

**CITY OF GREENVILLE
SITE PLAN APPLICATION**

TO BE FILLED OUT BY APPLICANT/AGENT (Print or Type Only)

Project: _____

Location: _____

Existing/Proposed Land Use: _____

Property Owner(s) or Client: _____

Phone # (_____) _____

Email Address: _____

All site plans shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.

Consultant:

Contact Person: _____ Phone # (_____) _____

Email Address: _____

ADDITIONAL INFORMATION:

CLASSIFICATION OF REQUESTED REVIEW: Minor [] Standard [] Major []

Erosion Control Plan Required	Yes []	No []	Submitted	Yes []	No []
Stormwater Detention Plan Required	Yes []	No []	Submitted	Yes []	No []

OWNERS STATEMENT:

I, _____, acting as agent for the owner/developer hereby submit the attached site plan for review pursuant to Title 9, Chapter 4, Article R, of the Greenville City Code.

I understand that failure to address any item listed under (A) Format or (B) Information, of this application shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review; and

I understand that construction plan approval of the City of Greenville and Greenville Utilities Commission shall be required prior to the construction or improvement of any street, water line, sanitary sewer, storm sewer, drainage facility or other improvement.

Signature

_____/_____/_____
Date

FINAL SITE PLAN SUBMISSION REQUIREMENT

All applications for final site plan approval shall be submitted to the Planning Coordinator in accordance with the following final site plan submission requirements.

A. FORMAT.

- ___ 1. Scale of 1" = 60' or larger.
- ___ 2. Drawn in ink or pencil.
- ___ 3. Size shall be a minimum of 8 2" X 11" and a maximum of 30" x 42".
- ___ 4. Property lines distinctly and accurately represented, all bearings and distances shown, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730. Must include sufficient data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of- way line, easement, building line, setback line, or other facility or improvement.
- ___ 5. Elevation and bench marks shall be referenced to National Geodetic Vertical Datum (NGVD). If assumed elevations are used, it must be clearly noted on the plan.
- ___ 6. Prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.
- ___ 7. Multiple sheets shall be collated and stapled. Match lines shall be clearly indicated.
- ___ 8. Copies.
 - (a) fifteen (15) paper copies folded to 8 2 X 11 at the time of original submission for agency review; and
 - (b) two (2) paper copies folded to 8 2 X 11 for each review agency requiring revisions upon request of the Planning Coordinator.
- ___ 9. Names of adjoining property owners indicated and their current mailing addresses. Such list shall be obtained from the current Pitt County tax record.

B. REVIEW FEE.

- ___ Standard Plans: \$495 base fee plus \$50 per acre or additional major fraction thereof (0.5 and above). **Minimum fee is \$545**
- ___ Minor Alterations: \$330 flat fee.

C. INFORMATION.

- ___ 1. Name, address, and telephone number of land owner(s).

- ___ 2. Name, address, and telephone number of the developer.
- ___ 3. Name, address, and telephone number of the person/firm preparing the plan.
- ___ 4. North Carolina registration number and seal as listed per three (3) above.
- ___ 5. Locational vicinity map, at a scale of 1" = 1000' showing the development in relation to major and minor roads or streets, natural features, existing city limit lines and other obvious references.
- ___ 6. Date of original preparation and/or revision(s) - clearly identifying revisions.
- ___ 7. Number of sheets (i.e. sheet 1 of 1).
- ___ 8. Scale denoted both graphically and numerically.
- ___ 9. North arrow.
- ___ 10. Political subdivision(s) including city limit lines, township boundaries, county lines and extraterritorial jurisdiction boundaries.
- ___ 11. Existing streets, their names and numbers (if state marked routes) shown and designated as either "public" or "private", indicating right-of-way and/or easement widths, pavement widths, including sight distance triangles.
- ___ 12. All streets indicated on the City of Greenville Thoroughfare Plan shall be shown with indicate future right-of-way widths. Bufferyards, MBL's and sight distance triangles shall be set off the future right-of-way.
- ___ 13. Location of all existing buildings with exterior dimensions including heights, number of stories, distance to lot lines, private drives, public rights-of-way and easements.
- ___ 14. Minimum building setback lines.
- ___ 15. Bufferyard setback areas dimensioned.
- ___ 16. Existing zoning classification(s) of adjoining property within one hundred (100) feet.
- ___ 17. Recreation area(s) as required and pursuant to the City Code.
- ___ 18. Existing property lines, public and private streets, right-of-way and/or easement widths, pavement widths, easements, utility lines, hydrants, driveways, recreation areas or open spaces on adjoining property.
- ___ 18a. Sidewalks as required by the City Code along major thoroughfares, minor thoroughfares and boulevards as designated on the adopted Highway Map from the Highway Element of the Comprehensive Transportation Plan.
- ___ 19. The name and location of any property within the proposed development or within any contiguous property that is listed on the National Register of Historic Places, or that has been designated by ordinance as a local historic property.

- ___ 20. Location(s) and dimension(s) of all vehicular entrances, exits, and drives.
- ___ 21. Location, arrangement and dimension of all automobile parking spaces, width of aisles, width of bays, angle of parking and number of spaces. Typical pavement section and/or surface type. Signs conforming to MUTCD. H/C Standards: Signs, ramps, accessible route.
- ___ 22. Location arrangement and dimension of all truck unloading docks, ramps and spaces.
- ___ 23. Refuse collection method. (public or private service)

Cardboard is not accepted by the landfill.

Cardboard (recycle) container sites (pads) or other outside storage/stacking (recycle) areas shall be located.

- (a) Residential: public service required per Title 6, Chapter 3 of the City Code.
- (b) Non-Residential: private service only. The applicant shall, at the time of application, specify the method of private refuse disposal. Serviceable container sites (pads) shall be located for immediate or future use regardless of the disposal option.

The location(s) and design details for such container sites (pads) shall be approved by the City Engineer in accordance with the Manual of Standards, Designs and Details.

- ___ 24. Location and dimension of all fences, walls, docks, ramps, pools, patios, and impervious areas.
- ___ 25. Location(s) and size(s) of all public utility lines (water, sanitary sewer, storm sewer and gas) within all adjacent rights-of-way and easements.
- ___ 26. Location of water tap(s) denoting size(s) of line(s) and meter location(s).
- ___ 27. Location of sewer tap(s) denoting size(s) of line(s).
- ___ 28. Environmental Health Department approval attached if public water and sewer systems are not available.

Distance to and location of public water and sewer systems if such facilities are not available.

- ___ 29. Location of existing and proposed fire hydrant(s). Where a hydrant is not shown within the development site the nearest hydrant providing service shall be denoted with dimensions to the property line.

All portions of all buildings shall be located within an acceptable distance of a fire hydrant installed in accordance with the GUCO Design Manual and subject to

- approval of the Chief of Fire/Rescue.
- ___ 30. Location of electrical service connection(s), meter(s), transformer base and pole(s). Overhead electric lines shall be denoted as to type: transmission; distribution; service drop.
 - ___ 31. Drainage plan, including site surface drainage, pipe size(s) with direction of flow, yard drain(s), catch basin(s), curb inlet(s), BMP(s), ditches, and topographic features. Ditches requiring 48" pipe or less shown to be piped. BMP's with easements as required.
 - ___ 32. Topography (existing and proposed) at a contour interval of one (1) foot, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and referenced to the National Geodetic Vertical Datum (NGVD).
 - ___ 33. Existing and proposed water courses, their names, direction of flow, centerline elevations, cross sections and any other pertinent datum.
 - ___ 34. Floodway zone and flood fringe zone shown, indicating base flood elevations (minimum finish floor elevation) for all lots adjoining such zones. If site located within Zone A, show location of FEMA floodway and flood hazard limits.
 - ___ 35. Easements, including but not limited to, electric, water, sanitary sewer, storm sewer, drainage, private street, gas or other service delivery easements including their location, width and purpose.
 - ___ 36. Water supply watershed boundary indicated.

Where any portion of land proposed for development lies within a watershed protection district a certificate of watershed protection compliance signed and sealed by a professional engineer shall be included on all site plans. Such certificate shall read as follows:

Certificate of Watershed Protection Compliance

I, _____, hereby
 certify that the site development plan shown
 hereon complies with the Water Supply Watershed Overlay
 District standards in accordance with Title 9, Chapter 4, Zoning of the
 Greenville City Code.

 Signature

 Date

SEAL:

- ___ 37. Water courses, railroads, bridges, culverts, storm drains, wooded areas, marshes, swamps, rock outcrops, ponds or lakes, stream or stream beds, ditches or other natural or improved features which affect the site.

___ 38. The following in tabular form:

- (a) Total area in site.
- (b) Total area disturbed.
- (c) Current zoning.
- (d) Subdivision name, block and lot number; Tax Map Number and Parcel Number; and street address if applicable.
- (e) Acreage in common area(s).
- (f) Acreage in recreation area(s) and the like.
- (g) Total number of units/bedrooms.
- (h) Gross floor area.
- (i) Building lot coverage (existing and proposed).
- (j) Building height in feet and stories.
- (k) Total number of parking spaces (required and provided).
- (l) Total number of handicap parking spaces (required and provided).
- (m) Total square feet of impervious area (existing and proposed).
- (n) Vegetation Requirements; site data and notes per Article P, of the Zoning Regulations:

Site data.

- a. Total per acre requirement by category.
- b. Total street tree requirement by category for each public and/or private street frontage.
- c. Total screening requirement by category for each individual bufferyard.
- d. Proposed vegetation by category and total number of materials to be located within each individual public utility or drainage easement.

Notes.

- a. Minimum plant sizes shall be in accordance with the Zoning Regulations as follows:

Planning Material Type	Minimum Planting Size
1. Large tree	
single stem	10 feet (height) and 2 inch caliper
multi-stem clump	10 feet (height)
2. Small tree	8 feet (height) and 1 2 inch caliper
3. Shrub	18 inches (height), except as provided under section 9-4-267(a)

- b. All required plant material (large and small trees, scrubs) located in a screening bufferyard (C, D, E & F) shall be evergreen.
- c. Existing substitute vegetation materials have been noted including their specific location(s), type(s) and size(s).
- d. Existing substitute material shall be protected from site development activities in accordance with Section 9-4-265(f). [If applicable]
- e. No portion of any parking area, including any driveway, parking space, drive isle, or turning area, shall be located more than thirty (30) feet from an on-site small tree or more than seventy-five (75) feet from an on-site large tree. For purposes of this section, the measurement shall be from the farthest edge of the subject area to the center of the base of the closest qualifying tree.
- f. Site plan approval from the respective easement holder shall be construed as approval of all noted encroachments as shown on this plan.
- g. The following vegetation materials, as listed by common name, shall constitute not more than twenty-five (25) percent of the total requirement for the specific category:

- (1) Large tree category - River Birch.
- (2) Small tree category - Aristocrat Pear, Bradford Pear, Capitol Pear, and Cleveland Select Pear.
- (3) Evergreen shrub category - Red Tip Photinia.

- g. All container pads shall be enclosed on three (3) sides in accordance with Section 9-4-268(h).
- h. All parking areas shall be screened in accordance with Section 9-4-268(L)(9) of the City Code. Vegetation materials shall be evergreen.

____ 39. Preliminary vegetation plan which illustrates the location of all qualified existing and proposed vegetation materials. Preliminary vegetation plans shall not require plant material identification by scientific or common name, only by category.

____ 40. The following as notes.

- (a) City or NCDOT driveway permit required.
- (b) An unused driveway must be closed in accordance with the City of Greenville=s driveway ordinance.
- (c) Contractor must notify ONE - Call Center, Inc. (NC ONE-CALL) (1-800-632-4949) at least 48 hours prior to the start of excavation or trenching to have all underground utilities located.
- (d) All required improvements shall conform to the City of Greenville Manual of Standard Designs and Details (MSDD).
- (e) Contractor shall notify Public Works, Street Maintenance Division 48 hours prior to making connections to existing storm drains located within public storm drainage easements or right-of-way.
- (f) Flood Hazard Zone (A,B,C, etc...), BFE (if applicable), the map number and effective date.
- (g) Lane closures on thoroughfare roads are only permitted between the hours of 9:00AM and 4:00PM, Monday through Friday, unless otherwise permitted by the City Engineer. In addition, there will be no lane closures on holidays including the day before or after said holiday. A traffic control plan prepared in accordance with the NCDOT Manual of Uniform Traffic Control Devices is required for all lane closures and must be approved by the City Engineer.

____ 41. When property outside the existing city limits is developed and sanitary sewer service is requested or required an annexation petition and required maps shall be submitted

to the Planning Office prior to final site plan approval. No occupancy permit shall be issued until the property containing the proposed development has been annexed into the City of Greenville. Delay of the effective date of annexation as established by ordinance of City Council shall not delay issuance of applicable occupancy permit(s).

- ____ 42. Any land disturbing activity which will uncover more than one (1) acre, or if any portion of the property is located in the floodway, shall obtain Soil Erosion and Sedimentation Control Plan approval of the City Engineer prior to initiation of such activity.

STORMWATER MANAGEMENT PLAN SUBMISSION REQUIREMENTS

(A) 2 copies of the Storm Water Management Plan and Narrative showing:

1. General:

- ____ Vicinity Map
- ____ Legend, North arrow and scale
- ____ Title Block with development name, owner, engineering firm, engineer's seal, and signature
- ____ Existing and proposed contours at not more than 2' intervals
- ____ Flood boundaries identified
- ____ Existing and proposed improvements (built upon area)
- ____ Existing and proposed ground cover

2. Drainage:

- ____ Existing and proposed drainage patterns and structures (BMP's, pipe systems, ditches/streams, ponds, etc.)
- ____ Size, length and grade of pipes and swales
- ____ Drainage area map
- ____ Soil types

3. Calculations:

- ____ First Flush
- ____ Attenuation of 1-year, 24-hour storm
- ____ Underdrain calculations (if necessary)
- ____ Sizing of treatment area
- ____ Pipe/swale sizing calculations

4. Maintenance:

- ____ BMP maintenance agreement
- ____ Check to record agreement (Pitt County Register of Deeds)
- ____ Maintenance plan
- ____ Adequate access to perform required maintenance
- ____ Easement (if required)

5. Erosion Control:

- _____ Construction sequence
- _____ Location of BMP erosion control measures (if necessary)

(B) 2 copies of the Storm Water Detention Narrative showing:

- (1) _____ Description of project
- _____ Calculations of runoff
- _____ Calculations for design of stormwater impoundment facility
- _____ Staging of the project
- _____ Soil conditions:
 - _____ Soil type
 - _____ Susceptibility to erosion and preventive measures
 - _____ Seeding formula

SOIL EROSION AND SEDIMENTATION CONTROL PLAN SUBMISSION REQUIREMENTS

(A) Application for Land Disturbing Activities.

(B) 3 copies of Soil Erosion and Sedimentation Control Plan showing:

- _____ Vicinity Map
- _____ Tax Map and Parcel Number
- _____ Proposed and existing topography. (also plan and profile for roadways)
- _____ Project limits, property boundaries and lot numbers
- _____ Off-site conditions: adjacent property use, drainage areas entering site, adjacent lakes and watercourses
- _____ Easements, buffer areas, flood zones, and roads (names, widths, type and surface treatment)
- _____ Unique site conditions: wetlands, seeps or springs, etc.
- _____ Storm drainage network: inlets, culverts, swales, ditches, natural watercourses, lakes detention basins, etc. (Top elev., invert elev., size and slope)
- _____ Borrow, spoil and stockpile areas: located or specified
- _____ All proposed improvements: roads, buildings, parking areas, grassed, landscaped and natural areas
- _____ Disturbed area: Clearly identify all limits of disturbance
- _____ Temporary sediment controls: locations and dimensions of gravel entrances, diversions, slit fences, sediment basins, etc.
- _____ Permanent sediment controls: locations and dimensions of dissipaters, ditch linings, armoring, retaining walls, etc. (Rip-Rap dissipaters should be specified on plans by dimensions rather than tonnage)
- _____ Detail drawings: sections, elevations, and perspectives of measures sufficient for construction as designed
- _____ Construction sequence: Must be specific to the project and specify installation of critical erosion control measures prior to clearing of site.
Construction sequence must include construction and implementation of necessary erosion control devices

_____ Specifications: seed bed preparation, soil amendments, seeding, etc.

_____ Notes: as necessary to spell out procedures to be followed plus the following standard notes:

_____ No person may initiate a land-disturbing activity before notifying the City of Greenville of the date that the land-disturbing activity will begin.

_____ No land disturbing activity beyond that required to install appropriate erosion control measures may not proceed until erosion control measures are inspected and approved by the City

_____ Scheduling of a preconstruction conference with the erosion control inspector is required prior to initiating land disturbing activities. For inspection please call 329-4467. 24-hour notice is required

_____ Seed or otherwise provide ground cover devices or structures sufficient to restrain erosion for all exposed slopes within 15 working days of completion any phase of grading

_____ Contractor shall inspect and maintain as needed all erosion control devices on a weekly basis and after each major storm event. Failure to keep erosion control devices in good working order may result in issuance of a stop work order or civil penalties up to \$5000 per day of violation. Sites utilizing sediment traps must also specify a maximum depth of sediment prior to clean out

_____ The City Engineer reserves the right to require additional erosion control measures shall the plan or its implementation prove to be inadequate

_____ Acceptance and approval of this plan is conditioned upon your compliance with Federal and State water quality laws, regulations, and rules. In addition, local city and county ordinances or rules may also apply to this land-disturbing activity. Approval by the City does not supercede any other permit or approval.

_____ Scale, legend, north arrow, seal and signature

(C) 3 copies of the Sedimentation and Erosion Control Narrative to containing:

_____ Description of project including type of construction, total disturbed area, duration of project, project phasing and any other pertinent details

_____ Description of any unique site characteristics such as soil type, erosion potential and other special considerations

_____ Drainage calculations for the following:

_____ Temporary devices: Storage capacity and Q10 capacity

_____ Ditches, swales and channels: Q10 velocity and capacity

_____ Storm drain outlets: Q10 discharge velocity

_____ Dissipaters: Q10 velocities

_____ Culverts and inlets: Q10 capacity

(D) **Financial Responsibility/Ownership:** original, completed, signed and notarized

PRELIMINARY SITE PLAN SUBMISSION REQUIREMENTS

All applications for preliminary site plan approval shall be submitted to the Planning Coordinator in accordance with the following preliminary site plan submission requirements.

A. FORMAT

- ___ 1. All information required for final site plans.

B. INFORMATION

- ___ 1. All information that is necessary for each review agency to insure future compliance; not to exceed final site plan requirements.

C. STANDARDS

- ___ 1. Due to the unknown nature of any future use, the most restrictive requirement(s) applicable to any possible use within the appropriate zoning district shall apply.

D. PERMITS

- ___ 1. Following preliminary site plan approval a "shell permit" may be issued for construction of those improvements not requiring further final site plan approval.
- ___ 2. The owner/developer shall declare the intended use(s) at the time of final site plan application.
- ___ 3. Following final site plan approval, a "finish permit" may be issued for construction of all remaining improvements.

E. OCCUPANCY/USE/UTILITY SERVICE

- ___ 1. The City of Greenville and the Greenville Utilities Commission reserves the right to withhold occupancy, use and/or other applicable permits including requested and/or required utility service for any development where a substandard or nonconforming condition is found to exist prior to final site plan approval.

SKETCH PLAN REQUIREMENTS

All applications for sketch plan approval shall be submitted to the Planning Coordinator in accordance with the following sketch plan submission requirements.

Either A and C or B and C

A. FORMAT (Subdivision Map Available)

- ___ 1. Photo copy of lot.

- ___ 2. Copies - two (2) paper.
- ___ 3. Prepared by the property owner, building contractor, land surveyor, professional engineer, architect or landscape architect.

B. FORMAT (No Subdivision Map Available)

- ___ 1. Scale of 1" = 30' or larger.
- ___ 2. Drawn in ink or pencil and reproducible.
- ___ 3. Size shall be a minimum of 8 2" x 11" and a maximum of 30" x 42".
- ___ 4. Prepared by the property owner, building or paving contractor, land surveyor, professional engineer, architect, or landscape architect.
- ___ 5. Copies - two (2) paper.

C. INFORMATION

- ___ 1. Name and telephone number of the land owner(s) or developer.
- ___ 2. Name and telephone number of the person/firm preparing the plan.
- ___ 3. Scale denoted numerically.
- ___ 4. Property boundary lines and dimensions, street width, catch basin/drop inlet locations, easements, etc.
- ___ 5. Location of proposed building (i.e. staking plan) or building envelope including proposed setbacks.
- ___ 6. Location and dimension of proposed driveway(s). Also include adjacent and opposite drives.
- ___ 7. Location and dimension of proposed driveway and/or garage or carport parking areas.
- ___ 8. Surface material for driveway.

Note: Where a common parking area is proposed for two (2) or more units a parking lot plan shall be submitted for final site plan review.