

PLAN REVIEW SUBMITTAL STEPS AND CHECKLIST

When submitting a Residential, Commercial, Major Subdivision, or Minor Subdivision Plan to the Planning and Zoning Department for the Town of Stallings, please refer to the submittal steps and checklists below. Article 7.7 -1 (A) (1.) through (4.) of the Stallings Development Ordinance (SDO) explains the qualifications for a Major Subdivision. Article 7.7-2 (A) (1.) through (7.) of the (SDO) explains the qualifications for a Minor Subdivision.

Submittal Steps

1. First, all applicants for Major Site Development Plan Review (ONLY) must schedule a predevelopment conference with the Development Administrator before the preparation of development plans.
2. Next, the Plan Review Application can be found on the Apply for a Permit page under the Planning and Zoning website. It must be completed and submitted with payment to the Town of Stallings Planning and Zoning Department. We prefer digital plan submittals, but if requested, hard copies may be required. The cost of the plan review can be found under our Fee Schedule.
3. Once the plans and payment are received, the 20-business day review process by the Planning and Engineering Departments will commence.
4. If there are no comments, you will move on to the next step. If there are comments by the Planning and/ or Engineering Departments, you will be contacted through email. The review process restarts once comments are addressed, and the revised plans are resubmitted to the Town.
5. After the review process is complete, you must bring the final construction documents to the Stallings town hall to be signed.
6. Lastly, please contact Union County to proceed with the next steps in the development process. Reformatted 02-21-2023

Site Construction Plan Checklist

Please refer to Article 7.7 (D.) of the SDO for the requirements of this plan.

*Disclaimer: All the points listed under this portion of the SDO are required when first submitted to the Town. Plans will be denied if these requirements are not met.

Major Site Development Plan Checklist (Construction Documents)

- Please refer to Article 7.7 (G.) of the SDO for the requirements of this plan.

*Disclaimer: All the points listed under this portion of the SDO are required when first submitted to the Town. Plans will be denied if these requirements are not met.

- For construction documents, NCDOT, NCDEQ, and Union County Sewer approval may be required prior to final approval from the Town.

Minor Site Development Plan Checklist

Please refer to Article 7.7 - 2 (B.) of the SDO for the requirements of this plan.

*Disclaimer: All the points listed under this portion of the SDO are required when first submitted to the Town. Plans will be denied if these requirements are not met.