CHECKLIST FOR CONCEPT PLAN SUBMITTAL REQUIREMENTS

Submit all application information to:
City of Asheville
Planning & Development Department
161 South Charlotte Street
Asheville, NC 28801
828-259-5442

All submittals are due by 12:00 noon on the 2nd and 4th Wednesday of each month

(Refer to TRC Schedule for specific dates)

- ☐ Completed Concept Application
- ☐ Signed Owner's Affidavit
- ☐ Signed Pre-Application Form
- ☐ All Completed Checklists
- ☐ Required # of Plans (large sets must be individually rolled)
- ☐ Electronic Version of Site Plan & Building Elevations
  WITHOUT PROFESSIONAL SEALS
  (Submit CD or Email jblevins@ashevillenc.gov)
- ☐ **APPROVED** MSD Allocation Letter *(not application)*
- ☐ **APPROVED** Water Allocation Letter *(not application)*
- ☐ Filing Fee

$_____ Planning & Development

NOTE: Failure to provide the above information will prevent the application from being accepted and will result in a postponement of review by the TRC.

REZONING AND CONCEPT PLAN APPLICATION

☐ REZONING ☐ CONDITIONAL ZONING ☐ LEVEL 3 PROJECT ☐ CONDITIONAL USE PERMIT

APPLICATION DATE: _____ BP # _____

PZ # _____

Property Owner's Information

1) Owner's Name: _____ Mailing Address: _____

Phone No.: _____ Fax No.: _____

Owner's Signature: _____ Email: _____

2) Owner's Name: _____ Mailing Address: _____

Phone No.: _____ Fax No.: _____

Owner's Signature: _____ Email: _____

Location of Subject Property (s)

1) Street Address: _____ PIN: _____

2) Street Address: _____ PIN _____

3) Street Address: _____ PIN _____

Description of Request

☐ **REZONING OR CONDITIONAL ZONING (CZ) REQUEST**

Current Zoning District(s): _____ Proposed Zoning District: _____ Project Cost: $_____

Description:_____

_____

☐ **LEVEL 3 SITE PLAN REVIEW OR CONDITIONAL USE PERMIT**

Zoning District(s): _____ Project Cost: $_____

Description:_____

_____

OFFICE STAFF ONLY:

Fee Paid: $_____ Received: _____ **Cash / Check No.** _____

OWNER'S AFFIDAVIT

The persons listed below do hereby appear before a Notary Public and swear or affirm that they are the legal owners of the property located at:

_____,

PIN #_____.

The persons listed below do hereby give authorization and permission to:

_____ of _____

(Name of Representative/Agent) (Name of Organization)

to submit to the City of Asheville the following request for the above referenced property:

☐ REZONING ☐ SITE PLAN REVIEW

☐ CONDITIONAL ZONING ☐ SUBDIVISION REVIEW

☐ CONDITIONAL USE PERMIT

☐ MAJOR WORK CERTIFICATE OF APPROPRIATNESS

The persons listed below also consent to all conditions and/or stipulations that may be imposed or adopted by the City of Asheville, as part of the petition/application approval.

Owner's Name (Print)	Owner's Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF NORTH CAROLINA

_____ COUNTY

On the ___ day of _____, 20___, the person(s) listed above personally appeared before me, who executed the foregoing document, and each acknowledged that he/she executed the same and being sworn by me, made oath that the statements in the foregoing document are true.

_____

Notary Public

Printed Name: _____

My Commission Expires: _____ (Seal)

Please be advised that the following statement applies to projects that appear before Asheville City Council or any Board or Commission acting in a quasi-judicial manner:

-The Authorized Practice Committee of the North Carolina State Bar has issued an opinion (Advisory Opinion 2006-1) stating in essence that appearance in a representative capacity before quasi-judicial bodies of local government, such as boards of adjustment, is the practice of law within the meaning of NCGS 84-2.1 and 84-4, which prohibit the unauthorized practice of law.

City Planning staff may not provide legal advice to applicants. Applicants are advised to consult the appropriate sections of the North Carolina General Statutes, Asheville City Code, and the Rules of Procedure for the Board of Adjustment, or to consult with an attorney, if more information is needed.

CONDITIONAL ZONING

What is the purpose of a Conditional Zoning Permit? Conditional permits are uses which are generally compatible with other land uses permitted in a zoning district but which, because of their unique characteristics or potential impacts on the surrounding neighborhood and/or the city as a whole, require individual consideration of their location, design, configuration, or operation at the particular location proposed. Such individual consideration may also call for the imposition of individualized conditions in order to ensure that the use is appropriate at a particular location and to ensure protection of the public health, safety, and welfare.

When is it appropriate to apply for a Conditional Zoning Permit? This zoning tool is available to promote land uses and activities that benefit the public in general. If there is only private benefit, the tool should not be used. However, public benefits should be broadly construed and take into consideration uses that: Support City plans and programs (Asheville City Development Plan 2025, Pedestrian/Bike Plan, HUD Consolidated Plan; Greenway Plan, City CIP program, Smart Growth policies, Sustainable Economic Development Task Force Report, etc.); Promotes or protects community character; Preserves historic or environmental resources; Promotes transportation connectivity, Promotes multimodal transportation; Provides for affordable housing; Resolves neighborhood land use disputes; Promotes City urban design goals; etc.

*** The basic rule here is that these tools are a mechanism to negotiate development activities in a way that benefits the public.**

How do I find out if my Conditional Zoning Permit proposal will meet the guidelines? It is important that potential applicants have a meeting with a representative of the Planning and Development Department to discuss the merits of the request and to gain an understanding of what the expectations of the City will be. A Conditional Zoning request will require submittal of conceptual plans that provide details of the site layout, landscaping, and proposed grading, erosion control and stormwater measures.

Prior to submittal of an application, a formal pre-application conference with a representative from the Planning and Development Department will be required. At this meeting, the applicant will be presented with a TRC submittal packet that includes the application and plan development checklists.

Pre-application conferences can be scheduled with the Planning Department or presented at the conclusion of a scheduled Technical Review Committee (TRC) meeting where representatives from the Planning Department, Engineering Department, Public Works Department, Water Resources, Building Safety, Tree Commission and Metropolitan Sewerage District are present.

What type of process do I have to go through to seek approval and how long will it take? The Conditional Zoning process is a 3- 4-month minimum process. The application is first reviewed by the City's Technical Review Committee (TRC) to ensure that the proposed project has the ability to comply with all UDO requirements and specifications, and existing federal,

state, and local regulations. Once the project gains conditional approval from the TRC, the application is scheduled for a public hearing and review of the project by the Planning and Zoning Commission. Upon review of the project and a recommendation from the Planning and Zoning Commission, the project is then scheduled for a public hearing before the Asheville City Council. At this meeting, the City Council will determine whether the project receives approval or denial. If the project is approved, the applicant will be required to present detailed site plans for review by the TRC.

For each public meeting/hearing described above, the City is required to notify (by letter) property owners within 200-feet of the proposed project. In addition, the site will be posted with a sign signaling that a public meeting or public hearing is taking place for the site posted. Staff will also place a legal ad in the Asheville Citizen- Times noting the time and location of the public meeting or hearing. ******It is highly recommended that applicants make an effort to contact the owners of nearby properties and inform them of the scope and plans of the proposed project prior to the submittal of a formal application. ******

Conditional Use Guidelines for Evaluation of a Conditional Zoning Request

1) That the proposed use or development of the land will not materially endanger the public health or safety;

2) That the proposed use or development of the land is reasonably compatible with significant natural and topographic features on the site and within the immediate vicinity of the site given the proposed site design and any mitigation techniques or measures proposed by the applicant;

3) That the proposed use or development of the land will not substantially injure the value of adjoining or abutting property;

4) That the proposed use or development of the land will be in harmony with the scale, bulk, coverage, density, and character of the area or neighborhood in which it is located;

5) That the proposed use or development of the land will generally conform with the comprehensive plan, smart growth policies, sustainable economic development strategic plan and other official plans adopted by the City;

6) That the proposed use is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal, and similar facilities; and

7) That the proposed use will not cause undue traffic congestion or create a traffic hazard.

COVER SHEET SUBMITTAL REQUIREMENTS

The Cover Sheet must contain the following information:

REQUIREMENT:	Applicant Check	N/A	Planning Staff
Name of project			
Project address			
Name, address, and phone number of all project contacts: Owner, Engineer, Architect, Landscape Architect, Developer (specify corporations or LLC's)			
Index of sheets submitted for complete application (note sheets not required)			
Site vicinity map, 4"x 4" block at a maximum scale of 1" = 1000'			
Date of application submittal/re-submittals			
Revision block			

EXISTING CONDITIONS/DEMOLITION PLAN SUBMITTAL REQUIREMENTS

(Existing conditions and demolition plans may be submitted on separate sheets, if preferred.)

Plans must include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Location of project and address			
PIN number(s)			
Zoning district			
Size of property in acres (or square feet if less than one acre)			

The Existing Conditions/Demolition Plan must include the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Scale: Between 1 inch = 10 ft. and 1 inch = 60 ft			
Show all **existing** property boundaries with dimensions (show entire property)			
Show all adjacent property owners and PIN numbers			
Show all **existing** structures (with building square footage, # of stories, etc.) and their location on the property; Note and graphically indicate if building is to remain or to be demolished			
Show all **existing** utilities; Note if utilities are to be relocated			
Show all **existing** parking and vehicular use areas; Note and graphically indicate if any parking or vehicular use area is to be removed			
Show or note all significant topographic/geologic features (creeks, flood zones, drainage areas, areas of severe topography, rock outcrops, etc.)			
Show or note all significant vegetation (existing gardens, woodland areas, etc.)			
Show **existing** access points including; roads, driveways, bicycle paths, pedestrian paths, sidewalks etc.; Note if any existing access points are not used			
Show and dimension approximate locations of **existing** easements and right(s)-of-way			
Show and label neighboring streets **and** note whether they are public or privately maintained			
Show or indicate location of nearest fire hydrant (if offsite, provide distance from property corner)			

MASTER PLAN SUBMITTAL REQUIREMENTS

The Master Plan must include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Name of project and address			
Property owner(s): Name, address and phone number			
Contact Person: Name, address, and phone number			
PIN number(s) of property being developed			
Size of property in acres			
Zoning district			
List required building setback(s)			
Provide building information (number of buildings, number of units, height of buildings)			
List total grading area in acres			
List impervious surface in acreage or square footage			

The Master Plan must include the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Vicinity map			
Graphic scale: between 1 inch = 10 ft. and 1 inch = 100 ft.			
Show all property boundaries			
Show all adjacent property owners, PINs, and zoning districts			
Show all proposed structures (building footprints) and their location in relationship to existing structures			
Show all required building setback(s)			
Show all existing streets, easements, and right(s)-of-way			
Show proposed roads: include road name, dimension associated right(s)-of-way and note if the road(s) is proposed public or proposed private			
List parking requirements (include bicycle and handicap spaces)			
Show proposed parking lot layout and if applicable, the relationship to existing parking lot layout			
Show all proposed phase lines with anticipated timeline for each phase			

CONCEPTUAL SITE LAYOUT, MATERIALS & ZONING COMPLIANCE PLAN

Concept Plans must include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Location of project and address			
Property Owner(s): Name, address and phone number			
Contact Person: Name, address and phone number			
PIN number(s)			
Size of property in acres (or square feet if less than one acre)			
Provide existing zoning and proposed zoning, if applicable			
List required building setback(s); List requested setback modifications, if applicable			
List number of parking spaces **required** and **provided** by type (include bicycle parking)			
Provide residential density calculations, if applicable			
List building height, number of stories, footprint and total gross floor area of all structures			
Provide landscape calculations			
Provide open space calculations			

The Concept Plan must include the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Graphic Scale: Between 1 inch = 10 ft. and 1 inch = 60 ft.			
North arrow			
Show all **existing** property boundaries with dimensions (show entire property)			
Show neighboring uses and zoning on abutting and adjacent properties			
Show all **existing** and **proposed** structures and their location on the property			
Show required building setbacks; Note and dimension any encroachments			
Show and label all significant topographic/geologic features (creeks, flood zones, drainage areas, areas of severe topography, etc.)			
Show **existing** and **proposed** access points including: driveways, bicycle paths, pedestrian paths, etc. (Note if any existing access points are not used)			
Show proposed roads: include road name, dimension associated right(s)-of-way and note if the road(s) is proposed public or proposed private			
Provide road profiles for all new roads located within a City classified steep slope area			
Show required street lighting and calculations for all proposed public or private streets			
Show approximate locations of **existing** and **proposed** easements and rights-of-way			
Show and label neighboring streets and right-of-way widths			
Show location of **existing** and **proposed** sidewalk(s)			
Show proposed parking lot layout and direction of traffic flow			
Show and dimension lot aisle width, parking spaces, bicycle parking, handicap spaces and handicap loading areas			
Show or indicate location of nearest fire hydrant; if offsite provide distance from property corner			
Show ability for site to comply with site HC accessibility compliance per NC State Building Code			
Show required screening of dumpsters and other outdoor storage and utility structures			
Dimension and label required landscape buffer area(s) and provide number of plantings			
Show location and dimension all existing buffer areas; note existing vegetation to remain			
Show location and number of existing and /or proposed street trees and street buffer plantings - Section 7-11-2 (d)(2,3)			
Show location and number required for parking lot landscaping – Section 7-11-2(d)(4)			
Show location and number of plantings required for building impact landscaping 7-11-2(d)(5)			
Show and label required open space areas			
Residential projects: Show location of required tree save areas – Section 7-11-2(d)(7)			
If requesting Alternative Compliance per Section 7-11-2(e), clearly identify and label all areas on the landscape plan where an alternative design is proposed. An alternative compliance standards form must also be completed and submitted with the request (see staff for form).			

BUILDING ELEVATIONS SUBMITTAL REQUIREMENTS

The Building Elevations must include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Name of project			
Project address			
Name of property owner(s)			
Name, address, and phone number of contact person			
PIN number(s) of property being developed			
Zoning District			
Provide building information (number of buildings, number of units, height of buildings)			

The Building Elevations must include the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Architectural or engineering scale: between 1 inch = 10 ft. and 1 inch = 60 ft.			
Show front, sides, and rear building elevations			
Provide dimensions of floor area, if applicable			
Provide dimension of roof peak			
Show building height (per UDO definition) and number of stories			
Delineate and differentiate all building materials			

****FINAL TRC REVIEW ONLY****

ADDITIONAL REQUIREMENT for projects located in Urban Village District (UV), Neighborhood Corridor District (NCD), Urban Residential District (URD), Urban Place District (UP), and Central Business District (CBD).	Applicant To Check	N/A	Planning Staff
Show location of all operable entrances on each primary façade facing the street(s)			
Show location of all windows, doors and other openings along the street(s)			
For each building façade facing the street, provide a calculation for the percentage of wall openings on the first floor and a calculation for each of the upper floors of the building (refer to Section 8 of the UDO for specific opening requirements of the zoning district)			
Show all antennas and mechanical equipment to be located on the roof			

CONCEPTUAL GRADING AND EROSION CONTROL / STORMWATER PLAN SUBMITTAL REQUIREMENT

****** PLEASE NOTE: THE GRADING AND EROSION CONTROL INFORMATION CAN ONLY BE COMBINED WITH STORMWATER ON THE CONCEPT PLAN. THE PLANS MUST BE SEPARATED ON THE FINAL PLANS. ******

Plans must include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Property Owner(s): Name, address and phone number			
Contact Person: Name, address, and phone number			
PIN number(s)			
Size of property in acres			
Zoning District			
Provide approximate amount of disturbed area in acres			
Provide approximate amount of impervious area in acres			
Provide existing zoning and proposed zoning district, if applicable			

The Conceptual Grading / Erosion Control /Stormwater Plan must include the following:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Vicinity map			
Graphic scale: Between 1 inch = 10 ft. and 1 inch = 60 ft.			
Show all existing property boundaries with dimensions (show entire property)			
Show PIN number(s) of adjacent properties			
Show existing and proposed topographical contours (5 ft. increments or less); elevation labels must be provided for contours at 25 foot intervals			
Show and label all existing and proposed retaining walls, and indicate probable heights of retaining walls			
Show and label locations of all proposed construction entrances			
Show and label all water courses and water bodies			
Show and label probable location of all existing and proposed detention / retention basins, if applicable			
Show and label approximate location of all existing and proposed stormwater infrastructure (i.e. pipes, ditches, inlet structures, etc.)			
Indicate location of trees to be removed			
Show and label all existing and proposed structures and improved areas, if applicable			
Indicate proposed finished floor elevations for all buildings			
Show and label all flood zones, if applicable			
Label and dimension approximate location of all existing and proposed utilities and their associated easements			
Depict and label all adjacent streets and right(s)-of-way			

STEEP SLOPE AND RIDGE TOP DEVELOPMENT COMPLIANCE PLAN

Refer to Section 7-12-4 of the Unified Development Ordinance for specific requirements – Ordinance Amendment # 3503, adopted July 10, 2007.

Steep Slope:	**Zone A:** Areas between 2220 and 2349 feet in elevation and having an existing grade of 15% or more; **Zone B:** Areas at or above 2350 feet in elevation and having an existing grade of 15% or more
Grading:	Shall mean the manipulation of the ground forms including but not limited to cutting of trees with excavation of stumps or any other earth-disturbing activities (excluding installation of utilities in an area with a topographic change of not more than five percent where the area disturbed is not wider than 18 inches (including ditch spill areas) and the creation of stormwater drainage and erosion control ditches except when the ditch is located in an existing natural drainage channel and the only improvement is the lining of the channel with rock)

Site plans must include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Property Owner(s): Name, address, phone number			
Contact Person: Name, address, and phone number			
Project location and address			
Name of design professional, professional seal and signature			
PIN number(s)			
Size of property in acres			
Existing zoning district and proposed zoning, if applicable			
Number of residential units and density calculations, if applicable			
Provide a Geotechnical Analysis for all areas with an Exiting Grade of 36% or greater			
Provide the calculation of the Existing Grade (Average Natural Slope Calculation) (Refer to Section 7-12-4(f))			
Provide the percentage of Grading Extent allowed based on the existing grade calculation (Refer to 7-12-4(f)(1))			
Calculate and provide the total impervious surface area			

The Plan must include the following:

REQUIREMENTS for both Zone A and Zone B	Applicant To Check	N/A	Planning Staff
North arrow			
Vicinity Map			
Graphic scale: Between 1 inch = 10 feet and 1inch = 60 feet			
Show the entire property boundary with dimensions			
Show zoning boundary and split zones, if applicable			
Provide contour scale and interval of map **to be five feet or less**			
Clearly delineate existing and proposed contours			
Clearly define and illustrate all areas of grading (including but not limited to roads, driveway, retaining walls and other areas of disturbance- see definition above)			
Provide the percentage of the total area of the site to be disturbed; provide a separate calculation for the disturbed area within the road right-of-way			
Illustrate limits of disturbance and identify tree save and/or preservation areas			

REQUIREMENTS for both Zone A and Zone B -Continued	Applicant To Check	N/A	Planning Staff
Show proposed roads: include road name, dimension associated right(s)-of-way and note if the road(s) is proposed public or proposed private			
Show steep slope road construction and centerline road profiles and steep slope road cross section detail for all new public or private streets (Refer to Section 7-12-(4)(f)(2))			
Show location of all Artificial Slopes (Cut and Fill Slopes) ; provide steepness and height of slope			
Provide reforestation landscape plan for artificial slopes that exceed 10-feet in height; include landscape calculations and maintenance plan (Refer to Section 7-12-4(f)(3))			
Show and label all proposed retaining walls that exceed 4-feet in height; provide a wall section detail and a detail showing required foreground or vegetative screening (Refer to Section 7-10-5)			
Delineate required open space areas and provide open space calculation; indicate all open space areas that exceed 25% in slope			

Additional Major Subdivision Requirement	Applicant To Check	N/A	Planning Staff
Indicate the total disturbed area per lot (The disturbed area per lot is to be included in the maximum grading allowance permitted for the entire development.)			

Zone B – Additional Requirements (*Note: For Major Subdivision reviews, the following information will be required at the time single family zoning permits are being requested for each individual lot – this shall be noted on the subdivision plat.)	Applicant To Check	N/A	Planning Staff
Provide a detailed building elevation for each structure proposed in accordance with Section 7-12-4(g). Specific details can be located on the Building Elevation checklist.			
Delineate tree preservation areas as required in Section 7-12-4(h); show location of tree protection fencing and provide a detailed fencing specification.			

Density Bonus and Nonresidential Development Intensity Bonus: Shall provide a separate plan that addresses Section 7-12-4(j)(3) and 7-12-4(k). Plans or application materials shall clearly demonstrate applicability with Density Bonus requirements.	Applicant To Check	N/A	Planning Staff
Provide a letter or spreadsheet indicating the percent of density bonus or nonresidential intensity bonus requested and provide a list that defines which bonus applications are incorporated into the design to achieve the bonus through point accumulation (Refer to 7-12-4(j)(3)a.(f.)			
If applicable, indicate requested reductions in setback requirements or minimum lot size requirements in relationship to the request			
If applicable for point accumulation: a. Note and Illustrate percent of site preserved			
If applicable for point accumulation: b. Indicate percent of grading			
If applicable for point accumulation: c. Illustrate screening of buildings and parking areas minimizing visual impact from key viewing areas			
If applicable for point accumulation: d. Show grading of roads and access drives that are located outside of slopes exceeding 20% and/or located on existing cleared roadbeds			
If applicable for point accumulation: e. Show how the principle structure is located completely outside of slopes exceeding 20%			
If applicable for point accumulation: f. Provide a letter of approval from the City Engineer indicating that the stormwater BMP's (best management practices) proposed for the development are substantial and have been met			

UTILITY PLAN SUBMITTAL REQUIREMENTS

The Utility Plan must include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Name of project and address			
Property Owner(s): Name, address, phone number			
Contact Person: Name, address, and phone number			
PIN number(s) of property being developed			
Size of property in acres			
Zoning district			
List required building setback(s)			

The Utility Plan must include the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Vicinity map			
Graphic scale: between 1 inch = 10 ft. and 1 inch = 60 ft.			
Show all property boundaries and dimensions (show entire property)			
Label and dimension all required building setbacks			
Show all adjacent property owners, PINs, and zoning districts			
Show all existing **and** proposed streets, easements, and right(s)-of-way			
Show location of existing and proposed sidewalks			
Show proposed locations of all storm water lines & catch basins			
Show the location of trees and other landscaping located near utility lines or easements			

Fire Department Requirements

REQUIREMENT:	Applicant To Check	N/A	Planning Staff
Show all proposed structures (building footprints) and their location in relationship to existing and proposed waterlines and their appurtenances			
Show all existing **and** proposed water lines and associated easements; indicate the line use and its size(Note that post indicating valves are required in lieu of street valves on private fire-lines)			
Show all existing and proposed fire hydrants; indicate if private or public ownership			
Show proposed location of the point of connection to the city main			

MSD Requirements

REQUIREMENT:	Applicant To Check	N/A	Planning Staff
Show location of flood zones and relationship with utility crossings, if applicable			
Show all existing and proposed sanitary sewer lines/manholes and associated easements (specify size and type)			
Show topography or finished floor elevations for proposed buildings with a service line to each lot with clean-out located at edge of permanent sewer easement or public right-of-way.			

CONSTRUCTION STAGING PLAN SUBMITTAL REQUIREMENTS

****** Please note that public property can not be used in conjunction with the construction of any proposed project until a staging plan is reviewed and approved by the Technical Review Committee (TRC.) This includes but is not limited to review of proposed sidewalk and road closures and disruption of City transit services. It is highly recommended that projects proposed within the City's urban areas (i.e. Central Business District, Biltmore Village, etc.) conduct their formal pre-application meeting with the TRC to discuss the staging plan prior to submitting formal plans for review. ******

Provide a "Development Data Block" containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Name of project and project address			
Property Owner(s): Name, address and phone number			
Project contact: Name, address, and phone number			
PIN number(s) of property being developed			
Zoning district			
List required building setback(s)			
Provide size of property being developed			
Provide building information (number of buildings, number of units, height of buildings)			
Provide existing zoning district and proposed zoning district, if applicable			

"Off-site" Staging or Storage of Materials: If applicable, provide a separate "Development Data Block"and Plan Sheet containing the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Provide PIN number(s) of proposed off-site property			
Provide lot size of proposed off-site property			
Provide existing zoning district and required building setback(s) of off-site property			
Show all adjacent property owners, PINs, and zoning districts			
Provide existing site conditions of off-site property (building locations, driveways sidewalks, etc.)			

The Construction Staging Plan shall include the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Vicinity map			
Graphic scale: between 1 inch = 10 ft. and 1 inch = 60 ft.			
Show all property boundaries			
Show all adjacent property owners, PINs, and zoning districts			
Show all proposed structures (building footprints)			
Show all required building setbacks			
Show and label all existing streets, alleys, sidewalks, easements, and right(s)-of-way; **label** whether City, State or Privately maintained			
Show location of all crosswalks and pedestrian signals			
Show location(s) of existing transit stops on all adjoining or abutting streets			
Show location(s) of any proposed temporary use of streets, alleyways or public property			
Show location(s) of proposed street or sidewalk closures including appropriate warning signs as dictated by the current edition of the Manual on Uniform Traffic Control Devices			
Show location of proposed covered walkways			
Show proposed location of construction trailers and material storage areas			
Show exact location of crane position on site			
Show extent of crane-swing rotation (if applicable)			
Provide plan detail on pick-up zones and unloading zones			
Show all construction phasing lines with an anticipated timeline for phasing			