

# CITY OF ASHEVILLE

## CHECKLIST FOR NON FORMAL SITE PLAN PERMIT APPLICATION

### FOR LESS THAN 10,000 SQUARE FEET OF DISTURBANCE

(FOR GRADING / EROSION CONTROL / DRIVEWAY ACCESS / ZONING PERMITS)

The City of Asheville Development Services Center requires a submission of a Site Plan for nearly all physical developments before your permit application can be accepted for submission. Assuring the items below are provided on your Site Plan will aid in a quicker processing of your permit application. All Site Plans should be drawn to scale, neat, clear and fully dimensioned. The number of copies of Site Plans required depends upon the type of permit application submitted. **For small residential additions and alterations, (3) sets of Site Plans are required for submittal.** Information regarding the number of Sites Plans required can be obtained from the Development Services Center (828.259.5846).

**\* Site Plan must include the following:**

- Indicate the Name of the Project
- Name and Contact information for Owner (*and applicant / agent if applicable*)
- Provide North Arrow
- Include the Site Plan Scale (*preferred engineering*)
- Show all Existing Property Boundaries (*show entire property*)
- Depict and Label all adjacent Right-of-Ways, Streets, Curbs and Sidewalks
- Indicate the Limits of the Area of Land to be Disturbed
- Indicate the General Slope of the Property (*with arrows to show how the property drains from highest point(s) to lowest point(s).*)
- Depict and Indicate Locations of Proposed Construction Entrance(s)
- Depict and Indicate Locations of Proposed Silt Fence(s)
- Depict and Indicate Locations of All Other Erosion Control Devices(s)
- Depict and Label and Dimension all Existing and Proposed Retaining Walls and Fences
- Depict and Indicate Locations of all Water Courses and Water Bodies (*if applicable*)
- Label Approximate Location of all Existing and Proposed Stormwater Conveyances (*i.e. Pipes, Inlets, Outlets, Ditches*)
- Show and Label all Flood Zones (*if applicable*)
- Show and Label and Dimension all Existing and Proposed Driveway Access Openings
- Show and Label Off-Street Parking Space Locations (*each 18' x 9'*)
- Show and Label and Dimension all Existing and Proposed Structures or Additions and the Distance to all Property Boundaries.
- Approximately Depict and Indicate all Existing and Proposed Utilities, if applicable
- Show Existing and Proposed Easements and Label Ownership (*public or private*)

**Submit (3)** sets of the site plan along with this completed checklist. Failure to submit **(3)** sets of the site plan and this completed checklist will result in the disapproval of your grading / erosion control / driveway access and zoning permits.

PLEASE INITIAL HERE \_\_\_\_\_ FOR ACKNOWLEDGEMENT OF STATEMENT ABOVE.