

# LEVEL ONE SKETCH PLAN REQUIREMENTS FOR PROJECTS UNDER 10,000 SQ. FT.

**Level One Zoning Review Submittals Must Include:** a completed Zoning Application, Fire Protection Water Supply Analysis Form, Completed Project Checklist, and (3) Full Sets of Completed Drawings, (1) Reduced Set of Completed Drawings on 11" X 17" paper.

**All plans must include a "Title Block" containing the following information:**

REQUIREMENT	Applicant to check	N/A	Planning Staff
Name of property owner(s)			
Name, address, and phone number of contact person			
Name of project			
Location of project, address and a vicinity map			
Name of design professional, <i>if applicable</i>			
Scale: Between 1 inch = 10 ft and 1 inch = 50 ft			
North arrow			
PIN number(s)			
Date of original drawing and subsequent revision date			
Zoning District			
List number of parking spaces required and provided by type			
Calculate and list open space requirements by type and percentage, <i>if applicable</i>			

**The Sketch Plan must include the following information:**

REQUIREMENT	Applicant to check	N/A	Planning Staff
Show all existing property boundaries with dimensions (show entire property)			
Show neighboring Zoning District(s)			
Show and label all surrounding or abutting streets and their associated right(s)-of-way			
Show <u>existing</u> and <u>proposed</u> locations of sidewalks			
Show <u>existing</u> and <u>proposed</u> easements and right(s)-of-way			
Show and label all flood zones, <i>if applicable</i>			
Show all <u>existing</u> and <u>proposed</u> structures and their location on the property			
Show required setbacks: note and dimension any encroachments: note distances from proposed buildings to property lines and distances between buildings			
Show <u>existing</u> and <u>proposed</u> driveways, and access roads (note if any are to be closed)			
Show proposed parking lot layout and direction of traffic flow			
Show and dimension lot aisle width and parking spaces, including handicap spaces			
Show and indicate location(s) of nearest fire hydrant(s)			
Show accessibility compliance per NCSBC-Volume 1(handicap ramps, handicap parking spaces)			
Provide all calculations used to determine all landscaping requirements (i.e. street trees, buffer-yard plantings, parking lot landscaping, building impact & tree save landscaping)			
Show location, species and dimensions of all <u>existing</u> and <u>proposed</u> landscape buffer-yard areas			
Show location, species and number of street trees (label existing and proposed)			
Show location, species and type of required parking lot landscaping (label existing and proposed)			
Show screening requirements for retaining walls, dumpsters, outdoor storage areas and utility structures			

**Checklist and Plans are to be submitted to the Development Services Center, located at the Public Works Building, 161 S. Charlotte Street, Asheville, NC 28801, (828) 259-5846**