

Received Date: \_\_\_\_\_  
Initials: \_\_\_\_\_

**Application Fee: \$250 (Includes advertisement fee)**

**SITE PLAN APPLICATION**

**For Office Use Only:**

Application Number: \_\_\_\_\_ Date processed: \_\_\_\_\_  
Fee Type:  Cash  Check # \_\_\_\_\_  Credit Card Initials: \_\_\_\_\_

**Applicant Acknowledgement:**

*I understand that the City of Goldsboro must have three (3) sets of paper Site plans submitted along with an electronic site plan emailed to the Planning Administrative Assistant listed on the website at [www.goldsboronc.gov/planning](http://www.goldsboronc.gov/planning) or they will not be able to send out my application for formal review. Application is not complete and will not be sent out for review until after the City of Goldsboro acknowledges they have an electronic PDF copy of the required site plan along with the required paper copies plus the Site Plan Application Fee. Once application is acknowledged as complete, I understand my review period will begin on the identified date on the Departmental Review Schedule listed on the website. Information on the site plan shall meet or exceed the City of Goldsboro Unified Development Ordinance (UDO). Site plan needs to be in sufficient detail and scale. See attached sheet for common things expected on site plan.*

**Applicant Signature:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

**Number of Employees/Shift:** \_\_\_\_\_ **Days/Hours of Operation:** \_\_\_\_\_

**Outdoor Storage:**  Yes  No **Storage Type:** \_\_\_\_\_

**Total Acreage:** \_\_\_\_\_ **Frontage:** \_\_\_\_\_ **Depth:** \_\_\_\_\_

**Wayne Co. Pin #:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

All businesses that operate within the city limits of Goldsboro must have a Business Registration certificate prior to opening a business. Please contact the City of Goldsboro Inspections Department at 919-580-4385 for all necessary permits, including ABC Permits, prior to operation or opening to the public.

**Applicant (Print):** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_ **City,State,Zip:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

**Owner (Print):** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_ **City,State,Zip:** \_\_\_\_\_

**Owner Phone:** \_\_\_\_\_ **Owner Email:** \_\_\_\_\_

*(If owner differs from applicant a Owners Authorization Form is required upon submission)*

**SIGNATURE REQUIRED**

\_\_\_\_\_  
**Applicant - Printed**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

## **SITE PLAN**

- A) One (1) copy of City of Goldsboro Site Plan application.
- B) Applicable fees paid.
- C) Six (6) copies of the site plan (not less than 11 inches by 17 inches sheet size, with all pages stapled, at an appropriate scale) including, but not limited to, the following information:
  - 1. Title, date, north arrow, engineer's scale, graphic scale and the names and addresses of developers and the persons or firms preparing the plan.
  - 2. Vicinity sketch showing the site and its relationship to surrounding area.
  - 3. Location and dimensions of property lines (bearings and distances), zoning, setback lines, and all buildings (existing and proposed).
  - 4. Property owner, lessee, length of lease for operation and proposed use(s). Site plans requiring Planning Commission and City Council approval shall be submitted within 14 days of the next regularly scheduled Planning Commission meeting and shall also contain the following Certificate of Ownership and Approval:
    - 5. "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."
  - 6. Hours of operation, number of employees, floor plan, and location of freestanding signs.
  - 7. Disclosure of high noise area and aircraft crash hazard area, where applicable.
  - 8. Location of adjoining properties (where appropriate), names and addresses of owners or record and current zoning classifications.
  - 9. Site data in tabular form including total acreage, number of residential units, number of bedrooms, gross floor area of each building and/or addition, building height and proposed uses.
  - 10. Parking and loading: minimum number required, actual number provided, location, dimensions including width of aisles and bays, angle of parking, handicapped spaces and ramps, proposed paving detail, circulation patterns, vehicular entrances/exits and private drives. Statement should be included identifying number and type of deliveries expected per month including type of vehicle used.
  - 11. Location and dimension of existing and proposed water lines, taps and valves, fire hydrants, sanitary sewer lines, storm sewer lines, and manholes.
  - 12. Location of electrical utility lines, service connections, meters and poles.

13. Location and dimensions of streets showing right-of-way, street name or road number, sight distance triangle, curb and gutter and location and dimensions of sidewalks, alleys, curb cuts and pedestrian ways where required.
14. Drainage plan including locations and dimensions of pipes, ditches, topographic information, finished grades, yard drains, catch basins and curb inlets.
15. Location and dimensions of gas lines, if applicable.
16. Location and dimensions of HVAC equipment, pads and other related facilities and
17. methods of screening.
18. Location and dimensions of any required refuse collection container spaces and a statement identifying the method and frequency of litter and refuse collection and agency to be used.
19. Existing wooded areas, trees, marshes and any other conditions affecting the site
20. including tree save areas and tree protection fencing.
21. Where planting or landscaping will be provided, show locations, sizes, common names and number of proposed plants and trees. Required landscaped areas shall be clearly identified in respect to location and plantings.
22. Location and width of required bufferyards, building setbacks and riparian buffers.
23. Nitrogen release calculations if in Neuse River Basin, if applicable.
24. Grading plan including limits of disturbance.
25. Location of 100-year floodplain and existing wetlands (if applicable).
26. Location of all easements that are on the property.
27. Height, location and intensity of luminary devices.
28. Isolux lighting plan, if required.
29. Proposed phases of development, if applicable.
30. Site plans for planned unit developments shall clearly identify all common areas and provide actual square footage of such area.
31. Any other information considered relevant by the Planning, or Engineering, or Public Utilities Departments, or the Inspections Division.
32. Building elevations and other architectural information as required.
33. Location of proposed and existing sidewalks.
34. Owner's Statement
35. Landscaping Maintenance Agreement.