

**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 [☐]

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 1/2" X 11" and a maximum of 30" x 42". Preferred size: 24" x 36"
- _____ 4. Property lines and property corners distinctly and accurately represented and located with bearings and distances. The survey must have a minimum accuracy of: Horizontal = "Urban Land Surveys", Class "A" (1:10,000+), GPS (0.07 feet+/- 50PPM or less); Vertical = "Urban and Suburban Vertical Control Surveys", Class "A" (Error not to exceed 0.10 times the square root of the numbers of miles run from reference station). All survey base data including established site benchmarks, elevations, and topography must be certified by a Profession Land Surveyor using the certificates found in the City's Manual of Standard Design and Details (MSDD) C10.05 or C10.06. Where the base map was prepared by an outside firm, a copy of the original signed and certified map may be attached to the site plan sheet set and the survey base map must be listed in the index of sheets. The plan must include sufficient data to readily determine and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, easement, building line, setback line, utilities, or other facility or improvement.
- _____ 5. Elevations and bench marks shall be referenced to North American Vertical Datum of 1988 (NAVD 88). The data for the NGS Survey Marker used to establish the onsite benchmark(s) shall be noted on the plans. When a NGS Survey Marker is not within 2,000 feet of the site, RTKGPS or an assumed elevation can be used and 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) seventeen (17) paper copies folded to 8 1/2 " x 11" to display title box at the time of original submission for agency review; and
 - (b) digital copy of finalized site plan submitted on CD once the final version has been approved
- _____ 9. Show owner names, deed reference and zoning of adjoining properties.

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. COVER SHEET (Top Sheet, if there is no cover sheet)

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

_____ 2. Name, address, email address and telephone number of the developer.

_____ 3. Name, address, email 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. Land Use Classification (LUC) in accordance to the City of Greenville Ordinance Table of Uses.

_____ 10a. Parcel and address (if known)

____ 11. Signature box on cover page of site plan as follows:

City of Greenville Site Plan Approval	
Date _____	
☐ Approved	☐ Approved as Noted _____
Zoning	Engineering
Surveyor/Floodplain	Inspections
Fire/Rescue	GUC electric
GUC water/sewer	GUC gas
NCDOT	Vegetation
Traffic Services	Notes
<i>*Site plan approval ONLY. Engineer/Architect/Surveyor shall be responsible for adequacy of design, errors or omissions in the plans. All plans shall meet all specifications, standards and applicable regulations.</i>	

Entire signature box must be visible on front panel of folded plans and at least 3” high x 6.5” long

D. INFORMATION

- ____ 1. 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.
- ____ 2. 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.
- ____ 3. 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.
- ____ 4. Minimum building setback lines.
- ____ 5. Bufferyard setback areas dimensioned.
- ____ 6. Existing zoning classification(s) of adjoining property within one hundred (100) feet.
- ____ 7. Recreation area(s) as required and pursuant to the City Code.
- ____ 7a. Location of cluster mailboxes as required.
- ____ 8. 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.
- ____ 8a. 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.

- ___ 9. 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.
- ___ 10. Location(s) and dimension(s) of all vehicular entrances, exits, and drives.
- ___ 11. 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.
- ___ 12. Location arrangement and dimension of all truck unloading docks, ramps and spaces.
- ___ 13. 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.

- ___ 14. Location and dimension of all fences, walls, docks, ramps, pools, patios, and impervious areas.
- ___ 15. 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.
- ___ 16. Location of water tap(s) denoting size(s) of line(s) and meter location(s).
- ___ 17. Location of sewer tap(s) denoting size(s) of line(s).
- ___ 18. 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.

- ___ 19. 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.

- ____ 20. Location of existing and proposed electrical service connection(s), meter(s), transformer base and pole(s). Overhead electric lines shall be denoted as to type: transmission; distribution; service drop.
- ____ 21. Drainage plan, including site and surrounding surface drainage, pipe size(s) with direction of flow, yard drain(s), catch basin(s), curb inlet(s), BMP/SCM(s), ditches, and topographic features. BMP/SCM(s) with easements as required.
- ____ 22. Topography (existing and proposed) at a contour interval of one (1) foot, with an accuracy of plus or minus 0.5 of a foot and referenced to the National American Vertical Datum of 1988 (NAVD 88) as set forth in section A.5
- ____ 23. Existing and proposed water courses, their names, direction of flow, centerline elevations, cross sections and any other pertinent datum.
- ____ 24. Special Flood Hazard Area (SFHA). When in the SFHA, show the 100 year Flood Zone boundary and Floodway indicating base flood elevations and the minimum floor elevations of all proposed structures. All proposed development must comply with the Flood Damage Prevention Ordinance. No development or land disturbance can be permitted in the Floodway until a "No Rise, No Impact" certification has been approved by the City.
- ____ 25. Existing and proposed 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.
- ____ 26. 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:

- _____ 27. 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.
- _____ 28. Revisions shall clearly be noted either in tabular form and/or bubbled on site plan sheets along with a written summation sheet addressing former comments.

____ 29. 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 (existing and proposed) 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. To be included on sheets for the landscape/vegetation plan(s)

- 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.

- h. All container pads shall be enclosed on three (3) sides in accordance with Section 9-4-268(h).
- i. All parking areas shall be screened in accordance with Section 9-4- 268(L)(9) of the City Code. Vegetation materials shall be evergreen.
- j. Existing vegetation to be verified at time of inspection

____ 30. 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.

____ 31. The following as notes.

- (a) City or NCDOT driveway permit required. Any encroachment agreements shall be approved before installation.
- (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) (811) 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) This property _____ located in a Special Flood Hazard Area as determined by the Federal Emergency Management Agency. This property is located in Zone(s) "_____", as shown on FIRM Panel number _____, Community Number 370191, index 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 Traffic 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 Traffic Engineer.

- ____ 32. 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).
- ____ 33. 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.
- ____ 34. Any land disturbing activity that results in a net increase of impervious area AND disturbs greater or equal to ½ acre for non-single family residential, shall obtain approval of a Stormwater Management Plan prior to initiation of such activity.

STORMWATER MANAGEMENT PLAN SUBMISSION REQUIREMENTS

- (A) 1 copy of the Storm Water Management Plan showing:

1. Map Features:

- ____ Legend
____ North Arrow
____ Vicinity Map
____ Title Block with development name, owner, engineering firm, engineer's seal,
and signature
____ Scale

2. Topographical Features:

- ____ Existing and proposed contours at not more than 2' intervals
____ Existing drainage patterns, including streams, ponds, etc.
____ Boundary lines
____ Existing streets and buildings
____ 100-year flood line or building restriction flood lines (floodway), where
applicable

3. Site Plan Drawings:

- _____ Proposed structures, roads, buildings, paved areas
- _____ Storm drainage system, including locations, size, lengths, and all structures with drainage area maps and calculations
- _____ Location and grade of all swales and berms
- _____ Identify all critical areas
- _____ Show type and placement of all permanent erosion control measures
- _____ Grading plan
- _____ Existing and planned ground cover
- _____ Typical street cross-section
- _____ Proposed profiles of roadways
- _____ Off-site water bodies
- _____ Total impervious area in square feet (existing and planned)
- _____ Soil types
- _____ Delineation of all drainage areas (including off site contributions)
- _____ As-built plan note
- _____ Delineation of limits of disturbance and area calculation
- _____ Minimum Design Criteria Certification

(B) 1 copy of the Storm Water Management Narrative and Calculations showing:

1. Calculations

- _____ Calculations of existing & proposed peak flow runoff for 2yr, 5yr, 10yr, and 25yr storm events
- _____ Calculations of First Flush (water quality volume)
- _____ Calculations for attenuation of 2yr, 5yr, 10yr, and 25yr (if applicable) storm events
- _____ Staging of the project
- _____ Underdrain calculations (if applicable)
- _____ Nutrient Calculations (worksheet)
- _____ Buydown Calculations (if applicable)

2. Soil conditions

- _____ Soil type
- _____ Susceptibility to erosion and preventive measures
- _____ Seeding formula
- _____ Seasonal High Water Table analysis (if applicable)

3. Narrative

- _____ Construction Sequence (including conversion from erosion control and inspections)
- _____ Description of project
- _____ Drainage watershed/river basin
- _____ Minimum Design Criteria Certification

4. Maintenance (if applicable)

- _____ SCM Operation & Maintenance agreement
- _____ Check to record agreement (pay to Pitt County Register of Deeds)
- _____ Maintenance Plan
- _____ Adequate access to perform maintenance & inspection
- _____ Easement (if required)

5. Stormwater Control Measure (if applicable)

- _____ Outlet Structure details (with inverts)
- _____ Representative cross section profile
- _____ Planting Plan

Engineer's Signature

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.
- _____ 2. The owner/developer shall declare the intended use(s) at the time of final site plan application.

D. 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 1/2" 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.