CITY OF REIDSVILLE, NC

SITE PLAN REQUIREMENT CHECKLIST

Site plans are to be submitted to the Community Development Department. A seven (7) work day review will commence once the (8) copies of a completed site plan are submitted.

1. ___ Development Name

2. ___ Name and address of architect, land planner, landscape architect, engineer, or surveyor who prepared the map and Registration Seal if required.

3. ___ Scale, date and north arrow.

4. ___ Legend indicating the following:

    a. ___ Proposed use of property (type of business, etc.).
    b. ___ Zoning.
    c. ___ Number of employees (for manufacturing - no. of employees on largest shift).
    d. ___ Acreage.
    e. ___ Square footage in structure.
    f. ___ Number of parking places.
    g. ___ Tax Map Number.
    h. ___ Indicate if this property is within a historic district, watershed or flood plain.

        If the property is in a historic district - see Reidsville Zoning Ordinance Article VI and the Architectural and Historic Guidelines.

        If the property is in the Troublesome Creek Watershed – see Reidsville Zoning Ordinance Article XIV.

        If the property is in the Jordan Lake Watershed – see Reidsville Zoning Ordinance Article XVI.

        If the property is in a flood plain – see the Flood Prevention Ordinance.

5. ___ Property boundaries with distances.

6. ___ Natural Features, existing and proposed, including the following:

    a. ___ Streams, drainage ways, floodway fringe boundaries and elevations.
    b. ___ Natural features to be left undisturbed.
    c. ___ Existing and proposed topography will be required when any grading changes existing site elevations. Topography at four foot intervals or two foot intervals when available (distinction between existing and proposed topography lines to be shown according to the following: existing – light dashed lines / proposed – thin solid); in flat areas one foot or six inch contours shall be provided.

7. ___ Man made features, existing and proposed including:

   a. ___ Buildings with setbacks from property lines, parking lots and maximum building height indicated –see Reidsville Zoning Ordinance Article V, Section 4.
   b. ___ Other structures, fences, walls and accessory buildings or structures.
   c. ___ Existing and proposed signs – see Reidsville Zoning Ordinance Article VII.
   d. ___ Rights – of – ways and easements with type and width.
   e. ___ Driveways with pavement widths, curbcuts, indication of NCDOT street or City of Reidsville street.
   f. ___ Parking and loading areas with typical dimensions for spaces and lots; and landscaping, if required – see Reidsville Zoning Ordinance Article VIII.
   g. ___ Pedestrian ways.
   h. ___ All other easements, parklands, playgrounds and other common or public areas.
   i. ___ Solid waste disposal facilities. Indicate location of dumpster pad, if needed, and details for pad.
   j. ___ Utility lines over and under site.
   k. ___ Storm drainage system.
   l. ___ Public / private water and sewer systems. Including meter / meter vault locations.
   m. ___ A buffer may be required between commercial / industrial property and residential property. If required, show design and location, refer to the Reidsville Zoning Ordinance Article V, Section 4.

8. ___ A storm drainage plan (certified by P.E.) may be required. The City Staff will need the following information included on the site plan to determine if a storm drainage plan is needed:

   Total existing impervious area in square feet.

   Total additional proposed impervious area in square feet.

9. ___ Provide erosion control measures. (If disturbed area is over 1 acre, you will need to provide the City with a copy of the NC State approved erosion plan. If disturbed area is under 1 acre, submit erosion control measures to the City as part of the Site Plan Review.) Provide total disturbed area in square feet on the site plan.

_____ _____

Applicant Name of Project