

# **CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

<b>Section</b>	<b>Page</b>
<b>12.1</b> Purpose and Applicability.....	12-2
<b>12.2</b> Sketch Plans.....	12-2
<b>12.3</b> Subdivision Plats.....	12-2
<b>12.4</b> Subdivision Engineering Drawings.....	12-13
<b>12.5</b> Major, Minor, Conditional Use, and Vested Right Site Plans.....	12-14
<b>12.6</b> Site Plan Engineering Drawings.....	12-15

## **CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

### **Section 12.1 Purpose and Applicability**

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The purpose of this chapter is to provide uniform standards for all development plans requiring approval by the Town of Granite Quarry in accordance with Chapter 11. Every development plan shall include notes and graphics depicting the requirements of all applicable sections of this Ordinance.

### **Section 12.2 Sketch Plans**

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#### **12.2.1 Sketch Plan Submittal Requirements**

2 copies for pre-application meeting

#### **12.2.2 Plan Labeling**

A Sketch Plan shall be required for the pre-application meeting with the Administrator. The plan shall be scaled and show in simple sketch form the proposed layout of streets, lots, buildings, open spaces, and other features in relation to existing conditions. It shall also include the following information:

- A. Property boundaries
- B. Rowan County Parcel Identification Number (PIN) of the property
- C. Total acreage
- D. Existing street layout and right-of-way width
- E. Name of the proposed development
- F. Zoning classification of the property to be developed and of adjacent properties
- G. Existing topographic conditions of the property
- H. Water courses, watershed, flood plain, & preserved areas
- I. Existing and proposed uses of the land within the development and the existing uses of land adjoining it
- J. Proposed street layout with approximate pavement and right-of-way width, lot layout, and size of lots (if applicable)
- K. Name, address, and telephone number of the owner

### **Section 12.3 Subdivision Plats**

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#### **12.3.1 Preliminary Plat Submittal Requirements**

- A. 6 full size paper copies for Technical Review Committee
- B. 15 full size paper copies for Planning Board
- C. 1 reduced 11x17 copy for file
- D. Digital copy in PDF and DXF or DWG format

#### **12.3.2 Final Plat Submittal Requirements**

- A. 5 full size paper copies for review
- B. 1 mylar copy for signature
- C. 1 copy of recorded plat for file

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

D. Digital copy in PDF and DXF or DWG format

Material and drawing medium for the original shall be in accordance with the Standards of Practice for Land Surveying in North Carolina, where applicable, and the requirements of the Rowan County Register of Deeds. The Final Plat shall be of a size suitable for recording with the Register of Deeds and shall be at a scale of not less than one inch equals 100 feet. Maps may be placed on more than one sheet with appropriate match lines.

**12.3.3 Plat Labeling Requirements for Preliminary & Final Plats**

**A. Labeling Matrix**

The Preliminary and Final Plats shall depict or contain the information indicated in the following matrix. An X indicates that the information is required. Preliminary Plat information is only required for major subdivisions.

<b>Title Block Information:</b>	<b><u>Preliminary Plat</u></b>	<b><u>Final Plat</u></b>
a) Subdivision name	x	x
b) Name of owner	x	x
c) Name of the Subdivider/Developer	x	x
d) PIN number	x	x
e) Location (including township, county and state)	x	x
f) Bar graph scale and north arrow	x	x
<b>Plat Preparation Information:</b>	<b><u>Preliminary Plat</u></b>	<b><u>Final Plat</u></b>
a) Date or dates survey was conducted and plat prepared	x	x
b) Name and address of the Registered Land Surveyor and/or Professional Engineer	x	x
c) Surveyor's registration number and seal		x
d) Names and addresses of all owners, mortgagees, Registered Land Surveyors, land planners, architects, landscape architects, utility planners, and professional engineers responsible for the subdivision	x	x
<b>Property &amp; Site Calculation Information:</b>	<b><u>Preliminary Plat</u></b>	<b><u>Final Plat</u></b>
a) Sketch vicinity map with north arrow showing the relationship between the proposed subdivision and surrounding area	x	x
b) Corporate limits, Extraterritorial Jurisdiction and county lines if on the subdivision tract	x	x
c) Boundaries of the tract or portion thereof to be	x	x

## CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS

subdivided, distinctly and accurately represented with all bearings and distances shown		
d) Exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	x	x
e) Adjoining property information including owner name, zoning classification, existing structures, and subdivision name	x	x
f) Minimum building setbacks in table format and graphically on lots	x	x
g) Zoning classifications of the tract to be subdivided	x	x
h) Acreage in total tract to be subdivided	x	x
i) Acreage in parks and recreation areas and other nonresidential uses	x	x
j) Total number of parcels created	x	x
k) Acreage in the smallest lot in the subdivision	x	x
l) Linear feet in roads for each individual street	x	x
m) Name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the National Historic Register	x	x
n) Topographic map with contour intervals of no greater than five feet at a scale of no less than one inch equals two hundred (200) feet may be required (2 foot contour intervals are available from the state)	x	
o) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, road line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved roads. All dimensions shall be measured to the nearest one-hundredth (1/100) of a foot and all angles to the nearest minute.		x
p) Accurate locations and descriptions of all monuments, markers and control points.		x
q) Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains	x	x
r) Proposed lot lines, lot and block numbers, and approximate dimensions	x	x
s) The lots numbered consecutively throughout the subdivision in a manner using only numeric symbols		x

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

t) Marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site	x	x
u) The exact location of the flood hazard area, floodway and floodway fringe areas from the county's Official Flood Maps, and Community Panel Number if applicable	x	x
<b>Streets, Infrastructure, &amp; Open Space Information:</b>	<b><u>Preliminary Plat</u></b>	<b><u>Final Plat</u></b>
a) Proposed street right-of-way	x	x
b) Proposed street cross sections	x	
c) Existing and platted roads on adjoining properties and in the proposed subdivision	x	x
d) Rights-of-way, location and dimensions	x	x
e) Pavement widths	x	
f) Approximate grades-Terrain classification for streets	x	
g) Design engineering data for all corners and curves	x	x
h) Typical road cross sections	x	x
i) Road names	x	x
j) Private road disclosure statements indicating who will maintain private roads in subdivision and the right of access to any private road in the subdivision by all lots served by the road		x
k) Type of road dedication; all roads must be designated either "public" or "private".	x	x
l) Where roads are dedicated to the public, but not accepted by the Town or State before lots are sold, a statement explaining the status of the road		x
m) Utility and other easements (labeled as private or public)	x	x
n) Fire hydrants, if applicable	x	
o) Riding trails	x	x (right-of-way only)
p) Buffer strips	x	x
q) Pedestrian or bicycle paths	x	x (right-of-way only)
r) Parks and recreation areas with specific type indicated	x	x

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

s) School sites (both existing and proposed)	x	x
t) Areas to be used for purposes other than residential with the purpose of each stated	x	x
u) The future ownership (dedication or reservation for public use to governmental body, for owners' to duly constituted homeowners' association, or for tenants' remaining in Subdivider's ownership) of recreation and open space lands		x
<b>Agency Approvals (where applicable):</b>	<b><u>Preliminary Plat</u></b>	<b><u>Final Plat</u></b>
a) NCDOT approval of driveway permits and road construction drawings	x	
b) NCDENR approval of Soil & Erosion Control Plan	x	
c) Verification of private or community well and/or septic plan submittal to NCDENR	x	
d) Septic approval from Health Department or disclaimer if septic systems are proposed and soil testing is not yet completed		x
e) NCDOT approval of storm water drainage plan	x	
f) All certifications required below	x	x
g) Letter of water and sewer capacity from Salisbury-Rowan Utilities	x	
h) Verification of Compliance with environmental regulations	x	

**B. Certificates & Statements for Preliminary Plats**

**1. Certificate of Survey and Accuracy**

In Accordance With North Carolina General Statutes Chapter 40, Section 30, as amended and With the Standards of Practice for Land Surveying in North Carolina:

There shall appear on each plat a certificate by the person under whose supervision the survey or plat was made, stating the origin of the information shown on the plat, including recorded deed and plat references shown thereon. The ratio of precision before any adjustments must be shown. Any lines on the plat that were not actually surveyed must be clearly indicated and a statement included revealing the source of information. Where a plat consists of more than one sheet, only one sheet must contain the certification and all other sheets must be signed and sealed.

The certificate required above shall include the source of information for the survey and data indicating the ratio of precision of the survey before adjustments and shall be in substantially the following form:

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

“I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_, page \_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_, page \_\_\_\_; that the ratio of precision as calculated is 1:\_\_\_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_\_ day of \_\_\_\_\_, A.D.,20\_\_\_\_.

Seal or Stamp

\_\_\_\_\_  
Surveyor”

\_\_\_\_\_  
Registration Number

**2. Water Supply Watershed Certificate**

All subdivisions of land shall have a statement signed by the Subdivision Administrator indicating whether or not a subdivision lies within a designated Water Supply Watershed. Said statement shall take one of the following forms, as appropriate:

(a) “The (name of subdivision) Subdivision, to the best of my knowledge, does not lie within a Water Supply Watershed designated by the Environmental Management Commission as appears on the Watershed Protection Map of Rowan County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator”

(b) “Lots (fill in appropriate lot numbers) of the (name of subdivision) Subdivision, to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission as appears on the Watershed Protection Map of Rowan County. Lots (fill in appropriate lot numbers) of the (name of subdivision) do not lie within a water supply watershed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator”

(c) “All lots within the (name of subdivision), to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission and as appears on the Watershed Protection Map of Rowan County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator”

**3. Certificate of Approval for Preliminary Plat**

If the Planning Board approves the Preliminary Plat, such approval shall be shown on each copy of the plat by the following signed certificate:

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

“I hereby certify that the preliminary subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Granite Quarry and that this plat has been approved by the Planning Board of the Town of Granite Quarry.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Board Chairman

**4. Private Water/Sewer Statement**

“As the date of this recording, the lots represented on this plat have not been inspected or approved by the Rowan County Health Department. Until inspected, there is no assurance that a building permit will be issued.”

**C. Certificates & Statements for Final Plats**

**1. Certificate of Ownership & Dedication**

On the face of the Final Plat, there shall appear a certificate of ownership and dedication acknowledged before an officer authorized to take acknowledgements and executed by the person making the acknowledgement. The certificate shall include a statement of ownership of the property shown on the plat, of its location within the Town’s subdivision jurisdiction, and of the free consent with which this Ordinance’s requirements are met as to setbacks and dedications. If sanitary sewers, storm sewers, and water lines are to be included in the subdivision, the certificate shall also include a statement of their dedication to the Town or a public utility designated by the Town. The certificate shall state:

“I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Granite Quarry and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all roads, alleys, walks, parks, and other sites and easements to public or private use as noted.

Furthermore, I hereby (certify that no sanitary sewers, storm sewers, or water lines are to be included in the subdivision)(dedicate all sanitary sewer to \_\_\_\_\_, all storm sewer system to \_\_\_\_\_ and all water lines to \_\_\_\_\_).

I further certify that:

- a. there are no deed restrictions which will be violated by the requested subdivision; and
- b. there are no governmental regulations of any kind, other than those for which a variance has been applied for under the Rowan County Subdivision Ordinance regulations, which will be violated by the requested subdivision; and
- c. I understand that enforcement of deed restrictions and any other contractual agreements is not the responsibility of Rowan County, will not be undertaken by Rowan County, and is the sole responsibility of the parties affected by violations of such deed restrictions and contractual agreements.

\_\_\_\_\_  
Owner



**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

**2. Certificate of Survey and Accuracy**

In Accordance With North Carolina General Statutes Chapter 40, Section 30, as amended and with the Standards of Practice for Land Surveying in North Carolina, there shall appear on each plat a certificate by the person under whose supervision the survey or plat was made, stating the origin of the information shown on the plat, including recorded deed and plat references shown thereon. The ratio of precision before any adjustments must be shown. Any lines on the plat that were not actually surveyed must be clearly indicated and a statement included revealing the source of information. Where a plat consists of more than one sheet, only one sheet must contain the certification and all other sheets must be signed and sealed. The certificate shall include the source of information for the survey and data indicating the ratio of precision of the survey before adjustments and shall be in substantially the following form:

“I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, page \_\_\_\_\_; that the ratio of precision as calculated is 1:\_\_\_\_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D.,20\_\_\_\_.

Seal or Stamp

\_\_\_\_\_  
Surveyor  
\_\_\_\_\_  
Registration Number

**3. Professional Engineer Certification for Subdivision Streets & Improvements**

For completed streets and other improvements affix the following certificate.

“County \_\_\_\_\_ Date \_\_\_\_\_

Subdivision or Project Name \_\_\_\_\_

Phase (if applicable) \_\_\_\_\_ Municipality (if applicable) \_\_\_\_\_

Entrance from \_\_\_\_\_  
(US or NC Route, SR# and Road Name)

A final inspection of the streets, storm drainage, sanitary sewer, and water systems for the above referenced subdivision or project has been performed by \_\_\_\_\_. I have reviewed the inspection data and have determined that the streets have been constructed in accordance with the design drawings approved by the North Carolina Department of Transportation. My observations and testing indicate the subgrade, base, and pavement have been constructed in accordance

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

with the guidelines established by NCDOT Standard Specifications for Roads and Structures, as verified by test results.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

”

\_\_\_\_\_  
NC PE #

**4. Finance Officer Certification of Guaranteed Improvements**

For improvements that have not been installed but have been guaranteed in accordance with Section 11.7.4.3, affix the following certificate:

“I hereby certify that in lieu of completion, installation, and dedication of the required improvements, a bond/irrevocable letter of credit/other instrument (insert one) has been posted with an approved financial institution in an amount 1.25 times the estimated cost of completion of improvements as estimated by the Town Engineer.

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date”

**5. Acceptance of Streets by Town or NCDOT Certificate**

**6. Acceptance of Water/Sewer Lines by Salisbury/Rowan Utilities Certificate**

**7. Water Supply Watershed Certificate**

All subdivisions of land shall have a statement signed by the Subdivision Administrator indicating whether or not a subdivision lies within a designated Water Supply Watershed. Said statement shall take one of the following forms, as appropriate:

(a) “The (name of subdivision) Subdivision, to the best of my knowledge, does not lie within a Water Supply Watershed designated by the Environmental Management Commission as appears on the Watershed Protection Map of Rowan County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator”

(b) “Lots (fill in appropriate lot numbers) of the (name of subdivision) Subdivision, to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission as appears on the Watershed Protection Map of Rowan County. Lots (fill in appropriate lot numbers) of the (name of subdivision) do not lie within a water supply watershed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator”

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

(c) “All lots within the (name of subdivision), to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission and as appears on the Watershed Protection Map of Rowan County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator”

**8. Certificate of Approval for Recording**

If the Subdivision Administrator approves the Final Plat, then such approval shall be shown on each copy of the plat by the following signed certificate:

“I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Granite Quarry and that this plat is approved for recording in the Office of the Register of Deeds of Rowan County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator”

**9. Review Officer Certificate**

“I, (name of Review Officer), Review officer of Rowan County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Officer”

**10. Road Maintenance Disclosure Statement**

(a) Where roads are declared and dedicated as public State roads, the following Subdivision Roads Disclosure statement shall be shown:

“All roads in this subdivision are hereby declared public and shall be maintained by the North Carolina Department of Transportation. The maintenance of all streets and roads in this subdivision shall be the responsibility of (owner/developer) and it shall be their responsibility to bring the roads up to the standards of the North Carolina Department of Transportation before any public streets or roads on this plat are included at any time after the approval of this plat, into the North Carolina State Road System.”

(b) Where subdivision roads are declared and dedicated as public Town roads, the following Subdivision Roads Disclosure Statement shall be shown:

“All roads in this subdivision are hereby declared public and shall be maintained by the Town of Granite Quarry. The maintenance of all streets and roads in this subdivision shall be the responsibility of (owner/developer) and it shall be their responsibility to bring the roads up to the standards of the Town before any public

**CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS**

streets or roads on this plat are included at any time after the approval of this plat, into the Town’s Road System.”

(c) Where subdivision roads are declared private, the following Subdivision Roads Disclosure Statement shall be shown:

“All roads in this subdivision are hereby declared private and shall not be eligible for inclusion into the North Carolina State Highway System or for maintenance by the North Carolina State Highway System. The maintenance of all streets and roads in this subdivision shall be the responsibility of the (owner/developer).”

**D. Certificate for Exemption Plats** (for plats that do not fall under the subdivision definition in NCGS 160A-376)

**1. Owner Certificate**

“I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby acknowledge this plat and allotment to be my (our) free act and deed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s)”

**2. Approval for Recording**

“This division of land does not meet the definition of a subdivision as set forth by North Carolina General Statute 160A-376 and is not subject to the development review process of the Town of Granite Quarry. The minimum lot requirements for the subject zoning district have been met.

\_\_\_\_\_  
Subdivision Administrator

\_\_\_\_\_  
Date”

**3. Review Officer Certificate**

“I, (name of Review Officer), Review officer of Rowan County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Officer”

**Section 12.4 Subdivision Engineering Drawings**

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Engineering Drawings are required for Major Subdivisions following approval by the Town Planning Board and prior to Final Plat approval and permitting. The Final Plat shall substantially match the Preliminary Plat and Engineering Drawings. Any deviations from the Preliminary Plat shall be the result of issues discovered during field work and engineering. In no case shall the number of lots or building area increase. Substantial deviations from the Preliminary Plat shall result in the entire approval process starting over. Engineering Drawings for Major Subdivisions shall include but are not limited to the following information:

**12.4.1 Plan Submittal Requirements:**

- A. 3 full-size copies for initial submittal & revisions
- B. 2 full-size copies for final submittal and approval
- C. 1 digital copy in PDF and DXF or DWG formats
- D. 1 full-size copy of as-built drawings
- E. 1 digital copy of as-built drawings in PDF and DXF or DWG formats

**12.4.2 Plan Labeling and Details**

The following list shall be considered a guideline for plan submittal and should not be considered as comprehensive list for all requirements of plan submittal.

***12.4.2.1 Engineering Plan Requirements***

- A. Engineering Plans shall be submitted on 24-inch by 36-inch sheets.
- B. Scale 1" = 40' horizontal and 1" = 4' vertical, or 1" = 50' horizontal and 1" = 5' vertical
- C. Road Profiles shall include all road and storm drain data. Water and Sewer crossings shall be shown in profile.
- D. Separate Utility Sheets shall be provided with Plan and profile on same sheet. Utility profiles shall include water and sanitary sewer. Storm sewer shall be referenced in the plan and profile (shown in a gray scale or hidden linetype) with structures labeled (invert and rim elevations are NOT required). Utility Profiles shall be stationed along sanitary sewer.
- E. All referenced details should be included on the plans

***12.4.2.2 Streets***

- A. Per NCDOT and UDO Standards (see Section 10.1)
- B. Street cross sections and pavement designs

***12.4.2.3 Water & Sewer***

- A. Permitted through NCDENR (Salisbury Rowan Utility and Town to review & approve plans prior to NCDENR Submittal)
- B. NCDENR & Town forms to be completed after Town approval
- C. Design per Salisbury-Rowan Utilities Standards – Applicable details to be included on plans
- D. Water Meters, Fire Hydrants, and Backflow devices per Salisbury-Rowan Utility Standards

## CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS

### *12.4.2.4 Stormwater Systems*

- A. Per NCDOT and UDO Standards (See Section 10.3)
- B. Public maintained structures shall meet NCDOT construction standards and are traffic rated. All culverts shall be RCP (minimum class III and use class rated for cover/loads)
- C. Catch basins should be based on NCDOT standard details. Provide details for all types of catch basins to be used. Ensure that culverts will fit in the proposed catch basin.
- D. Provide inlet and outlet control calculations for storm drainage systems. Hydraulic grade should be no higher than 6" below grate on pipe networks. HW/D should be a maximum of 1.2 for open systems.
- E. Culverts to be designed for 25 year storm event for cross-drainage.
- F. Provide gutter spread calculations. Gutter spread to flood no more than ½ the lane width. Ensure that the values used in the calculations match the typical road section slopes and street slope.
- G. Show that water is not being backed up on upstream properties or diverted on lower properties.
- H. Provide a report documenting pre and post development conditions, offsite impacts, and the need for stormwater detention. Include the following items:
  - Pre and Post development drainage basin map.
  - Documentation for curve number or C values used for runoff calculations.
  - Documentation for time of concentration values used for runoff calculations.
  - Detention is based on the 2 year and 10 year storm events.
  - Use rainfall runoff intensities and depths for Cabarrus County
  - Documentation of the equations used to generate the stage/storage/discharge tables.
  - Hydrographs of the pre and post conditions.
  - Buoyancy calculations for the riser and uplift anchor.
- I. Provide a cross-section of the embankment showing fill slope angles, top width, barrel size & type, riser size & type, orifices (including size, location, type, & inverts), top of dam elevation, and spillway elevation.
- J. Make sure that the structures, orifices, and pipes and the associated inverts match in the design calculations and dimension details.
- K. Provide a construction detail for the trash rack.
- L. Show how the joints and connections will be made watertight.
- M. Show uplift anchor dimensions.
- N. If the structure is to be a regional or shared system, show the location of access easements and provide a copy of the proposed maintenance agreement.
- O. It is recommended that storage areas be fenced to prevent inadvertent entry.
- P. Provide a minimum 6" of freeboard in the system.
- Q. If an emergency spillway is not provided, the system must pass the runoff from a 50 year storm event.

### *12.4.2.5 FEMA Flood Hazards*

- A. Show the location of FEMA floodway, 100-year flood fringe, cross-sections and flood elevations as determined by FIRM maps on the drawings.
- B. Show the location of the flood fringe area based on the FEMA flood elevation and the actual site topography.
- C. Show the minimum finish floor elevation for sites adjacent to a flood hazard (2 feet

## CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS

- above flood elevation).
- D. Provide material specifications and compaction notes for fill to be placed in a floodplain. Certification of fill compaction is required for material placed in a floodplain.
  - E. Provide the note listing the datum used for the topo and flood elevations.

### **12.4.2.6 Other**

- A. Soil and Erosion Control Plan. Provide copy to Town once plan is approved.
- B. Provide copies of all necessary environmental permits.
- C. Encroachments will be needed for work in public right-of-ways and easements.
- D. Minimum easement width with water, sewer and storm is 20-feet. Additional width may be necessary based on pipe size & depth. Allow for trench box and a 1:1 excavation side slope.
- E. Storm drainage and sanitary sewer easements must provide viable access with maximum slopes of 15% for maintenance vehicles. Cross slopes should not exceed 5%. If a storm drainage channel is also constructed in the easement, sufficient width shall be dedicated so that a minimum 12-foot travel area beyond the top of graded channels is provided.
- F. Provide copies of land owner agreements for any offsite grading.
- G. Shown locations of curb cut for handicap access ramps and provide NCDOT handicap ramp detail.
- H. As-Built Drawings. Prior to “Final Acceptance” or “Final Plat” of the improvements, the Project Engineer shall submit to the City Engineer two (2) reproducible certified copies of the “As Built Record Drawings” and one (1) digital file in AutoCad 2000 format. “As-Built Drawings” shall be tied to NAD 83 horizontal datum and to the NAVD 88 vertical datum.
- I. Record Drawings shall show the constructed vertical elevation, horizontal location and size of all sanitary sewer, storm sewers, manholes, junction boxes, inverts of all pipes, and detention basins or elements of the sewer and storm drain system.
- J. Record Drawings shall show the location, size, and type of material of all water lines, valves, hydrants and other appurtenances of the water system. Water line linear dimensions shall be provided, i.e. centerline dimensions between fitting and valves, etc.
- K. Record Drawings shall show the location of all street rights-of-ways road widths and vertical alignments, including control points and monumentation.
- L. The Project Engineer shall provide to the City Engineer all certifications that are required by the state for water and sewer improvements.

## **Section 12.6 Major, Minor, Conditional Use Permit, and Vested Rights Site Plans**

### **12.6.1 Site Plans Subject to Town Board of Aldermen Approval**

All Major, Conditional Use Permit, and Vested Rights Site Plans subject to the Town Board of Aldermen approval process shall include but are not limited to the following information:

#### **12.6.1.1 Plan Submittal Requirements**

- A. 6 full-size copies for initial submittal
- B. 2 full-size copies for revisions

## CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS

- C. 15 full-size copies & 1 reduced (11x17) copy for Planning Board & Town Board of Aldermen
- D. 2 full-size copies & 1 reduced (11x17) copy for file
- E. 1 digital copy in pdf and dwg formats

### **12.6.1.2 Plan Labeling**

- A. Title
- B. Original submittal date
- C. Revision dates
- D. Vicinity map
- E. North arrow
- F. Scale (no smaller than 1"=100')
- G. Lot lines with bearings and distances
- H. Zoning district and applicable overlay districts
- I. Adjacent property owner names, parcel numbers, and zoning
- J. Total acreage
- K. Acreage in right-of-way
- L. Density per acre
- M. Building setbacks in table format and building envelopes show on lots
- N. Locations of existing structures
- O. Landscaping notes
- P. Boundaries of flood plains or note stating that property is not within one
- Q. Topography and environmental information

### **12.6.2 Minor Site Plans**

Minor Site Plans are approved administratively and shall be submitted as part of a full set of Engineering Drawings, if required. See Section 12.7.

## **Section 12.7 Site Plan Engineering Drawings**

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Engineering Drawings are required for Site Plans. The Engineering Drawings shall substantially match approved Site Plan. Any deviations from the Site Plan shall be the result of issues discovered during field work and engineering. Substantial deviations from the approved site plan shall result in the entire approval process starting over. Engineering Drawings for Site Plans shall include but are not limited to the following information:

### **12.7.3 Plan Submittal Requirements:**

- A. 3 full-size copies for initial submittal & revisions
- B. 2 full-size copies for final submittal and approval
- C. 1 digital copy in pdf and dwg formats

### **12.7.1 Plan Labeling**

- A. Title
- B. Original submittal date
- C. Revision dates



## CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS

- D. Vicinity map
- E. North arrow
- F. Scale (no smaller than 1"=100')
- G. Lot lines with bearings and distances
- H. Zoning district and applicable overlay districts
- I. Adjacent property owner names, parcel numbers, and zoning
- J. Total acreage
- K. Acreage in lots
- L. Acreage in right-of-way
- M. Building setbacks in table format and building envelopes show on lots
- N. Locations of existing structures
- O. Boundaries of flood plains or note stating that property is not within one

### **12.7.2 Plans and Details**

- A. Site Plan
- B. Existing Conditions
- C. Grading Plan
- D. Soil and Erosion Control Plan (if applicable)
- E. Stormwater Plan
- F. Landscaping Plan
- G. Utility Plan
- H. Lighting Plan