

# LEVEL ONE SKETCH PLAN REQUIREMENTS FOR PROJECTS UNDER 5,000 SQ. FT.

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

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

- Name of Property Owner (s)
- Name, Address, and Phone Number of Contact Person
- Name of Project
- Location of Project, Address and a Vicinity Map
- Name of Design Professional, *if Applicable*
- Scale: Between 1 inch = 10 ft and 1 inch = 50 ft
- North Arrow
- PIN Numbers
- Date of original drawing and Subsequent Revision Date
- Zoning District
- List Number of Parking Spaces Required and Provided by Type

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

- Show all Existing Property Boundaries with Dimensions (Show Entire Property)
- Show Neighboring Uses on adjoining properties
- Show and Label all surrounding Streets and their associated Right(s)-of-way
- Show Existing and Proposed Locations of Sidewalks
- Show Existing and Proposed Easements and Right(s)-of-way
- Show and Label all Flood Zones, *if Applicable*
- Show all Existing and Proposed Structures and their Location on the Property
- Show Required Setbacks: Note and Dimension any Encroachments. Note Distances from Proposed Buildings to Property Lines and Distances Between Buildings
- Show Existing and Proposed Driveways, and access roads (note if any are to be closed)
- Show Proposed Parking Lot Layout and Direction of Traffic Flow
- Show and Dimension Lot Aisle Width and Parking Spaces, including Handicap Spaces
- Show and Indicate Locations of Nearest Fire Hydrants
- Show Accessibility Compliance per NCSBC-Volume 1(handicap ramps, handicap parking spaces)
- Provide all Calculations used to Determine the Landscaping Requirements for Street Trees Bufferyard Plantings, and Parking Lot Landscaping (Vehicular Use Area)
- Show Location and Dimensions of all Existing and Proposed Landscape Bufferyard Areas
- Show Location, Species and Number of Street Trees (Label Existing and Proposed)
- Show Location and Type of required Parking Lot Landscaping (Label Existing and Proposed)
- Show Screening Requirements for Dumpsters, Outdoor Storage areas and Utility Structures

**By signing this form I, the applicant, acknowledge and understand the requirements of this submittal. I also understand that if any of the above items are not provided with this submittal my project will not reviewed within the standard (10) day review period.**

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**City Planner: I have reviewed a copy of the proposed site plan and find it acceptable for processing:**

**Planner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Checklist and Plans are to be submitted to the Permit Center, located at the Public Works Building, 161 S. Charlotte Street, Room A-101, Asheville, NC 28801, (828) 259-5846**