

A GUIDE TO THE CITY OF GOLDSBORO'S SITE, SUBDIVISION AND BUILDING PERMIT REVIEW PROCESS FOR NEW AND EXPANDING COMMERCIAL AND MULTI-FAMILY PROJECTS

This process has been developed to help the local landowner, architect, engineer, developer and other interested parties understand and appreciate all phases of the development review process in Goldsboro. The City is aware that everyone is not familiar with the numerous codes, policies and procedures involved in securing an approved site or subdivision plan. This Guide is designed to make the permit process easily understandable while providing staff adequate opportunity to insure compliance with applicable regulations.

The Department of Planning and Community Development coordinates the review process with the City Engineering, Fire and Building Inspections Departments. Building permits, upon site and building plan approval, are issued by the Building Inspections Department.

The review process typically begins with a presubmittal meeting with City staff followed by a site plan submission in accordance with the process described herein. Building Permits are issued after site plan approval and after all building plans, driveway permits, stormwater plans and other requirements, including the payment of all fees (including stormwater nitrogen buy-down fees) are addressed.

Site/Subdivision Development Plan Review Process

The City of Goldsboro has divided the site and subdivision plan review procedure into two processes.

1. City Council Review Process

Site or subdivision plans meeting any one of the following criteria are subject to City Council approval.

- a. Any site development plan, including expansions of existing sites, on parcels that disturb greater than one (1) acre shall be reviewed and approved by the City Council.
- b. Any site development plan that requests a deviation or modification of any standard as required by the Unified Development Ordinance.
- c. Site development plans that are subject to a Conditional Use Permit.

- d. Any subdivision that meets the definition of a Major Subdivision as defined in the Unified Development Ordinance.
- e. Any site plan that, in the opinion of the Planning Director, does not comply with the following standards:
 - 1. It fully complies with all applicable requirements of the Unified Development Ordinance;
 - 2. It adequately protects other property or residential uses located on the same or adjacent properties from the potential adverse effects of a nonresidential use;
 - 3. It provides harmony and unity with the development of nearby properties;
 - 4. It provides safe conditions for pedestrians or motorists and prevents a dangerous arrangement of pedestrian and vehicular ways;
 - 5. It provides safe ingress and egress for emergency services to the site.

The Planning Director may refer any site or subdivision plan for approval by the City Council due to its size or location, if the Director feels the project will have significant negative impacts on the community.

All site or subdivision plans subject to City Council approval shall be reviewed by the Planning Commission prior to any action by the City Council. The Planning Commission shall make a recommendation to the City Council regarding the plan's approval.

2. Staff Review

Any site or subdivision plan which meets the following requirements may be approved by the staff:

- a. Any site development plan for parcels one (1) acre or less;
- b. Any site development plan that disturbs one (1) acre or less of property and complies with all provisions of the Unified Development Ordinance.
- c. The use is permitted by right and requires no Conditional or Special Use Permit.
- d. Any subdivision that complies with the definition of a Minor Subdivision as defined by the Unified Development Ordinance.
- e. Any final subdivision plat associated with an approved Major Preliminary Subdivision Plat which has been approved by the City Council provided there are no changes or deviations from the approved preliminary plat.

Other Provisions for Approval

1. When is a site plan required?

All nonresidential, manufactured home parks and multi-family developments are subject to site plan review. Changes of use of existing buildings and buildings that have been vacant for at least six months are also subject to site plan review.

Applications for single-family dwellings and manufactured homes on individual lots require site plan submittal but not with the level of detail as required by this process.

2. When is a subdivision plan required?

A subdivision plat is required when a parcel is proposed to be divided into separate parcels and it meets the definition of a "Subdivision" as defined by North Carolina General Statutes. The City has two types of subdivision process:

Major Subdivision: Any subdivision where any one or more of the following exist:

- a. Dedication of a public right-of-way or other public tracts;
- b. The entire tract to be subdivided in greater than three (3) acres; or
- c. The resultant subdivision will create four (4) or more lots.

Minor Subdivision: A subdivision where all of the following conditions exist:

- a. No public right-of-way dedication is necessary;
- b. No variances are necessary or requested;
- c. The subdivision has three lots or less; and
- d. The entire tract to be subdivided is three acres or less in size.
- e. Divisions that are exempt from the definition of a subdivision shall follow the minor subdivision process.

For more information regarding subdivision plans, please refer to Section 2.3 of the Unified Development Ordinance.

3. What is the review schedule for Development Plans?

All site plans and subdivisions shall be submitted to the Planning and Community Development Department and contain all fees and information as required by the Submission Requirement Checklist that is attached. Staff reviews will take a minimum of five (5) business days. Large projects such as shopping centers and projects with inadequate information may require additional time. Plans submitted after 11:00 a.m. will be considered submitted on the next business day. Site plans that are revised and resubmitted are subject to the five-day plan review period.

Site plans that must be reviewed by the City Council must first be reviewed by the Planning Commission prior to action by the City Council. In order for a plan to be forwarded to the Planning Commission, it must have all review comments addressed and approved by the staff at least one (1) week prior to the Planning Commission meeting. In order to allow staff adequate time to review all site plan requests that are submitted to the Planning Commission, all final site and subdivision plans shall be submitted at least two (2) weeks prior to the Planning Commission meeting. Failure to submit plans in a timely manner will result in missing the next regularly scheduled Planning Commission meeting.

Site plans that require a Conditional Use Permit shall only be approved by the City Council after a public hearing is scheduled before the City Council and Planning Commission. Public Hearings before the City Council and Planning Commission are held the third Monday of each month. Applications for a Conditional Use Permit must be received at least four weeks prior to the scheduled public hearing. After the public hearing, the request is forwarded to the Planning Commission for a recommendation and is then referred to the City Council for final action as detailed by the City Council Site Plan Review Process.

4. When do the Planning Commission and City Council meet?

The Planning Commission meets the last Monday of each month except for December when they meet on the third Monday. After a plan is reviewed by the Planning Commission, it is forwarded to the City Council for action at their next meeting. The City Council meets on the first Monday of each month to accept recommendations on site plans and subdivisions that have been reviewed by the Planning Commission.

5. Pre-Submittal Meeting

A pre-submittal meeting is recommended for any new site plan or subdivision plat submittal. Pre-submittal meetings are available any day of the week provided two (2) business day's notice is provided. An appointment for pre-submittal review may be scheduled by calling (919) 580-4333.

The following information is required to be submitted to the Planning Department at least two (2) business days prior to scheduling a pre-submittal meeting.

- a. A conceptual plan that is drawn to scale and shows the location of the buildings, parking, access, buffers and other significant site features.
- b. A valid tax parcel identification number.
- c. Proposed land uses.

Staff will use the two-day period to review the request and generate preliminary comments and questions. There is no charge for pre-submittal meetings.

6. Review by North Carolina Department of Transportation

Projects which front a North Carolina Department of Transportation (NCDOT) maintained road and have driveway access or other improvements within the road right-of-way shall be submitted to NCDOT in order to make them aware of the project and to solicit review comments. It is the responsibility of the applicant to submit all plans to NCDOT for all necessary driveway or development plan approvals and to pay any applicable fees. The applicant shall submit written approval from the NCDOT to the Planning Department prior to the issuance of any building permit. The local contact person for NCDOT is Marcus Lee. His telephone number is (919) 731-1938. **It is the responsibility of the applicant to apply for and secure driveway permits from NCDOT.**

7. Projects located within the Historic District

Development requests proposed within the Historic District are subject to approval by the Historic District Commission. Please contact the Planning and Community Development Department at (919) 580-3334 for more information regarding this process.

8. Annexation

Subdivisions and site plans that are or will be connected to City sewer service shall be required to be annexed by the City Council prior to building permit issuance or recordation of any subdivision plat. Please contact the Planning and Community Development Department for more information regarding this process.

9. Conditional Use Permits

Some projects and/or land uses require a Conditional Use Permit to be approved by the City Council. Conditional Use Permits require a public hearing before the City Council and Planning Commission. Conditional Use Permit site plans may take additional review time in order to schedule a public hearing. To determine if a Conditional Use Permit is required, see Section 5.4 (Table of Uses Permitted in Districts) within the Unified Development Ordinance. For more information regarding Conditional Use Permits, see Sections 2.2 (Conditional Use Permit Approval) and 5.5 (Supplemental Use Regulations) of the UDO.

10. Expansions and Changes to Existing Sites

Buildings that have been vacant for at least six months, expansions to existing buildings or substantial alterations, parking areas, outdoor storage areas or changes in the type of use or intensity of use require site plan submittal and approval and typically require a building permit to be issued.

Buildings that have been vacant for six months and expansions to existing sites, depending on percent of expansion, cost of expansion, or intensification of the use, typically require construction of sidewalks (or payment in lieu), installation of street trees and vehicular surface buffer landscaping (shrubbery that hides parking areas), installation of vegetative screening buffers when nonresidential or multi-family projects abut a residentially zoned or developed property and under some circumstances, a full vegetative retrofit to bring the property into compliance with current landscaping standards.

Due to the complexity of development regulations as to how they pertain to expansion of existing sites, a presubmittal meeting is recommended prior to the submission of any building plans, site plans or other documents. A presubmittal meeting may be scheduled by contacting the Planning Department at 580-4333.

11. Fees

Site and subdivision plan and other applicable fees shall be required at the time of initial application in accordance with the City of Goldsboro's Schedule of Fees (copy attached).

12. Site and Subdivision Plan Expiration and Approval

Approved site plans are valid for a period of one (1) year. Preliminary subdivision plats are valid for two (2) years from the date of approval. Preliminary plats commenced within the two-year period shall have all phases completed within five (5) years of the preliminary plat approval date.

13. Minimum Submission Requirements

All site plans shall comply with the minimum submission requirements as detailed by the attached Site Plan or Subdivision Submission Requirements Checklist. Failure to comply with the checklist will result in the plans being rejected.

The Planning Director reserves the right to require additional information as deemed necessary.

Issuance of a Building Permit

Building permits may be issued after site plans are approved in accordance with this manual and all Building Code issues are addressed. Building plans may be reviewed concurrently with site plans that are currently in the site plan review process provided all building plan fees are submitted.

Building Plan Review

The City of Goldsboro typically reviews all building plans within one working day of submittal. Larger projects or projects with incomplete information may take longer to review. A completed application and two sets of plans shall be submitted. The review fees for expansions or new commercial structures is \$150.00. The review fee for upfits to existing structures is \$100.

Building Permit Applications

A completed building permit application is required prior to the issuance of any building permits. The application must state, in detail, the nature of the proposed work, any subcontractors and other pertinent information. All license numbers shall be included on the building permit application. Contractors without appropriate licenses or expired licenses will not be issued permits.

Privilege Licenses

Any contractor who proposes to work in the City of Goldsboro must have a valid City privilege license. Contractors who do not have a valid City of Goldsboro privilege license or have let their license lapse will not be allowed to obtain building permits until a privilege license is obtained.

Annexation

Projects that are served by City sewer must be annexed into the City prior to the issuance of any building permits.

NCDOT Driveway Permits

Projects that front on a street maintained by the North Carolina Department of Transportation must have an approved driveway permit issued by NCDOT prior to the issuance of any building permits. Projects that involve expansions, alterations or changes of use to existing buildings that are served by an NCDOT-maintained road must secure a driveway permit or provide written approval from NCDOT prior to the issuance of a building permit.

Presubmittal Meeting

A presubmittal meeting is recommended for any new project or major renovation or expansion to an existing building. An appointment for a building plan presubmittal meeting may be scheduled by calling the Inspections Department at (919) 580-4385.

Changes to Previously-Approved Building Plans

Building plans approved by the City Inspections Department shall not be modified except with written approval of the Building Inspections Department.

Automated Inspections and Permitting System

The City of Goldsboro offers an automated building inspection and permit tracking system that may be accessed over the telephone or via the internet. Please call (919) 580-4385 for additional information if you wish to utilize this service.

Upfits and Changes of Use to Existing Buildings

Existing buildings that propose a change of use but no building expansion should request a business/fire inspection by calling (919) 580-4385. The fee for a business inspection is \$65.00. Business inspections are typically done on Tuesdays, Wednesdays and Thursdays. Access to the building will have to be provided by the applicant. After the inspectors view the building, a write-up of the minimum requirements to bring the structure up to Code will be prepared and sent to the applicant. Additional building plans and/or sprinkling plans may be required depending on the nature of the work.

Changes of use to existing buildings or buildings that have been vacant for at least six months may require the construction of sidewalks, installation of trees and shrubbery, submission of a site plan or other zoning approvals. Call the Planning Department at (919) 580-4335 with questions regarding zoning requirements.