

7.7 Site Development & Construction Plan Approval Checklists

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Major Subdivisions

7.7-1 D Major Site Development Plan Review (Major Concept Plan)	
<input type="checkbox"/>	1. Complete application submitted that includes Site Development Plan along with payment
<input type="checkbox"/>	2. Property boundaries with dimensions
<input type="checkbox"/>	3. PIN for property
<input type="checkbox"/>	4. Location of adjacent streets, right of ways, and utility easements
<input type="checkbox"/>	5. Dimensioned footprint and setbacks of the existing and proposed structures with gross floor area indicated
<input type="checkbox"/>	6. Dimensions of existing and proposed impervious surfaces
<input type="checkbox"/>	7. Location and number of parking spaces (<i>Article 12</i>)
<input type="checkbox"/>	8. Location and size of buffer and landscape areas (<i>Article 11</i>)
<input type="checkbox"/>	9. Location of existing and proposed driveways and/or streets
<input type="checkbox"/>	10. Location of all flood zones
<input type="checkbox"/>	11. Location of adjoining properties and both the existing zoning designation and use of these properties
<input type="checkbox"/>	12. Names and addresses of adjoining property owners
<input type="checkbox"/>	13. Number of stories and overall height of all existing and proposed structures
<input type="checkbox"/>	14. Location of proposed stormwater facilities
<input type="checkbox"/>	15. Location of existing and proposed dumpster and recycling facilities
<input type="checkbox"/>	16. Generalized depiction or description of natural features on and immediately adjoining the site (streams and other water bodies, steep slopes, areas covered by tree canopy, etc.)
<input type="checkbox"/>	17. Other information determined by the <i>Development Administrator</i> as necessary to evaluate the request

7.7-1 G Major Construction Document Review	
<input type="checkbox"/>	1. Site Construction Plan required for review along with the approved Site Development Plan, illustrating all deviations from the approved Site Development Plan along with payment
<input type="checkbox"/>	2. Property boundaries with dimensions
<input type="checkbox"/>	3. Location of adjacent streets/roads, including the existing right of way and/or other easement(s)
<input type="checkbox"/>	4. Location and design of proposed streets, including cross-sections in accordance with the Stallings Technical Standards & Specifications Manual, centerline profile(s), and the proposed right-of-way
<input type="checkbox"/>	5. Location of existing and proposed utilities, including easements associated with both
<input type="checkbox"/>	6. A grading plan showing existing and proposed contours demonstrating both positive drainage characteristics and smooth grade transitions to avoid abrupt "v" ditches, swales and other disruptions to the landscape, particularly between buildings where open space enhancements for use by persons actively utilizing the landscape and/or yard area. The use of crawl-space construction techniques in detached residential structures and professional landscape design is required to meet this characteristic of site development.
<input type="checkbox"/>	7. Location of existing and proposed stormwater detention, retention, collection, and conveyance facilities
<input type="checkbox"/>	8. Dimensions of existing and proposed impervious surfaces
<input type="checkbox"/>	9. Location of existing structures and either proposed structures or proposed building envelopes
<input type="checkbox"/>	10. Location and number of existing and proposed parking spaces, including loading spaces, maneuvering areas, and fire lane(s) (<i>Article 12</i>)
<input type="checkbox"/>	11. Location and size of buffer and landscape areas (<i>Article 11</i>)
<input type="checkbox"/>	12. Location of existing and proposed driveways and/or streets
<input type="checkbox"/>	13. Location of all flood zones
<input type="checkbox"/>	14. Location of adjoining properties and both the current zoning designation and use of these properties
<input type="checkbox"/>	15. Names and addresses of adjoining property owners
<input type="checkbox"/>	16. Number of stories and overall height of all existing and proposed structures
<input type="checkbox"/>	17. Location of existing and proposed dumpster and recycling container area(s)
<input type="checkbox"/>	18. Generalized depiction or description of natural features on and immediately adjoining the site (streams and other water bodies, steep slopes, areas covered by tree canopy, etc.)

<input type="checkbox"/>	19. Other information determined by the Development Administrator as necessary to evaluate the request.
<input type="checkbox"/>	20. Approved NCDEQ permit, NCDOT permit, and Union County water and sewer accessibility letter submitted

7.11 D, H, I Major Final Plat Review	
<input type="checkbox"/>	1. An application submitted along with payment
<input type="checkbox"/>	2. Property boundaries with dimensions
<input type="checkbox"/>	3. PIN for property
<input type="checkbox"/>	4. Location of adjacent streets, right of ways, and utility easements
<input type="checkbox"/>	5. Dimensioned footprint and setbacks of the existing structures
<input type="checkbox"/>	6. Location and size of buffer and landscape areas
<input type="checkbox"/>	7. Location of existing and proposed streets
<input type="checkbox"/>	8. Location of all flood zones
<input type="checkbox"/>	9. Location of adjoining properties and both the existing zoning designation and use of these properties
<input type="checkbox"/>	10. Names and addresses of adjoining property owners
<input type="checkbox"/>	11. Location of proposed stormwater facilities
<input type="checkbox"/>	12. Generalized depiction or description of natural features on and immediately adjoining the site (streams and other water bodies, steep slopes, areas covered by tree canopy, etc.)
<input type="checkbox"/>	13. Other information determined by the Development Administrator as necessary to evaluate the request
<input type="checkbox"/>	14. Plats shall be prepared by a professional land surveyor in accordance with the standards set forth by the applicable state standards and in accordance with the standards and specifications of this Ordinance
<input type="checkbox"/>	15. Will not be approved until all improvements are installed, fees paid in lieu, or their execution guaranteed as permitted by this Ordinance and all certificates required for final Plats by this Ordinance or approvals by state law have been properly completed and signed
<input type="checkbox"/>	16. Upon approval of a Final Plat for Major Subdivisions, the Plat shall be signed in the appropriate place by the Development Administrator and by the owner(s)
<input type="checkbox"/>	17. Plat certifications must be included. Approval shall be shown by a Certificate of Approval; Certificate of Review Officer; Certificate of Professional Land Surveyor; and Certificate of Ownership for recording
<input type="checkbox"/>	18. Installing new public infrastructure, the following certificates shall also be shown where applicable: Certificate of Dedication; Certificate of Approval for Street and Road Maintenance; Certificate of Streets and Other Public Infrastructure Improvements; and Certificate of Water and Sewer System Approval (<i>End of Article 7</i>)
<input type="checkbox"/>	19. Final Plat shall be recorded in the office of the register of deeds for the county in which the subject property is located, in compliance with North Carolina General Statutes within sixty days following approval

<input type="checkbox"/>	20. No Subdivision Plat shall be considered finally approved until the Plat has been recorded
<input type="checkbox"/>	21. If the Final Plat of all or part of the area shown on an approved Preliminary Plat for a Major Subdivision is not recorded in the office of the register of deeds within twenty-four months of the approval by the Town of the Preliminary Plat, the Preliminary Plat shall be resubmitted to the Development Administrator for consideration
<input type="checkbox"/>	22. Final Plats for Subdivisions developed in phases shall be recorded in accordance with the schedule presented by the applicant during the Preliminary Plat approval and approved as part of the Preliminary Plat approval process
<input type="checkbox"/>	23. If the Final Plat of all or part of the area shown on an approved Preliminary Plat to be developed in phases is not recorded within the schedule approved by the Town, the Preliminary Plat shall be resubmitted to the Development Administrator for consideration
<input type="checkbox"/>	24. No lots in a Subdivision shall be sold prior to approval by the Development Administrator and recording of a Plat for the Subdivision

Minor Subdivisions

7.7-1 Site Development Plan Review (Minor Concept Plan)	
<input type="checkbox"/>	1. Complete application submitted that includes the conceptual Site Development Plan along with payment
<input type="checkbox"/>	2. Property boundaries with dimensions
<input type="checkbox"/>	3. PIN for property
<input type="checkbox"/>	4. Location of adjacent streets and utility easements
<input type="checkbox"/>	5. Dimensioned footprint and setbacks of the proposed structures with gross floor area indicated
<input type="checkbox"/>	6. Dimensions of the proposed increase in impervious surfaces
<input type="checkbox"/>	7. Location and number of proposed parking spaces (<i>Article 12</i>)
<input type="checkbox"/>	8. Location and size of the proposed buffer and landscape areas (<i>Article 11</i>)
<input type="checkbox"/>	9. Location of existing and proposed driveways and/or streets
<input type="checkbox"/>	10. Location of all flood zones
<input type="checkbox"/>	11. Location of adjoining properties and both the existing zoning designation and use of these properties
<input type="checkbox"/>	12. Names and addresses of adjoining property owners
<input type="checkbox"/>	13. Number of stories and overall height of all proposed structures
<input type="checkbox"/>	14. Location of proposed stormwater facilities
<input type="checkbox"/>	15. Location of proposed dumpster and recycling containers
<input type="checkbox"/>	16. Generalized depiction or description of natural features on and immediately adjoining the site, including streams and other water bodies, steep slopes, areas covered by tree canopy, etc.
<input type="checkbox"/>	17. Other information determined by the Development Administrator as necessary to evaluate the request.

7.11-2 Minor Final Plat Review	
<input type="checkbox"/>	1. An application submitted along with payment
<input type="checkbox"/>	2. Property boundaries with dimensions
<input type="checkbox"/>	3. PIN for property
<input type="checkbox"/>	4. Location of adjacent streets, right of ways, and utility easements
<input type="checkbox"/>	5. Dimensioned footprint and setbacks of the existing structures
<input type="checkbox"/>	6. Location and size of buffer and landscape areas
<input type="checkbox"/>	7. Location of existing and proposed streets
<input type="checkbox"/>	8. Location of all flood zones
<input type="checkbox"/>	9. Location of adjoining properties and both the existing zoning designation and use of these properties
<input type="checkbox"/>	10. Names and addresses of adjoining property owners
<input type="checkbox"/>	11. Location of proposed stormwater facilities
<input type="checkbox"/>	12. Generalized depiction or description of natural features on and immediately adjoining the site (streams and other water bodies, steep slopes, areas covered by tree canopy, etc.)
<input type="checkbox"/>	13. Other information determined by the Development Administrator as necessary to evaluate the request
<input type="checkbox"/>	14. Every applicant must meet with the <i>planning staff</i> prior to the submittal
<input type="checkbox"/>	15. Plats for Minor Subdivisions shall be prepared by a professional land surveyor licensed in the State of North and shall be prepared in accordance with the standards set forth by the Planning Department and applicable state standards
<input type="checkbox"/>	16. A complete application shall be submitted, along with fees
<input type="checkbox"/>	17. Approval shall be shown by a Certificate of Approval; Certificate of Review Officer; Certificate of Professional Land Surveyor; and Certificate of Ownership for recording
<input type="checkbox"/>	18. Plat shall be recorded by the developer of Stallings in the office of the register of deeds for the county in which the subject property is located within sixty days following approval. Minor Subdivision Plats which have been granted approval shall be recorded above within sixty days following approval, or the approval becomes invalid (section 7.11-2 E & 7.11-1 B)
<input type="checkbox"/>	19. No Plat shall be considered finally approved until the Plat has been recorded
<input type="checkbox"/>	20. No lots in a Subdivision shall be sold prior to approval by the Development Administrator and recording of a Plat for the Subdivision