

# Appendix E

## Site Plan Requirements

**Site Plans** must be prepared by a registered North Carolina surveyor, architect, landscape architect, or engineer. Ten (10) paper copies and one electronic copy must be provided. The site plan shall contain the following:

- a) North point, scale, symbol schedule, and date (including dates of revision).
- b) Applicant name, address, and phone number
- c) Owner name, address, and phone number
- d) Surveyor/Engineer name, address, and phone number
- e) Boundary of the lots(s) to be developed, labeled with bearings and distances.
- f) Proposed phases of construction, if any
- g) Zoning of the property
- h) Zoning of adjacent properties
- i) Indication if it is located in a critical area, e.g. stream buffer, flood zone, watershed, interstate buffer, historic district, etc.
- j) Locations and widths of all easements and rights-of-way within or adjacent to the site.
- k) Lot area plus total impervious area and undisturbed area.
- l) Location of all existing or proposed structures on the site, including signs.
- m) Extent of area to be developed.
- n) Vicinity map showing general location.
- o) Proposed or existing fencing, signs, screening, gates, air handling/other utility units, service/storage areas.
- p) Number of parking spaces required, existing, and proposed
- q) Access to site including sight distances of all roads used for access.
- r) Cross sections of parking areas and driveways indicating subsurface or surface treatments.
- s) Location of driveways on adjacent parcels within 500 feet of the proposed site access, including those across any public or private right of way.
- t) Location of outside display areas or storage areas.
- u) Location and number of trash dumpsters and recycling containers.
- v) Location and distance to any existing structures within one hundred (100) feet of the development area, and any other significant physical features within that distance.

**Utilities Plan** that shows the following: Ten (10) copies must be provided.

- a) Size and location of all existing services.
- b) Size and location of all proposed services.
- c) Location and dimensions of all easements.

**Outdoor Lighting Plan** that shows the following: Ten (10) copies must be provided.

- a) Layout of proposed fixture locations,
- b) Footcandle data that demonstrate conforming intensities and uniformities,
- c) Illumination intensities (lighting contours),
- d) Description of the equipment (catalog cuts), glare control devices, lamps, mounting heights and means,
- e) Hours of operation and maintenance methods proposed.
- f) If there are illuminated signs, they must be included.

**Landscaping Plan** must be prepared by a registered North Carolina landscape architect. The plan must show the following: Ten (10) copies must be provided.

- a) Existing vegetation to remain after construction.
- b) Proposed screening or buffers, including location, spacing, and size.
- c) Pedestrian circulation.
- d) Proposed utilities.

**Stormwater Management Plan** that shows the following: Ten (10) copies must be provided.

- a) Location of all areas on the site subject to flood hazard or inundation as shown on flood maps or soil maps.
- b) Location of all water courses on the site, including direction of flow.
- c) Location of stormwater BMP's
- d) Location of utilities
- e) Site layout and grading
- f) Stormwater calculations
- g) Indicate all areas that are 400 square feet or more in area which have a slope of between 15-25% or with a slope greater than 25%. Include calculations of the areas within each slope range.

**Soil and Erosion Control Plan** that shows the following: Ten (10) copies must be provided.

- a) Existing topography at a contour interval of five (5) feet based on mean sea level datum.
- b) Proposed grading.

**Architectural Elevations** must be prepared by a registered North Carolina architect.

- a) Architectural elevations of all structures proposed to be used in the development.

### **General Notes**

The following notes, as applicable, must be shown on the site plan before submittal to the Hillsborough Planning Department

- 1. All water and sewer procedures of the Town of Hillsborough will be followed.
- 2. A Soil & Erosion Control Plan (from Orange County) will be obtained prior to issuance of a Zoning Permit.
- 3. The Hillsborough Fire Chief recommendations will be followed.
- 4. The Stormwater Control & Grading Plan will be reviewed and approved by the Orange County Stormwater Resources Officer, at the developer's expense, before the issuance of a Zoning Permit. The plan will be followed.
- 5. Driveway Permit(s) will be obtained from NCDOT before a Zoning Permit is issued.
- 6. All new utilities will be underground.
- 7. Stream Buffer requirements of Section 6.20 of the *Unified Development Ordinance* will be followed.
- 8. The Zoning Officer will inspect the site before a Certificate of Occupancy is issued.
- 9. Outside storage is prohibited.
- 10. Trees to remain undisturbed during construction will be flagged to the outside of the crown of the trees to remain and will be inspected before the Zoning Permit is issued.
- 11. Plant material will be installed per Section 6 of the *Unified Development Ordinance*. The Zoning Officer will inspect plant material during the second growing season and substandard material will be replaced by the owner/developer.
- 12. The owner or recipient of the Zoning Permit shall properly maintain the parking, landscaping, lighting, and dumpsters.
- 13. A vested right pursuant to G.S. 160A-385.1 and Section 1.8 of the Unified Development Ordinance of the Town of Hillsborough is established as of the date hereof. Unless terminated at an earlier date, the vested right of the approval shall be valid until \_\_\_\_\_.
- 14. This plan, if approved, will expire if significant meaningful construction has not begun by \_\_\_\_\_.