



# Site Plan Application

Applicant's name	Applicant's address
Applicant's phone number	Date of Submission
Property owner's name (if different from applicant)	Property owner's address
Location of Property	PIN #
Property Area (Acres or Sq. Ft)	Zoning of Property
Existing Use of Property	Proposed Use of Property
Project Name	Building Size (sq. ft.)

## Plan Submission

A site plan is required for new construction and additions (exceeding 10% of the gross floor area) located on land zoned commercial, office and institutional, industrial, and multi-family residential. This review ensures the coordination of comments from agencies that will be affected by the new development and that the site plan conforms to County Ordinances.

Applications for site plan review shall be submitted to the Planning & Inspections Department located at 206 E Main Street (1<sup>st</sup> floor of the Courthouse). Submissions are required to include a completed application form along with 16 sets of plans (folded to 9" X 12"). A \$300 submittal fee is required.

A stormwater review fee is also required upon submittal of this application. Major site plans (greater than 3 acres) require a fee of \$5,400, while minor site plans (3 acres or less) require a \$3,700 fee. Stormwater review fees will be held in an escrow account, and will pay for the review costs of the County's engineering consultant. If the escrow drops below \$1,000, the applicant shall replenish the account to the original fee amount. Remaining balances will be refunded upon final site plan approval or if the applicant chooses to withdraw the plan from consideration. (Effective July 1, 2006). All plans must be designed and submitted in compliance with the Pasquotank County Stormwater Design Manual.

**The Technical Review Committee meets at 10:00 a.m. on the first Wednesday of every month. In order to allow adequate time for review, completed applications must be submitted at least 21 days prior to the regularly scheduled TRC meeting. Applicants will be notified when their site plan is scheduled for review and are required to attend the TRC meeting in order to answer any questions regarding their plan.**

**Plans shall be prepared at a graphic scale of no less than 1" = 100'. Each sheet shall include a north arrow and graphic scale. The following checklist must be completed and submitted with this application. Projects that disturb over one acre must receive Stormwater Management and Sedimentation and Erosion Control Permits prior to final site plan approval.**

*Note: Applications for building permits will not be accepted until the development's site plan has been approved. For more information, please contact the Pasquotank County Planning & Inspections Department at (252)335-1891.*

**SITE PLAN APPROVAL**  
**SUBMITTAL CHECKLIST**

***INCOMPLETE APPLICATIONS AND/OR ROLLED PLANS WILL BE RETURNED  
TO THE APPLICANT AND WILL NOT BE  
SCHEDULED FOR REVIEW***

<i>For each listed item, please mark X if provided or n/a if the feature does not exist or is not proposed.</i>		<i>Staff use only</i>
<i>X or n/a</i>	<i>Submittal Requirement</i>	
	1. Completed site plan application form	
	2. 16 sets of plans folded to 9" X 12"	
	3. Scale of not less than 1" = 100'	
	4. Title information (name of development, name & address of owner & surveyor, date of plan & north arrow)	
	5. Detailed vicinity map	
	6. Ownership, use and zone of adjacent lots or tracts of land	
	7. Existing zoning district and proposed use	
	8. Boundaries of property	
	9. Location of all existing structures (if applicable)	
	10. Dimensions and total area (sq. ft.) of the proposed site	
	11. Location of 100 year flood zone and required elevation (note if not applicable)	
	12. Location of septic system and approved Environmental Health permit	
	13. Location of existing and proposed fire hydrants	
	14. Required and proposed building setback lines	
	15. Delineation of wetlands	
	16. Location of existing and proposed water lines	
	17. Location and size of utility and drainage easements	
	18. Location of existing and proposed rights-of-way, railroads, power lines, culverts, drain pipes, water bodies, streams, cemeteries, ditches, and/or natural gas lines	
	19. Existing and proposed driveways and curb-cuts	
	20. Location of off-street parking and loading areas along with proposed paving material and parking and loading calculations	
	21. Area (sq. ft.) of building coverage, area of all impervious vehicular areas, total impervious coverage for all impervious structures	
	22. Location of solid waste containers	
	23. Number of proposed commercial or dwelling units by type, size, use and proposed ownership.	
	24. Building height and floor area of all structures	
	25. Site triangles	
	26. Landscaped areas or buffers to be created in compliance with Article 10 of the Pasquotank County Zoning Ordinance	
	27. Driveway permits from the NCDOT, if a new driveway is proposed	
	28. Complete stormwater plan and drainage calculations in compliance with the Pasquotank County Stormwater Design Manual	