



CHECKLIST FOR MAJOR SUBDIVISION PROJECT 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 TRC Site Permit Application
- Signed Owner's Affidavit
- Signed Pre-Application Form and Completed Checklists
- Required # of Plans (large sets must be individually rolled)
- Sealed "Field" Topographic Survey (GR/EC/STM)
- RECORDED** Boundary Survey
- Electronic Version of Site Plan **WITHOUT PROFESSIONAL SEAL**
(Submit CD or Email .pdf to jblevins@ashevillenc.gov)
- APPROVED** MSD Allocation Letter (*not application*)
- APPROVED** Water Allocation Letter (*not application*)
- Filing Fees (list fee amounts separately below)

\$_____ Planning & Development

\$_____ Grading Permit

\$_____ Stormwater Permit

\$_____ Driveway Permit

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.

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
- CONDITIONAL ZONING
- CONDITIONAL USE PERMIT
- MAJOR WORK CERTIFICATE OF APPROPRIATNESS
- SITE PLAN REVIEW
- SUBDIVISION REVIEW

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.

<u>Owner's Name (Print)</u>	<u>Owner's Signature</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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)

Private Road:

I HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I (WE) HERBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) CONSENT. THE ROADS IN THIS SUBDIVISION ARE PRIVATE. THE PROPERTY OWNERS ARE RESPONSIBLE FOR MAINTAINING AND REPAIRING THE ROADS AS WELL AS PAYING THE COSTS THEREOF. MUNICIPAL AND OTHER GOVERNMENTAL SERVICES MAY BE RESTRICTED OR NOT BE FURNISHED TO THE PROPERTY OF OWNERS USING PRIVATE ROADS FOR ACCESS

Signature: _____ Date: _____

Public Road:

I HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) FOR THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT, AND DEDICATE ALL ROAD RIGHTS-OF-WAY AND OTHER SITE AND EASEMENTS TO PUBLIC USE AS NOTED IN THE DISCLOSER OF PRIVATE ROADWAYS. FURTHERMORE, BY SIGNING THIS CERTIFICATION, I ACKNOWLEDGE MY RESPONSIBILITY TO PETITION THE CITY OF ASHEVILLE FOR THE ACCEPTANCE OF STREETS AND SIDEWALKS (AS APPLICABLE) FOR PUBLIC MAINTENANCE.

Signature: _____ Date: _____

COVER SHEET SUBMITTAL REQUIREMENTS

The Cover Sheet must contain the following information:

REQUIREMENT:	Applicant Check	N/A	Planning Staff
Name of project and address			
Property Owner: Name, address and phone number			
Project Contact(s): Name, address, and phone number of all project contacts: Engineer, Architect, Landscape Architect, Developer (specify corporations or LLCs)			
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 and 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 <u>right(s)-of-way</u>			
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 setbacks			
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 setbacks			
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			

MAJOR SUBDIVISION PRELIMINARY PLAT & SITE PLAN SUBMITTAL REQUIREMENTS

***** A Recorded Boundary Survey must be submitted with this application*****

Preliminary Plat/Site Plan must include a "Development Data Block" including the following general information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Property Owner(s): Name, address and phone number			
Contact Person: Name, address, and phone number			
Provide design professional and seal (plans must be prepared by a licensed professional)			
Location of project and address			
PIN number(s)			
Size of property in acres (or square feet if less than one acre)			
Deed reference for property			
Zoning district(s)			
List required building setbacks and required lot width for the district			
Signed owner's certification statement			
List street tree requirement(s) and number of street trees provided			
List street light requirement(s) and number of street lights provided			
List all features to be dedicated to the City of Asheville (i.e. streets, easement, etc)			

The Preliminary Plat/Site Plan must include the following specific information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Graphic Scale: Between 1 inch = 10 ft. and 1 inch = 60 ft <i>Note: if multiple pages are required to meet scaling requirements,, provide match lines and a single- paged master reference plan – this plan may be scaled up to 1 inch = 100 feet.</i>			
North arrow			
Vicinity Map			
Identify and clearly label two or more control points			
Show proposed lot lines and dimensions of each property line			
Show and dimension required lot width on each lot			
Show numbered lots with acreage (square footage for lots of less than one acre)			
Show required building setbacks: Note and dimension any encroachments			
Note and dimension any requested or approved flexible development standards			
Show zoning boundary, split zones and overlay zones, if applicable			
Delineate required open space areas and provide open space calculation; indicate all open space areas that exceed 25% in slope			
Show adjoining property owners and property lines			
Show neighboring uses and the zoning			
Provide flood classification and flood zone delineation			
Show all water bodies, drainage courses, and culverts			
Show all existing structures, if applicable			
Show and label all proposed retaining walls that exceed 6-feet in height; provide a wall section detail and a detail showing required foreground or vegetative screening (Refer to Section 7-10-5 of the UDO)			
Show all existing railroads, bridges and associated rights-of-way			
Show neighboring road names and widths along with their associated right-of-way(s); note whether City, State or privately maintained			
Show and dimension all other rights-of-way: Note and dimension encroachments			
Show existing driveways and/or private roads			
Show existing and proposed easements: Note and dimension any encroachments			
Show all existing traffic control devices, both onsite and off-site (if applicable)			

The Preliminary Plat / Site Plan must include the following specific information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Show and indicate locations of nearest fire hydrants (proposed or existing –if existing hydrant is off-site, provide distance from property corner)			
Show existing and proposed bike paths, greenways, and other amenities, if applicable			
Show proposed roads: include road name, dimension associated right(s)-of-way and label if the road(s) is proposed public or proposed private			
Show centerline road profiles			
Show minimum horizontal and vertical curves and K values			
Show maximum street grades			
Show curb, gutter and street cross-sections			
Show and dimension existing and proposed sidewalks			
Show all required crosswalks			
Graphically indicate location of proposed water lines, sewer lines (and manholes), and other utilities along with all associated easements			
Show and label required street lights			
Show and label required street trees and proposed tree species			
Show required tree save areas noting existing vegetation, landscape calculation and species composition (Refer to Section 7-11-2(d)(7) of the UDO)			

GRADING, EROSION CONTROL AND STORMWATER PLAN SUBMITTAL REQUIREMENTS

Note: If project disturbs more than 1 acre or results in impervious area greater than 50% of the entire site acreage, and the project results in an increase in impervious area of 5,000 square feet or greater, the project shall meet the requirements of subsections 7-12-2(f) of the City of Asheville UDO.

Note: All erosion and sediment control shall be based upon the latest revision of the "Erosion and Sediment Control Planning and Design Manual" by NCDENR.

All Grading / Erosion Control and Stormwater plans shall include a "Development Data Block" containing the following information:

REQUIREMENT	Applicant to Check	N/A	Review Staff
Name of property owner(s)			
Name, address, and phone number of contact person			
PIN number(s) of property being developed			
Size of property in acres			
Amount of disturbed area in acres			
A table indicating the amounts of pre- and post-development pervious/impervious areas in acres, and the percentage of total parcel for pre- and post-development impervious areas			
Cut and fill volumes and indicate if waste or borrow areas are proposed			
Soil types			
Zoning district			
Approval block (3" x 5" white space) near the lower right corner of the front sheet			

All Grading / Erosion Control and Stormwater plans shall include the following:

REQUIREMENT	Applicant to Check	N/A	Review Staff
North arrow			
A 4"x 4" vicinity map at a maximum scale of 1"=1000'			
A graphic scale for the plan (engineering scale not greater than 50-scale)			
Show all existing property boundaries with dimensions			
PIN number(s) of adjacent properties			
Show existing and proposed topographical contours (2 ft. increments or less)			
Elevation labels shall be provided for contours at 20 ft intervals (Contour information shall be developed from actual field topographic survey, and must be tied to N.C. Grid and NAVD 1988. A copy of the sealed topographic survey will be required)			
Show and label all existing and proposed retaining walls with top/bottom of wall elevations and reference appropriate detail(s)			
Show and label all water courses and water bodies within aquatic buffers, along with their associated buffers			
If existing trees are to be removed from aquatic buffers, show and label location			
Show and label all existing and proposed structures and improved areas			
Show finished floor elevations for all buildings			
Show and label all flood fringe and floodway zones per 2010 FIRM panels			
Provide FEMA Elevation Certificates for any proposed structures, or any structures that have been substantially damaged or will be substantially improved, that are within the 100-year floodplain			
Show and label all existing and proposed utilities			
Show, label and dimension existing and proposed easements			
Show and label name and width of all adjacent streets			
Show and dimension all rights-of-way			

All Grading / Erosion Control plans shall include the following:

REQUIREMENT	Applicant to Check	N/A	Review Staff
Show and label all proposed silt fence(s) and reference appropriate detail(s)			
Show and label proposed temporary diversion ditches <ul style="list-style-type: none"> • All ditch sections shall be labeled with a ditch ID • Indicate the % slope of all ditch sections • Provide ditch cross-sections, indicating ditch depth, top and bottom widths and side slopes • Indicate type and installation requirements for in ditch erosion protection, such as riprap, geo-blankets, etc. 			
Show and label proposed temporary sediment basins <ul style="list-style-type: none"> • Dimension basins • Indicate basin volume • Depict grading for basin by showing basin contours • Reference appropriate standard detail • Provide a maintenance schedule on the plans 			
Show all inlet protection measures and reference appropriate detail(s)			
Show, label and dimension all proposed construction entrances and reference appropriate detail(s)			
Show any other sediment control devices not listed above and reference appropriate detail(s)			
For all slopes 4:1 or greater, show the method of stabilization, such as hydro-seeding, geo-blankets, etc.			
Provide a construction sequence for the erosion control measures			
Provide all pertinent grading and erosion control notes and details			
If sediment basins are proposed: volume, area, inflow and out flow calculations shall be submitted. <i>Calculations shall bear design professional seal and signature</i>			
Show and label all <u>existing</u> and <u>proposed</u> storm drainage structures <ul style="list-style-type: none"> • The type of structure shall be indicated • All structures shall be labeled with a structure ID • Invert elevations shall be indicated for all pipes in the structure • The elevation of the top of the structure shall be indicated • The appropriate standard detail shall be referenced 			
Show and label all <u>existing</u> and <u>proposed</u> storm drainage pipes <ul style="list-style-type: none"> • The material type of pipe shall be indicated • All pipes shall be labeled with a pipe ID • The length, size and slope of all pipes shall be indicated • The appropriate standard installation detail shall be referenced 			

REQUIREMENT	Applicant to Check	N/A	Review Staff
Show and label all <u>existing</u> and <u>proposed</u> permanent storm conveyance ditches <ul style="list-style-type: none"> All ditch sections shall be labeled with a ditch ID Indicate the % slope of all ditch sections Provide ditch cross-sections, indicating ditch depth, top and bottom widths and side slopes Indicate type and installation requirements for in ditch erosion protection, such as riprap, geo-blankets, etc. 			
Provide profiles for storm drainage system which shall include the following: <ul style="list-style-type: none"> Storm drainage structures and pipes with all information as indicated above All crossings with other existing and proposed underground utilities with separation distances indicated Existing and proposed grades 			
Show and label all storm drainage dispersion devices			
Provide headwalls or end sections at all pipe outlets and reference appropriate detail(s)			
Provide all referenced details on the plans			

Additional items required for Grading / Erosion Control plan submittals:

REQUIREMENT	Applicant to Check	N/A	Review Staff
The Financially Responsible Person section of the grading application shall be completed and signed before the application will be accepted and processed			
For all projects that disturb over 5 acres, a security for re-vegetation in the amount of \$3,500.00 per disturbed acre or part thereof is required prior to approval of the grading permit			
For projects with twenty-five thousand square feet of disturbance or greater, a contract is required between the financially responsible person and a licensed professional for erosion and sediment control compliance inspections. The executed and notarized Certificate of Inspection Agreement shall be submitted prior to approval of the grading permit.			
For pipes and ditches: provide capacity and velocity calculations <i>Calculations shall bear design professional seal and signature</i>			
For outlets: provide calculations for dispersion devices and reference the appropriate detail(s) <i>Calculations shall bear design professional seal and signature</i>			
For inlets on public streets: provide stormwater spread calculations <i>Calculations shall bear design professional seal and signature</i>			
Copy of the property deed(s)			
If the property owner resides outside the state of North Carolina, an in state agent must sign the application and provide a notarized letter of authorization from the owner			

All Stormwater plans shall include the following:

REQUIREMENT	Applicant to Check	N/A	Review Staff
<p>Show and label all <u>existing</u> and <u>proposed</u> detention/retention basins, underground storage systems and all other BMPs</p> <ul style="list-style-type: none"> • All basins shall be labeled with a basin ID • Dimension basins • Indicate basin volume • For above ground basins, show grading for basin by showing basin contours • Provide specific basin cross-sections and information, which indicates all pertinent design information 			
<p>Show and label all <u>existing</u> and <u>proposed</u> stormwater control structures</p> <ul style="list-style-type: none"> • All structures shall be labeled with a structure ID • Provide a specific control structure detail with dimensions, which indicates all pertinent design information • Provide a 6-foot chain link fence and access gate for all above ground basins that do not meet safety requirements • Provide all pertinent stormwater notes and details 			

Additional items required for Stormwater plan submittals:

REQUIREMENT	Applicant to Check	N/A	Review Staff
<p>Stormwater quantity control systems shall limit the 2-year and 10-year developed peak discharge rates to pre-developed peak discharge rates using the 24-hour SCS Type II design storm and pass the 50-year, 24-hr event storm</p>			
<p>Stormwater quality control systems shall control and treat the runoff leaving the site from the first inch of rain (determined using Simple Method). The volume of runoff shall be detained between 48 and 120 hours. Also, all structural stormwater treatment systems shall be designed to have a minimum of 85% average annual removal for Total Suspended Solids</p>			
<p>For basins and control structures: pre and post development runoff, storage volume, inflow and out flow calculations shall be submitted. Also, provide a maintenance schedule with the calculations. <i>Calculations shall bear design professional seal and signature.</i></p>			
<p>Development or redevelopment required to comply with the provisions for post-construction stormwater control, a contract is required between the person financially responsible and a licensed professional for post-construction stormwater control compliance checks</p>			
<p>Note: A pre-construction meeting will be required for all projects with storm drainage systems or stormwater management systems. Cut sheets for all structures must be submitted prior to the pre-construction meeting.</p>			

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:	<p>Zone A: Areas between 2220 and 2349 feet in elevation <u>and</u> having an existing grade of 15% or more;</p> <p>Zone B: Areas at or above 2350 feet in elevation <u>and</u> having an existing grade of 15% or more</p>
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 Existing 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 1 inch = 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 <u>and</u> 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 <u>existing</u> and <u>proposed</u> 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
Provide the following building information: Number of buildings, number of units, base square footage, and height of buildings			
Show all <u>existing</u> and <u>proposed</u> 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 the point of connection to the city main; location of the city vault, meter, and backflow locations			
Show the location of all fire sprinkler system fire department connections (FDC)			
Show all proposed structures (building footprints) and their location in relationship to existing and proposed waterlines and their appurtenances			

MSD Requirements

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Show all existing and proposed sanitary sewer lines/manholes (specify size and type) with direction of flow and MSD manhole numbers.			
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.			
Include profile view of proposed sanitary sewer from connection point upstream to the end of proposed line with all utility crossings shown along with 100 year flood elevation.			
Show all utility phasing lines with an anticipated timeline for phasing			

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			

Not Required for Initial TRC Submittal.

MAJOR SUBDIVISION - FINAL PLAT SUBMITTAL REQUIREMENTS

Final Subdivision Plats must include a "Development Data Block" including 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			
Name of subdivision			
Surveyor's seal and signature and certificate stating plat was drawn from a survey			
Location of project; and PIN Number			
List all approved 911 addresses assigned to each lot			
Deed reference for property			
Size of property in acres			
Zoning district(s)			
List required building setbacks			
Provide flood classification and flood zone delineation			
List number of street trees provided			
Note steep slope calculation and classification, if applicable			
Note all features to be dedicated to the City of Asheville (i.e. street, easement, etc)			
Signed Owner's Certification (see required wording included in packet)			
<u>If infrastructure is bonded:</u> provide a note referencing the Bond or Letter of Credit number and the subdivision plat project number (Staff will assist)			
<u>If infrastructure is bonded:</u> provide a note listing specific items not illustrated on the final plat, but are detailed in accordance with City of Asheville standards on approved preliminary plat (i.e. street trees, sidewalks, etc.)			

The Subdivision survey must include the following:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Graphic scale: Between 1 inch = 10 ft. and 1 inch = 60 ft <i>Note: if multiple pages are required to meet scaling requirements, provide match lines and a single- paged master reference plan – this plan may be scaled up to 1 inch = 100ft</i>			
North arrow			
Vicinity map			
Identify and Label two or more control points			
Label lot lines with data on location and bearings of all boundaries and lines: linear measurements to 1/100 feet and angles measured to minutes (must be in compliance with N.C.G.S. 47-30)			
Show numbered lots with acreage (square footage for lots with less than one acre)			
Show required building setbacks; note and dimension any encroachments			
Note and dimension any approved flexible development standards			
Show zoning boundary, split zones and overlay zones, if applicable			
Show and dimension neighboring streets including: names, and dimension of right(s)-of- way			
Show adjoining property owners and property lines			
Show all existing structures, if applicable			
Show all water bodies, drainage courses and culverts			
Show all existing railroads, bridges and associated right(s)-of-way			
Show and dimension all other right(s)-of-way; note and dimension encroachments			
Show all existing easements: note and dimension any encroachments			
Show and label all streets by their approved street name(s), driveways, and traffic control devices			
Show all existing sidewalks, bike paths and greenways			
Show locations of fire hydrants and note whether they are public or privately owned			

The Subdivision survey must include the following:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Show location of required water lines, sewer lines, manholes and other utilities along with their associated easements and/or rights-of-way.			
Dimension and label all required open space areas			
Dimension and label required tree save areas			
Show location of required street trees and note tree species			
Show location of required street lights			