

Site Plan Requirements

Site Plans must be prepared by a registered North Carolina surveyor, architect, landscape architect, or engineer (as noted below). One paper copy and one digital/electronic copy must be provided. The site plan shall contain the following information along with any supporting documents noted:

All Plan Sheets (as applicable with the exception of the Area Map)

- a) Project name including phase number (if applicable)
- b) Date (including revision dates)
- c) Legend/labels & symbol schedule
- d) North point
- e) Scale (engineering - graphic & numeric)
- f) Property boundaries labeled with bearings and distances
- g) Streets (labeled public or private) including names, right-of-way widths & State road number (if applicable)
- h) Easements (labeled public or private) located on & adjacent to the property identified by purpose & width
- i) Streams & water features including required riparian buffers
- j) 100-year floodplains & regulatory floodways with BFEs (Base Flood Elevations noted (where applicable)
- k) Wetland boundaries
- l) Professional seals & signatures

Cover/Title Sheet

- a) Project name including phase number (if applicable)
- b) Type of permit/approval requested (Zoning Compliance Permit, Site Plan or Special Use Permit)
- c) Applicant name, address & phone number
- c) Legal owner name, address & phone number
- d) Design professional(s) name, address & phone number
- e) PIN (Parcel Identification Number)
- f) Vicinity map showing general location & surrounding streets
- g) The following notes, as applicable to the plan set:

- *For Zoning Compliance Permits & Site Plan submittals:*

This plan will expire if a Town of Hillsborough Zoning Compliance Permit has not been issued by _____.

- *For Special Use Permits:*

A vested right pursuant to NCGS 160A-385.1 & Section 1.8 of the *Unified Development Ordinance* is established as of the date hereof. Unless terminated at an earlier date, the vested right of the approval shall be valid until _____.

Area Map

- a) Property lines
- b) Existing public & private streets (including names), rights-of-way & sidewalks
- c) Existing land uses located on adjoining/adjacent properties (including those across public & private street rights-of-way)
- d) Current zoning designation of the subject property, including overlay districts
- e) Current zoning designation of adjoining properties (including those across public & private street rights-of-way) including overlay districts
- f) Corporate limits &/or ETJ (extraterritorial jurisdiction) limits line
- g) Location of driveways on adjacent parcels within 300 feet of the proposed site access, including those across any public or private street right-of-way
- h) Location & distance to any existing structures within 100 feet of the development area
- i) Location & distance to any significant physical or natural features within 100 feet of the development area

Existing Conditions Plan

- a) Lot area inclusive & exclusive of public & private street rights-of-way
- b) Existing impervious surfaces/built-upon area, including relative tabular data
- c) Vegetation including site landscaping, canopy trees & stands of mature trees
- d) Natural drainage features and waterbodies
- e) Environmental constraints (floodplains, floodways, riparian buffers, wetlands, etc.)
- f) Buildings & structures (including current use)
- g) Existing fencing, signs, screening, gates, air handling & other utility units, service & storage areas
- h) Existing utilities (water, sewer, electric, gas, cable) & easements including location, sizes & easement widths
- i) Existing solid waste & recycling collection area including number of dumpsters &/or roll-out carts
- j) Nearest fire hydrants
- k) Topography at two-foot intervals

Tree Protection Plan

- a) Existing vegetation including tree coverage areas
- b) Clearing limits/limits of disturbance line accounting for extended tree drip lines & critical root zones
- c) Proposed tree protection/silt fencing locations
- d) Canopy trees identified by species & dbh (diameter at breast height). For sites greater than 20 acres in area, 100' X 100' sample survey areas for each separate undisturbed portion of the site containing an acre or more may be used.
- e) Canopy trees being saved & those being removed
- f) A table containing the following calculations:
 - number of canopy trees to be removed
 - estimate of the number of canopy trees being retained
 - number of trees 24-inches or greater dbh to be removed
 - percentage of tree cover area before development
 - percentage of tree cover area after development
 - method used to calculate the tree coverage area
- g) A statement as to all considerations investigated by the applicant to retain any canopy tree 24- inch dbh

Detailed Site Plan

- a) Existing & proposed building locations
- b) Location of existing & proposed freestanding signs
- c) Proposed phase lines, if any
- d) Required & proposed building setbacks & yards
- e) Parking information as follows:
 - Number of parking spaces required (both regular & handicap accessible)
 - Number of parking spaces proposed (both regular & handicap accessible)
 - Location, arrangement & dimension of vehicular parking areas including entrances, exists & drives
 - Widths of drive aisles and parking bays
 - Angle of parking
 - Typical pavement sections & surface type
- f) Location of existing & proposed fire hydrants
- g) Dimensioned street cross sections & right-of-way widths
- h) Dimensioned sidewalk cross sections
- i) Dimensioned crosswalk details with striping method identified
- j) Pavement, curb & gutter construction details
- k) Proposed impervious surfaces/built-upon area, including relative tabular data
- l) Proposed or existing fencing, signs, screening, gates, air handling & other utility units, service & storage areas.
- m) Proposed solid waste & recycling collection area including number of dumpsters &/or roll-out cart or statement of shared dumpster agreement
- n) Required landscape buffers
- o) Location of outside display areas or storage areas
- p) Sight distance triangles at intersections
- q) Location of street & on-site pole lighting & underground utility lines &/or conduit lines to be installed

Utilities Plan

- a) Existing & proposed building locations
- b) Size & location of all existing services
- c) Size & location of all proposed services
- d) Above-ground utilities & equipment, including details & screening methods

Outdoor Lighting Plan

- a) Existing & proposed buildings
- b) Existing & proposed vehicular use areas
- c) Existing & proposed trees
- d) Layout of proposed fixture locations including wall mounted lights, ground mounted lights & illuminated signs
- e) Footcandle data & illumination intensities
- f) Description of the equipment (catalog cuts) including glare control devices & lamps
- g) Freestanding light fixture mounting heights
- h) Hours of operation
- i) A statement as to who will maintain site lighting

Solid Waste Management Plan

- a) Existing & proposed building locations
- b) Existing & proposed vehicular use areas
- c) Existing & proposed dumpster pads
- d) Proposed dumpster pad layout
- e) Solid waste containers identified as for garbage, mixed-recyclable & cardboard
- f) Proposed heavy duty pavement locations & pavement construction detail
- g) A dimensioned, scaled detail of the proposed refuse/recycling enclosure
- h) Preliminary shared dumpster agreement, if applicable
- i) Solid Waste Management notes:

Construction Waste:

- All existing structures 500 Square Feet & larger in size shall be assessed prior to demolition to ensure compliance with the County's Regulated Recyclable Materials Ordinance (RRMO) & to assess the potential for de-construction &/or the re-use of salvageable materials.
- By Orange County Ordinance, clean wood waste, scrap metal, & corrugated cardboard present in construction or demolition waste must be recycled.
- By Orange County Ordinance, all haulers of mixed construction & demolition waste that includes any regulated recyclable materials shall be licensed by Orange County.
- Prior to any demolition or construction activity on the site the Applicant shall hold a pre-demolition/pre-construction conference with the Solid Waste staff. This may be the same pre-construction meeting held with other development/enforcement officials.
- The presence of any asbestos containing materials ('ACM') &/or other hazardous materials in construction & demolition waste shall be handled in accordance with any & all local, state, & federal regulations and guidelines.

Landscaping Plan (must be prepared by a registered North Carolina landscape architect)

- a) Existing & proposed buildings
- b) Existing & proposed vehicular use areas
- c) Existing vegetation to remain after construction
- d) Perimeter buffers, dimensioned & labeled as to type & width, including planting detail
- e) Landscape buffer & parking lot planting plan, including planting strip between building & parking areas, interior parking lot shade trees & street trees
- f) Mechanical & utility box screening with height, details & cross sections
- g) Buffers with height, details & cross sections
- h) Fences & walls, including details
- i) Planting details for trees, shrubs & groundcover)
- j) Pedestrian circulation, existing & proposed utilities (water, sewer, storm drainage) & associated easements
- k) Freestanding light poles
- l) Freestanding signs
- m) Planting list with common name, species, planting height & estimated mature height of all plantings (keyed to plan)

Stormwater Management Plan

- a) Existing & proposed buildings
- b) Existing & proposed vehicular use areas
- c) Top of banks for streams with riparian buffers shown
- d) Locations of SCMs (Stormwater Control Measures)
- e) SCM access & maintenance easements
- f) Locations of existing storm drainage infrastructure
- g) Locations of proposed storm drainage infrastructure
- h) The following statements must be placed on the plan sheet:
 - All permanent slopes, including SCM side slopes, will be constructed at no steeper than 3:1.
 - A statement indicating how off-site drainage will be addressed (if applicable)
- i) Preliminary SIA (Stormwater Impact Analysis) document including:
 - Total area of site & total disturbed area proposed
 - Whole site impervious area breakdown (existing, proposed & demolition)
 - Plan sheets showing existing & proposed contour lines identifying pre- & post- development drainage patterns
 - Existing & proposed drainage area maps delineating drainage areas to each proposed SCM & all drainage areas bypassing SCMs
 - Calculations of required water quality volume & estimate of required volume & surface area of SCMs (as applicable to chosen SCM)
 - Indication of which SCMs will be used for peak attenuation
 - Approved stormwater nutrient accounting tool input & output sheets

Soil & Erosion Control Plan

- a) Existing & proposed buildings
- b) Existing & proposed vehicular use areas
- c) Existing & proposed conditions, topography & grades
- d) Proposed limits of disturbance
- e) Proposed total amount of land disturbance
- f) Location of proposed erosion control devices & sediment basins

Architectural Elevations (must be prepared by a registered North Carolina architect)

- a) An outline of each elevation of the building using the proposed finished grade line along the foundation (height of building measured from mean natural grade)
- b) Proposed building materials buildings, roofs & windows
- c) A calculation of the percentage of window & door openings on all ground-level & upper-story building facades adjacent to existing or proposed public or private streets
- d) Information on the type of windows to be used, proposed glazing & coatings, & vertical to horizontal ratios
- e) Roof pitch data

Narrative (for Conservation Subdivisions)

- a) Description of the irreplaceable natural features or difficult physical features that make a conservation subdivision a desirable land use
- b) Gross development parcel size
- c) Proposed common space size
- d) Proposed number and size of lots

Other Documents (as required)

- a) Traffic Impact Analysis for projects meeting thresholds found in the Town Street Design Manual)