

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 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. I understand my 30 day review period begins after the City of Goldsboro acknowledges they have an electronic PDF copy of the required site plan. 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 REQUIREMENTS**

*\*All requirements may not be applicable due to existing site conditions or the nature of the proposal*

- Staff recommends that a Professional Land Surveyor or Professional Engineer prepare the plan, this is not required but the site plan must be drawn to scale of at least 1": 100'
- Property Owner information (name, phone, email, address) to be noted on site plan
- Location of property lines (boundary of property)
- Property acreage/sq feet
- Property Tax Parcel number
- Location of existing R/W and easements
- Zoning district (noted on plan)
- Adjacent property uses
- Locations of proposed structures & setbacks from property line (including dimensions)
- Hours of operation
- Number of employees
- Parking detail
- Buffer detail
- Landscaping detail
- Trash collection area
- Loading/unloading area
- Flood hazard areas
- Number of dwelling units (multi-family details as applicable)
- Floor plan detail for existing structures