to sidewalks and pavement access

☐ Existing and proposed signs (location, height, and area)

☐ Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities

☐ Front, side, and rear elevations of proposed building(s), if required

☐ Certificate Regarding Erosion and Sedimentation Control Plan

Certificate of Warranty

☐ Proposed provision for storm drainage and sanitary sewer, approved by a NC certified registered engineer

☐ Documentation confirming that the applicant has a legally enough interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person

☐ Certifications from the appropriate agencies that proposed utility systems are/or will be adequate to handle the proposed development and that all necessary easements have been provided.

☐ Detailed descriptions of recreational facilities to be provided

- ☐ Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities
- ☐ Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities
- ☐ Bonds, letters of credit or other surety devices.
- ☐ Deed restrictions, if any
- ☐ Floodplain Management Plan-Flood Development Permit if needed
- ☐ Time schedules for the completion of phases in staged development
- ☐ The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion
- ☐ If any street is proposed to intersect with a state-maintained street, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways *Manual on Driveway Regulations*
- ☐ The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion
- ☐ Master Sign Plan, if required
- ☐ "As Built" of all stormwater ponds or facilities sealed by a NC registered surveyor with a sealed cover letter from the design engineer (NC certified registered engineer) that the structure is built as designed

❖ Please attach documentation