

Appendix E

Site Plan Requirements

Site Plans must be prepared by a registered North Carolina surveyor, architect, landscape architect, or engineer (as noted below). Ten (10) paper copies and one digital electronic copy must be provided. The site plan shall contain the following:

All Plan Sheets (as applicable)

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

Cover/Title Sheet

- a) Project name including phase number (if applicable)
- b) Type of permit/approval requested (Zoning Compliance, Site Plan, Conditional Use or Special Use)
- 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) A listing of any required/requested modifications &/or waivers from the provisions of UDO (Unified Development Ordinance) Section 6 (Design Standards)
- h) The following notes, as applicable to the case:

- *For Staff level & Technical Review Committee approved plans:*

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

- *For Conditional/Special Use Permit Plans:*

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
- 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) Easements within & adjacent to the site identified by purpose & width
- b) Existing & proposed building locations
- c) Location of existing & proposed freestanding signs
- d) Proposed phase lines, if any
- 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) Pavement, curb & gutter construction details
- j) 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) Size & location of all existing services
- b) Size & location of all proposed services
- c) Location & dimensions of all easements
- 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) Preliminary written Solid Waste Management Plan document
- b) Existing & proposed dumpster pads
- c) Proposed dumpster pad layout
- d) Solid waste containers identified as for garbage, mixed-recyclable & cardboard
- e) Proposed heavy duty pavement locations & pavement construction detail
- f) A dimensioned, scaled detail of the proposed refuse/recycling enclosure
- g) Preliminary shared dumpster agreement, if applicable
- h) 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 vegetation to remain after construction
- b) Perimeter buffers, dimensioned & labeled as to type & width, including planting detail
- c) Landscape buffer & parking lot planting plan, including planting strip between building & parking areas, interior parking lot shade trees & street trees
- d) Screening with height, details & cross sections)
- e) Fences & walls, including details
- f) Planting details for trees, shrubs & groundcover)
- g) Pedestrian circulation Existing & proposed utilities (water, sewer, storm drainage) & associated easements
- h) Freestanding light poles
- i) Freestanding signs
- j) Planting list with common name, species, planting height & estimated mature height of all plantings (keyed to plan)

Stormwater Management Plan

- a) Site layout
- b) Top of banks for streams
- c) Riparian buffers
- 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 conditions, topography & grades
- b) Proposed limits of disturbance
- c) Proposed total amount of land disturbance
- d) 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 including the finished grade line along the foundation (height of building measured from mean natural grade)
- b) Proposed building materials listed for buildings, roofs & windows