



## Zoning Site Plan Requirements

The following features must be present and clearly labeled in order for your Zoning Permit application to be accepted as complete. Projects located in the CAMA designated Areas of Environmental Concern (AEC), must show the location of the NHW line or the FLSV, as marked by the Local Permitting Official as well as the applicable buffer or hazard areas. Additional information may be requested in order to complete your Zoning Permit application request. **The applicant must submit two sets of complete plans and one digital copy of the plans in PDF format (if applicable).**

1. All submitted plans and supporting documents which will require a stamped survey for the building permit process, must be stamped and certified by a Licensed Land Surveyor prior to submitting materials for zoning review.
2. A key map of the site with reference to surrounding areas and existing street locations.
3. The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.
4. Lot line dimensions.
5. Location of all structures, streets, entrances, and exits on the site and on contiguous property directly across the street.
6. Location of all existing and proposed structures, including their outside dimensions and elevations.
7. Building setbacks & footprint including roof overhang, showing the front, sides, and rear setbacks.
8. Location of flood zones.
9. All existing physical features, including water courses, dunes, existing trees greater than one inch in diameter measured six feet above ground level, and significant soil conditions.
10. Topography showing existing and proposed contours at two-foot intervals. All reference benchmarks shall be clearly designated.

11. Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles, and curb radii per the requirements of Article 155.9, Part I.
12. Improvements such as roads, curbs, bumpers, and sidewalks shall be indicated with cross-sections, design details, and dimensions.
13. Location and design of existing and proposed stormwater systems, sanitary waste disposal systems, water mains and appurtenances, and method of refuse disposal and storage.
14. Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees, and dimensions, approximate time of planting, and maintenance plans per the requirements of Article 155.9, Part IV.
15. Lighting plan indicating type of standards, location, radius of light, and intensity in foot candles per the requirements of Article 155.9, Part III.
16. Location, dimensions, and details of signs per the requirements of Article 155.10.
17. North arrow.
18. Location of all 404 wetland areas, Areas of Environmental Concern as defined by 15A NCAC 7H, and shoreline development boundaries.
19. A rendering or drawing of the proposed building shall be provided which shows all sides of the structure.
20. Interior floor area (within finished walls).
21. Front, rear, and side elevations showing height to the tip of the roof.
22. Any proposed accessory structures, driveways, decks, walkways etc.
23. Attic disclosure from the architect stating the amount of measured area in the "attic" (Measured Area: height- 5' or greater and width 3' or greater).

I \_\_\_\_\_ understand the Site Plan requirements for a Zoning Permit application. I have to the best of my knowledge, met these requirements and have provided accurate information within my site plan.

\_\_\_\_\_  
Signature of Applicant/Authorized Agent

\_\_\_\_\_  
Date