CHECKLIST FOR SITE PERMIT REVIEW SUBMITTAL REQUIREMENTS

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

All submittals are due on or before the 2nd and 4th Wednesday of each month

(Refer to TRC Schedule for specific dates)

☐	Completed Concept Application
☐	Response to TRC Staff Report Comments
☐	Signed Pre-Application Form
☐	All Completed Checklists
☐	Required # of Plans (large sets must be individually rolled)
☐	Sealed "Field" Topographic Survey (GR/EC/STM)
☐	Electronic Version of Site Plan, Building Elevations and all Documents and Applications. **WITHOUT PROFESSIONAL SEAL**
☐	**APPROVED** MSD Allocation Letter *(not application)*
☐	**APPROVED** Water Allocation Letter *(not application)*
☐	Written report of Neighborhood Meeting (Subdivision Only)
☐	Filing Fee $_____

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.

DIGITAL PLAN SUBMITTAL STANDARDS

Required electronic plans shall be submitted as one combined file and individual sheet files meeting the following standards:

File Type Standards		
File Type	**Maximum Resolution**	**Maximum File Size**
.PDF	300 DPI	15 MB

File Naming Conventions	
Required Plan Element / Document	**Naming Convention**
Cover Sheet	Cover.pdf
Existing Conditions & Demolition Plan	Demo.pdf
Site Layout, Materials & Zoning Plan	Site-Zoning.pdf
Landscape Plan	Site-Landscape.pdf
Building Elevation Plan	Arch-Elev.pdf
Grading/Erosion Control Plan	GradingEC.pdf
Stormwater Plan	Storm.pdf
Steep Slope Development Plan	SteepSlope.pdf
Utility Plan	Utility.pdf
Construction Staging Plan	ConstStage.pdf
Traffic Impact Study	TIS.pdf
Scanned Image of Full Application Package	TRCApplication.pdf
Erosion Control, Storm Water and Grading Calculations	Calcs.pdf
NCDOT Driveway Permit Application	NCDOTDrive.pdf
Combined Full Plan Set	Combined.pdf

TRC SITE APPLICATION

TECHNICAL REVIEW COMMITTEE CONCEPT APPLICATION
DEVELOPMENT SERVICES DEPARTMENT
161 SOUTH CHARLOTTE STREET
ASHEVILLE ▪ NORTH CAROLINA ▪ 28801

☐ **LEVEL II**	☐ **MAJOR SUBDIVISION**	☐ **FINAL REVIEW** (applicable to CZ, CUP, Level III)

PROJECT INFORMATION

Project Name:	**Project Address:**	**Zoning:**
PIN(s):	**Deed Book & Page #:**	**Total Property Size:**
Project Description:	**Subdivision # of lots:**	**Multi-family # of units:**
Square Footage of Project:	**Project Cost: $**	
Change of Use? Yes ☐ **No** ☐	**Previous Use:**	**If vacant, how long?**

OWNER INFORMATION

Name:	**Phone:**	**E-mail:**
Name:	**Phone:**	**E-mail:**

CONTACT/AGENT INFORMATION

Name:	**Phone:**	**E-mail:**

☐ GRADING PERMIT (One set of Grading/Erosion Control plans required with application)

Amount of land to be disturbed:	**Square Footage:**	**Acres:**	
Person Engaged in or conducting the Land Disturbing Activity:	**Name:**		
	Mailing Address:		
	City:	**State:**	**Zip:**

☐ STORMWATER PERMIT (Two set of Grading/Erosion Control plans required with application)

**Required if impervious surface is 50% or more of the total development and/or the total disturbed area is 1 acre or more.*

The amount of impervious area (buildings, paved areas, etc.) after development will be:	**SQ. FT.:**	
The amount of pervious area (landscape, etc) after development will be:	**SQ. FT.:**	**Acres:**
Will the Storm Water Facilities be privately maintained?	**Yes** ☐	**No** ☐

THE UNDERSIGNED STATES THAT HE/SHE IS THE PERSON FINANCIALLY RESPONSIBLE FOR THE LAND DISTURBING AS DESCRIBED IN SECTION 7-12-2(c)(6) OF THE UNIFIED DEVELOPMENT ORDINANCE ACTIVITY DESCRIBED IN THE ABOVE APPLICATION FOR GRADING PERMITS

Name:		**Mailing Address:**	
City:	**State:**	**Zip code:**	**Phone Number:**
Signature:		**Print:**	
By (If attorney in fact):			

☐ CITY DRIVEWAY PERMIT

Total Number of cuts:		☐ **NCDOT Permit** (Submit 4 additional site plans)	
1)	**Width of driveway** **Corner radii:**	**1)**	**Width of driveway** **Corner radii:**
Type of Drive Apron to be Constructed in Right-of Way: ☐ **Concrete** ☐ **Street-Type**			

APPLICANT SIGNATURE

Applicant Name:	**Applicant Signature:**

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 APPROPRIATENESS

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)

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 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 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			

SITE LAYOUT, MATERIALS & ZONING COMPLIANCE PLAN

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 and phone number			
Contact Person: Name, address, and phone number			
Location of project and address			
Name of design professional, if applicable			
Design professional seal and signature, if applicable			
PIN numbers			
Size of property in acres			
Zoning district			
List required building setback(s)			
Number of residential units and density calculations, if applicable			
List building height, number of stories, footprint and total gross floor area of all structures			
List number of parking spaces **required** and **provided** by type, include bicycle parking			
Provide the total impervious surface area			

The Site Plan must include the following:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Graphic scale: Between 1 inch = 10 feet and 1inch = 60 feet			
Show all existing property boundaries with dimensions (show entire property)			
Show zoning boundary, split zones, and overlay zones if applicable			
Show all neighboring and adjacent property land uses and zoning designation			
Show and label all flood zones, if applicable			
Show required building setbacks: note and dimension any encroachments			
Show and label all existing and proposed structures, renovations, parking, loading docks/zones, dumpsters, and outdoor storage spaces			
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 site HC accessibility compliance per NC State Building code			
Show existing and proposed access points including: streets, driveways, sidewalks, and bike paths (note if any access points are not to be used)			
Show proposed roads including: road name, dimension associated right(s)-of-way and Note if the road(s) is proposed public or proposed private (subdivision plat will be required)			
Provide centerline road profiles for all new public or private streets			
Show street lighting and method of calculation for all new proposed public or private streets			
Show all neighboring streets including: street name, width and dimensioned right-of-way			
Show existing and proposed easements and right(s)-of- way; label and dimension			
Show sight visibility triangle at driveway(s) and calculations for such			
Show all traffic control devices, both onsite and offsite (label as such)			
Show proposed parking lot layout and direction of traffic flow			
Show and dimension lot aisle width and parking spaces, including handicap spaces			
Show location and list number of shared parking spaces, if applicable			
Show and label bicycle parking			
Delineate required open space areas and provide open space calculation; indicate all open space areas that exceed 25% in slope			
Show and indicate locations of existing and proposed fire hydrants; if offsite, provide distance from property corner			
Show existing and proposed water lines and sewer lines and their associated easements			
Show existing and proposed bus stops, if applicable			
Show proposed phases, if more than one phase note proposed development timeline			

LANDSCAPE PLAN REQUIREMENTS

Landscape plan 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			
Location of project and address			
Name of design professional			
Design professional seal and signature			
PIN numbers			
Provide size of property in acres			
Zoning district			
Required building setback(s)			
Provide number of residential units and density calculations, if applicable			
Provide square footage and height of all structures; list proposed use, if applicable			

The Landscape Plan must include the following:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Graphic scale: Between 1 inch = 10 feet and 1 inch = 60 feet			
Show all property lines, neighboring streets, and proposed internal subdivisions, if applicable			
Show all neighboring and adjacent property land uses and zoning designation			
Label and dimension all existing and proposed easements, sidewalks, curb cuts, **and street right(s)-of-way**			
Show and label all existing and proposed structures, renovations, parking, loading areas, dumpsters, and outdoor storage spaces; show applicable screening requirement			
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 existing and proposed access points including: streets, driveways, sidewalks and bike paths (note if any access points are not to be used)			
Show site visibility triangle at driveway(s) and calculations for such			
Show trees and shrubs designated to be preserved by species and size with preservation credit claims			
Show location and details of tree protective barriers; provide specification detail			
Show and label the extent of grading proposed on the site			
Show all existing and proposed catch basins, drainage structures, ditches, etc.			
Show location and provide the species of any tree in the public right-of-way			
Show location of all proposed open space areas			
Residential projects: show required tree save areas, noting existing vegetation, landscape calculations and species composition - Section 7-11-2(d)(7)			
Provide all calculations used to determine the landscaping requirements			
Provide key showing all plantings by species and size			
Show location and dimensions of existing and proposed buffer areas, if applicable			
Show location and type of property line buffer plantings -Section 7-11-2(d)(1)			
Show location and type of street trees and street buffer plantings - Section 7-11-2(d)(2,3)			
Show location and type of parking lot landscaping -Section 7-11-2 (d)(4)			
Show location and type of building impact landscaping- Section 7-11-2 (d)(5)			
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 and address			
Property Owner(s): Name, address and phone number			
Contact Person: Name, address, and phone number			
PIN number(s) of property being developed			
Zoning District			
List building height and number of stories per building			

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			

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			

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 • 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 • 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. *Calculations shall bear design professional seal and signature*			
Show and label all existing and proposed storm drainage structures • 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 existing and proposed storm drainage pipes • 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 existing and proposed permanent storm conveyance ditches • 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: • 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 *Calculations shall bear design professional seal and signature*			
For outlets: provide calculations for dispersion devices and reference the appropriate detail(s) *Calculations shall bear design professional seal and signature*			
For inlets on public streets: provide stormwater spread calculations *Calculations shall bear design professional seal and signature*			
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
Show and label all existing and proposed detention/retention basins, underground storage systems and all other BMPs • 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			
Show and label all existing and proposed stormwater control structures • 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
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			
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			
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. *Calculations shall bear design professional seal and signature.*			
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			
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.			

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
Provide the following building information: Number of buildings, number of units, base square footage, and height of buildings			
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 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			