

# CITY OF GOLDBSORO

## SITE PLAN SUBMISSION REQUIREMENTS

All applications for site plan approval shall be submitted to the Planning and Community Development in accordance with the following site plan submission requirements. **Incomplete plans may be rejected or may result in additional staff review time. All plans shall be accompanied by all applicable fees.**

### A. Format

- \_\_\_\_\_ 1. Scale of 1" = 60' or larger
- \_\_\_\_\_ 2. Drawn in ink or pencil
- \_\_\_\_\_ 3. Size shall be a mandatory 24" x 36"
- \_\_\_\_\_ 4. Property lines distinctly and accurately represented, all bearings and distances shown, with the ratio of precision in accordance with the Standards of Practice for land surveying as adopted by the North Carolina Board of Examiners for Engineers and Surveyors. Information must include sufficient data to accurately reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, easement, building line, setback line, or other facility or improvement.
- \_\_\_\_\_ 5. Elevation and benchmarks shall be referenced to National Geodetic Vertical Datum (NGVD). If assumed elevations are used, it must be 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. Indicate the owner, current zoning and present use of all contiguous properties and show all surrounding adjoining property lines.
- \_\_\_\_\_ 9. Six (6) complete sets of plans are required.
- \_\_\_\_\_ 10. A completed site plan application.

## **B. Information**

- \_\_\_\_\_ 1. Name, address, and telephone number of land owner(s).
- \_\_\_\_\_ 2. Name, address, and telephone number of the developer.
- \_\_\_\_\_ 3. Name, address and telephone number of the person/firm preparing the plan.
- \_\_\_\_\_ 4. North Carolina registration number, seal and signature as listed per item 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 utilizing engineering scale only. Architectural scale will not be accepted.
- \_\_\_\_\_ 9. North arrow.
- \_\_\_\_\_ 10. Political subdivision(s) including city limit lines, township boundaries, county lines and extraterritorial jurisdiction boundaries.
- \_\_\_\_\_ 11. 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.
- \_\_\_\_\_ 12. All streets indicated on the City of Goldsboro Thoroughfare Plan shall be shown which indicate future right-of-way widths. Bufferyards, street yards, minimum building lines and sight distance triangles shall be set off the future right-of-way.
- \_\_\_\_\_ 13. 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.
- \_\_\_\_\_ 14. Buffer setback and streetyard areas dimensioned and labeled.
- \_\_\_\_\_ 15. Provide a tree and existing landscaping survey. Trees and landscaping shall be preserved in accordance with Section 6.3.4 of the Unified Development Ordinance. Adequate information to demonstrate compliance with this section shall be provided. Tree surveys shall contain caliper and species information.
- \_\_\_\_\_ 16. 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.

- \_\_\_\_\_ 17. 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.
- \_\_\_\_\_ 18. Location(s) and dimension(s) of all existing and proposed sidewalks, vehicular entrances, exits and drives including interconnectivity access drives with adjoining sites. Interconnectivity is required with adjoining properties.
- \_\_\_\_\_ 19. 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.
- \_\_\_\_\_ 20. Location, arrangement and dimension of all truck unloading docks, ramps and spaces. All loading areas shall be screened in accordance with the Unified Development Ordinance.
- \_\_\_\_\_ 21. Indicate the location and method of garbage containment. (Indicate the proposed location and type of screening of solid waste dumpster, if applicable. Dumpsters must be screened on four sides. Staff recommends using a masonry enclosure that will blend with the exterior of the building. Dumpster screening and gates must be at least six feet high. Staff recommends using solid metal gates painted to match the main building.

Also, ensure that dumpster type enclosures, used for grease storage at restaurants, used oil storage at automotive repair sites, and cardboard recycling, etc., are screened from off-site views.

If dumpster pad is not applicable, state as "curbside pick-up" and the agency to be used.

Dumpster pads shall also meet the following technical standards.

- a. Construction plans for dumpster enclosures should be approved prior to installation.
- b. Dumpster enclosures should be a minimum of 14 ft. in depth and 11 ft. in width (full 11 ft. opening encompassing the gate);
- c. Sanitation front end loaders must have straight-in access to dumpsters with no overhead wires.
- d. Dumpster pads shall be designed to accommodate sanitation front end loaders that are 32 ft. long and have a 45 ft. turning radius.
- e. Approach to enclosures should have a 60 ft. clearance for truck to pull in and be able to back up.

- f. Gates have to be able to open 90 degrees with pins on both gates long enough to go into the ground when the gate is open to hold the gates in position while the dumpster is being emptied.
  - g. Food service establishments should have an enclosure with an 11 ft. gate opening and 16 ft. deep. The extra depth is so the grease container can fit behind the dumpster.
  - h. Gates should be unlocked and opened no later than 7:00 a. m. on the date of service.
  - i. Use of curb stops or curbing to keep dumpster from slamming against the back of the enclosure shall be provided.
  - j. Soldier posts to prevent damage to the enclosure shall be provided.
- \_\_\_\_\_ 22. Location and dimension of all fences, walls, docks, ramps, pools, patios, mechanical equipment and impervious areas.
  - \_\_\_\_\_ 23. 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.
  - \_\_\_\_\_ 24. Location of water tap(s) denoting size(s) of line(s) and meter location(s), existing and proposed.
  - \_\_\_\_\_ 25. 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 lines.
  - \_\_\_\_\_ 26. Location of electrical service connection(s), meter(s), transformer base and pole(s). Adjacent overhead electric lines shall be denoted as to type: transmission; distribution; service drop. Electric service shall be provided underground.
  - \_\_\_\_\_ 27. Stormwater drainage plan, including site surface drainage, pipe size(s) with direction of flow, yard drain(s), catch basin(s), curb inlet(s), detention pond(s), ditches, and topographic features and all associated nitrogen reduction calculations.
  - \_\_\_\_\_ 28. Show proposed disturbed area for construction purposes.
  - \_\_\_\_\_ 29. Topography (existing and proposed) at a contour interval of one (1) foot, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and referenced to the National Geodetic Vertical Datum (NGVD).
  - \_\_\_\_\_ 30. Existing and proposed water courses, their names, direction of flow, centerline elevations, cross-sections and any other pertinent datum.
  - \_\_\_\_\_ 31. Floodway zone and flood fringe zone shown, indicating base flood elevations (minimum finished floor elevation) for all lots adjoining such zones. If site is located within Zone AE, show location of FEMA floodway and flood hazard limits.

- \_\_\_\_\_ 32. Show 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.
- \_\_\_\_\_ 33. Water supply watershed boundary indicated.
- \_\_\_\_\_ 34. 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. Indicate streams/ditches subject to Neuse buffer rules.
- \_\_\_\_\_ 35. The following in tabular form:
- a. Total area in site.
  - b. Current Zoning.
  - c. Subdivision name, block and lot number; Tax Map Number and Parcel Number and street address, if applicable.
  - d. Acreage in common area(s), if applicable.
  - e. Acreage in recreation area(s) and the like, if applicable.
  - f. Total number of units/bedrooms, if applicable.
  - g. Gross floor area.
  - h. Building lot coverage (existing and proposed).
  - i. Building height in feet and stories.
  - j. Total number of parking spaces (required and provided).
  - k. Total number of handicapped parking spaces (required and provided).
  - l. Total sq. ft. of impervious area (existing and proposed).
  - m. Indicate the proposed linear footage of roads.
  - n. Indicate the proposed linear footage of water lines.
  - o. Indicate the proposed linear footage of sewer lines.
- \_\_\_\_\_ 36. The following as general notes:
- a. No changes to any aspect of this site plan, including but not limited to, landscaping, grading, building elevations, lighting or utilities will be made without the approval of the Department of Planning and Community Development
  - b. The site shall be stabilized and seeded prior to the issuance of a certificate of occupancy.
  - c. All HVAC systems shall be screened from off-site views.
  - d. When a screening/opaque buffer is required and where existing vegetation fails to function adequately as required, the Zoning Enforcement Officer reserves the right to require supplemental plantings in addition to those shown on the planting plan based on actual field conditions in order to provide an opaque screen.

- e. A pre-installation conference between the landscape contractor and the Planning Department staff shall be scheduled at least forty-eight (48) hours prior to landscaping installation.
- f. All required improvements shall comply with the standards of the City of Goldsboro Unified Development Ordinance.

- \_\_\_\_\_ 37. Provide the location of tree protection fencing on the grading plan.
- \_\_\_\_\_ 38. Provide a color rendering of the building elevation detailing building materials and colors, if applicable. Shopping centers and commercial uses exceeding 30,000 sq. ft. are subject to this requirement.
- \_\_\_\_\_ 39. If site lighting is required, provide a lighting plan showing point-by-point footcandle values as required by Section 6.2 (Lighting Standards) of the UDO (include any related details).

If a lighting plan is not required, then the following note shall be included on the plan:

"All proposed lighting shall comply with the requirements of Section 6.2 of the City of Goldsboro Unified Development Ordinance. Any lighting found to be in noncompliance with this section shall be brought into compliance immediately by the property owner."

Projects that are required to provide a lighting plan shall provide the following information:

- a. Details of lighting fixtures proposed;
- b. Wattage and lumen information of lighting proposed;
- c. Pole details including mounting heights, etc.
- d. In tabular form:
  - 1. Maximum Footcandles;
  - 2. Minimum Footcandles;
  - 3. Average Footcandles;
  - 4. Uniformity ratio.
- e. Point by Point lighting plan located on a 10 foot by 10 foot grid;
- f. The following standard notes:
  - 1. "Pole mounted fixtures are capable of having field installed backlight shields installed if necessary."
  - 2. "This Plan complies with the nuisance and glare requirements as defined in Section 6.2.6.2 of the Goldsboro UDO."
  - 3. "This lighting plan complies with the requirements of Section 6.2 of the Goldsboro UDO." (This statement shall be signed by the lighting professional.)

- \_\_\_\_\_ 40. All outdoor storage areas shall be clearly identified and methods of screening clearly demonstrated.

- \_\_\_\_\_ 41. A copy of the Traffic Impact Analysis, if required.
- \_\_\_\_\_ 42. A Nitrogen Control Plan.
- \_\_\_\_\_ 43. Stormwater Drainage Plan.
- \_\_\_\_\_ 44. A landscaping plan, including a plant list that details plants by common name, scientific name and minimum planting size and total plant numbers broken down by each buffer yard, street yard, parking area and vehicular surface buffer.
- \_\_\_\_\_ 44. All landscaping shall be maintained in accordance with Section 6.3.8 of the UDO. Notation of this fact shall be included on the landscape plan.
- \_\_\_\_\_ 45. Add owner's certification:

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby approve this development plan. I (we) further certify that all exterior improvements, including but not limited to paving and landscaping, as shown on the site plan will be maintained in accordance with this plan and the Goldsboro Unified Development Ordinance.

\_\_\_\_\_  
Owner's Signature(s)

- \_\_\_\_\_ 46. Copies of any recorded interconnectivity easements or agreements as required by Section 6 of the UDO.
- \_\_\_\_\_ 47. Indicate if any water and/or sanitary sewer tap fees are due and the amount.
- \_\_\_\_\_ 48. Indicate if any water and/or sanitary sewer frontage fees are due and the amount.
- \_\_\_\_\_ 49. If the site is outside the city limits, indicate if a petition for annexation is required to be submitted to the City. Annexation is required by the City Council prior to the issuance of a building permit or recordation of a final plat.
- \_\_\_\_\_ 50. Indicate whether the site is located within a Noise Overlay area or within the Accident Potential Zone for Seymour Johnson Air Force Base.
- \_\_\_\_\_ 51. Show location and type of backflow protection provided.

The City of Goldsboro reserves the right to require additional information as necessary.