



## **OVERVIEW**

Effective January 1, 1992 all applications for multi-family (3 or more DU) residential and all non-residential building permits require site plan approval before permit issuance. All new developments and existing developments without a valid site plan on file in the Planning & Development Department are required to submit a site plan for approval prior to issuance of a building permit. Existing developments with a valid site plan on file may be amended to reflect the proposed changes for review by the Planning & Development and Inspections Departments (please contact the firm that prepared the original site plan to amend the mylar). There are two review processes: A Minor Site Plan process and a Major Site Plan process. A Site Plan application must include a cover sheet, the appropriate application fees, and a site plan drawing.

## **MINOR SITE PLAN REVIEW PROCESS**

### Definition

A Minor Site Plan is a site plan submitted for:

1. Buildings, or additions to an existing building, if fifteen thousand (15,000) square feet or less of gross floor area, or eight (8) or less dwelling units in a single building; or
2. For open uses of land (i.e., landfills, salvage yards, athletic fields), or an expansion of open uses of land, less than forty thousand (40,000) square feet in land area.

### Information Required on Minor Site Plan

Depending upon the complexity of the project, the Planning staff has some discretion as to the minimum amount of information required on the Minor Site Plan for review. A conference with the Planning staff before submitting the site plan will help clarify the information needed for a particular project. In general, the Minor Site Plan should be drawn to scale illustrating existing property boundaries, the type and nature of all improvements on the property (i.e., buildings, parking, landscaping, etc.) and their location. (See Appendix 2 – Map Standards of the United Development Ordinance [UDO] for Minor Site Plan submittals).

### Review Process

Minor Site Plans are submitted through the Guilford County Civic Access Portal. The Commercial Permit Specialist will facilitate the site plan review process. All comments concerning permit issuance or site plan revisions will be forwarded to the applicant when the review is complete.

After the initial review, planning staff may require additional information to complete the review or revisions to indicate compliance with the UDO. This procedure will be repeated until the approval process is completed. When the site plan contains all the necessary information and indicates compliance with the UDO, it can be approved.

### Review Fee for Minor Site Plan (<15,000 square feet)

A review fee for a Minor Site Plan is currently \$175.00/plan.

## **MAJOR SITE PLANS**

### Definition

A Major Site Plan is a site plan submitted for:

1. Buildings, or additions to an existing building, greater than fifteen thousand (15,000) square feet of gross floor area, or greater than eight (8) dwelling units in a single building; or
2. For open uses of land (i.e., landfills, salvage yards, athletic fields), or an expansion of open uses, of land forty thousand (40,000) square feet or more in land area.

### Information Required on Major Site Plan

For a Major Site Plan, the Planner has less discretion as to the minimum amount of information required on the site plan for review. Major Site Plans shall be drawn to scale illustrating existing/proposed property boundaries, the nature of all existing/proposed/required improvements on the property and their location. (Refer to the attached examples of site plans as a guide for preparing a complete Major Site Plan.) Submitting a complete site plan may insure a thorough review the first time and expedite the review process. (See Appendix 2 – Map Standards of the UDO for Major Site Plan submittals).

### Review Process

Major Site Plans are approved by the Technical Review Committee (TRC), unless property is located within a town with an adopted Development Ordinance. The TRC is a review committee that meets twice a month and is composed of a representative from the Planning & Development Dept. (Zoning, Community Environmental Services, Watershed/Stormwater) Inspections Division, Fire Marshal, and other non-voting external agencies (e.g., NCDOT). Site plans must be uploaded to the Civic Access Portal, typically at least thirteen (13) days before the next TRC meeting.



Major Site Plans are presented to the TRC by the Planning section staff. The results of the TRC meeting comments are made in writing indicating the action taken and the requirements for submittal or final approval.

TRC will take one of the following actions on the site plan:

1. Advisory Comments: This indicates that the site plan was presented to TRC for comment(s) only, no fee paid.
2. Revise and Resubmit - TRC Needed: This indicates that the site plan exhibits numerous deficiencies and/or is not in compliance with the Development Ordinance. The site plan must be revised based on TRC's comments and resubmitted for TRC review.
3. Revise and Resubmit (No TRC) - : This indicates that the site plan exhibits minor deficiencies. All TRC comments must be addressed and the site plan revised and resubmitted for approval by Planning Division staff.
4. Approved: This indicates that the site plan meets all Development Ordinance requirements as submitted and is approved. An NCDOT Driveway Permit is required in most cases. NCDOT can be contacted at 336-487-0100.

Review Fee for Major Site Plan (>15,000 square feet)

A review fee for a Major Site Plan is required based upon the following schedule: \$325.00 plus \$5.00 per 1,000 square feet of gross Building Area; or for Open Land Uses, gross land area.

Coordination with other approvals and requirements

In addition to an approved site plan, one or more of the following items may be required to obtain a building permit. The review and approval of these items may be processed concurrently with the site plan review. However, it is recommended that site plan review be completed before Grading and Driveway Permit issuance.

1. Approved Subdivision Plat, if required. Final plat must be recorded prior to Certificate of Occupancy (CO) being issued for the building(s).
2. Payment of Water and/or Sewer Acreage, Frontage and Connection Fees, if applicable. Must be paid prior to final plat being recorded.
3. Water and/or Sewer Construction Plans approved by Providing jurisdiction and/or North Carolina Division of Environmental Management.
4. Pre-treatment or discharge approval by a public sewer treatment provider, if applicable;
5. NPDES Permit from North Carolina Division of Environmental Management, if applicable;
6. Soil Erosion and Sedimentation Control Plans and a Grading Permit, if grading more than one acre is disturbed;

7. Improvement Permit for a new septic system or Environmental Health clearance for use of an existing septic system, if public sewer is not available;
8. Well Permit from Environmental Health, if public water is not available.
9. Environmental Health clearance for restaurant facilities, swimming pools, accessory buildings, and additions, if applicable;
10. Building Construction Plans approved by Guilford County Inspections and Fire Preventions and, if applicable, the Department of Insurance;
11. Approved Driveway Permit from North Carolina Department of Transportation, if required (336-487-0100);
12. Street and Stormwater Construction Plans approved by North Carolina Department of Transportation and/or local jurisdiction, if applicable;
13. Stormwater Measures Control Construction Plans approved by the Watershed Engineer, if required;
14. Clearance from the US Corps of Engineers, if project is located in wetlands or the floodway;
15. Certificate of Floor Elevation, if located in the floodplain;
16. Floodplain Development Permit, if the project will disturb, or alter, the 100-year floodplain;
17. Air Quality Permit from North Carolina Department of Environment and Natural Resources, if required; and,
18. Certificate of Appropriateness, if located in Historic District.

ATTACHED YOU WILL FIND EXAMPLES OF THE SITE PLAN INFORMATION AND SITE PLAN SHEETS

- GENERAL LAYOUT
- UTILITY PLAN
- GRADING/WATERSHED CONTROL PLAN
- LANDSCAPING PLAN (DETAILED)
- DETAIL SHEET (IF NEEDED)

For minor site plans and smaller major site plans, the UTILITY PLAN and the LANDSCAPING PLAN can be included on the SITE LAYOUT SHEET.



## GUILFORD COUNTY PLANNING AND DEVELOPMENT

## Site Plans

INFORMATION COMMON TO ALL SHEETS (As listed in UIDO - Appendix 2)

1. Title Block containing Project Name, Type of Plan, Name, Address and Phone Number of Owner/Developer and Plan Preparer, Project Address, Date Plan Prepared and Revised, Annotated Bar Scale (not less than 1'=100'), Tax Map, Block and Parcel Number, and Vicinity Map to Scale.
2. Names of adjoining property owners or plat book references.
3. North arrow and orientation.
4. Boundaries accurately represented and showing all distances and location of intersecting boundary lines and proposed lot lines and dimensions.
5. Water courses, Ponds, Lakes, and Wetlands, including watershed ponds.
6. Existing and proposed right-of-way line dimensions within and adjacent to project and total width from centerline.
7. Existing and proposed pavement width, curb lines, and existing and proposed pavement width dimensions (face-to-face).
8. Existing and proposed street names.
9. Location, dimension, and type of all existing and proposed easements.
10. Approximate location and size of all permanent watershed protection measures.
11. Location and dimension of all required street planting yard, planting yard and/or parking lot plantings.
12. Location of existing and proposed buildings.
13. Dimension and location of all parking facilities, drives, loading areas, etc.
14. Legend of symbols, if needed.
15. Location and elevation of 100-year floodplain.

GENERAL LAYOUT PLAN (Sheet #1 of 5):

1. Site data indicating size of total tract and individual lots, total number of lots proposed, area in newly dedication right-of-way, required # of parking spaces, data required to calculate minimum parking required (i.e., gross floor area, number of employees), and total # of parking spaces provided.
2. Existing and proposed location and type of all existing and proposed signs.
3. Zoning of project and adjoining properties.
4. Surveyor seal and source of boundary information.
5. Dimensions and use of existing and proposed buildings and distances between buildings and property lines.
7. Individual parking, stacking, and loading spaces clearly identified.

UTILITY PLAN (Sheet #2 of 5):

1. If private sewage treatment system and well, location and connection of private well(s) and private sub-surface sewage treatment system, including septic tank, drainfield, and Improvement Permit number.
2. If public sewer and water, connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for sanitary sewer, water distribution, storm sewer, and other utilities.

GRADING/WATERSHED CONTROL PLAN (Sheet #3 of 5):

1. Size of total tract
2. Existing and proposed topography.
3. Area to be disturbed, outlined with number of graded acres, and percentage noted.
4. Average percentage of slope prior to development.
5. Area to be undisturbed with acreage, type of ground cover, and percentage.
6. Total impervious surface area.
7. Distance to nearest floodway.
8. Drainage area and impervious surface area draining into proposed ponds.
9. Permanent watershed protection devices, including maintenance and access easement and maintenance responsibility statement.
10. Grades, elevations, dimensions, and hydraulic calculations of stormwater network (i.e., improved drainage, piped drainage).
11. Soil types.
12. Engineering Certification, when required by ordinance.

LANDSCAPE PLAN (Sheet #4 of 5):

1. Land use of project and adjoining properties.
2. Existing and proposed location and type of all existing and proposed signs.
3. Total number of parking spaces provided.
4. Existing and proposed topography.
5. Location and dimensions of all walls, berms, fences, and/or parking lot planting islands.
6. Location, species, size, number, spacing, height of all required trees and shrubs.
7. Location and type of exterior lighting.

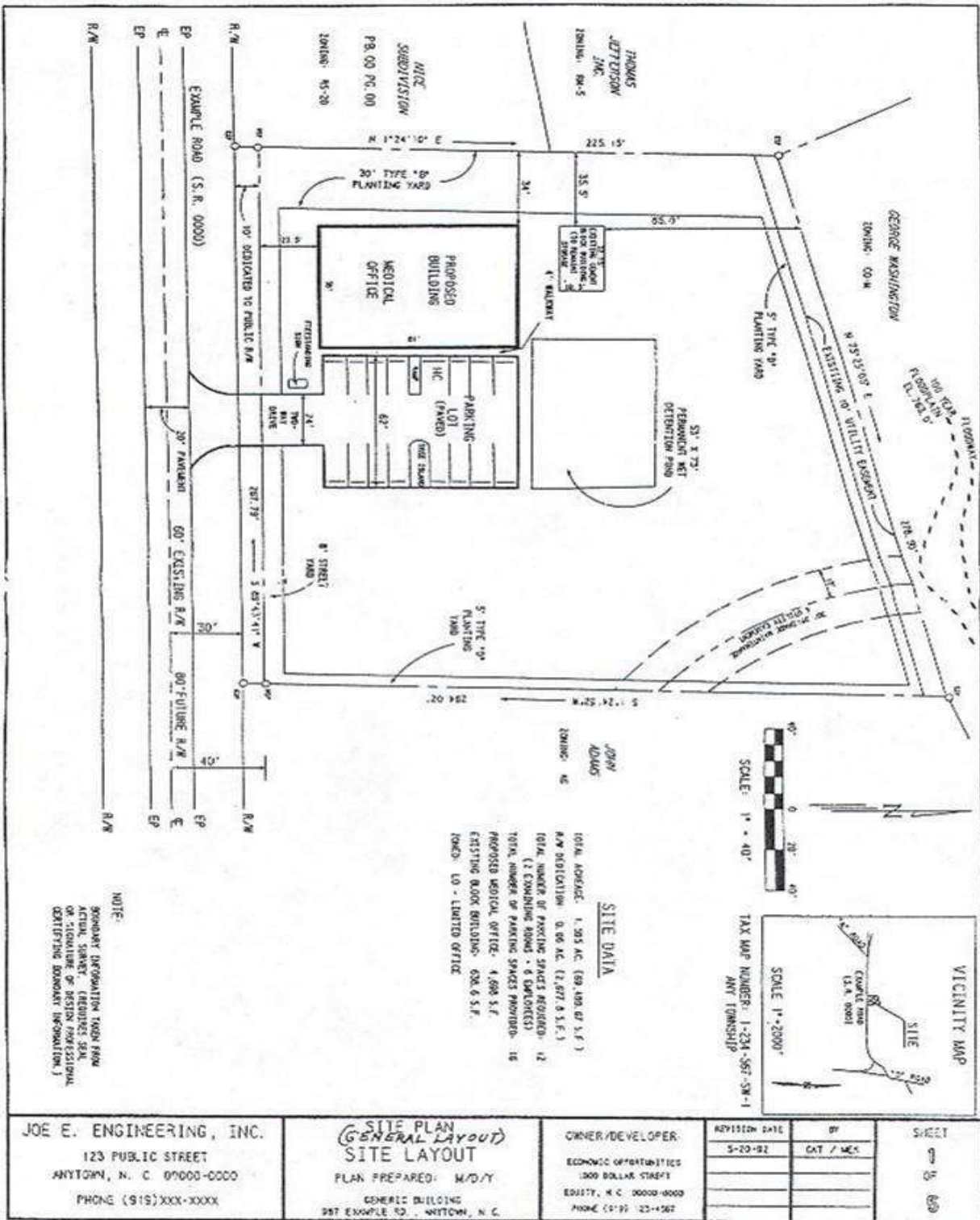
DETAIL SHEET (Sheet #5 of 5) if needed:

1. Typical parking space angle and size.
2. Handicapped sign detail.
3. Sign Detail, if available.
4. Plans and profiles, when appropriate.



# GUILFORD COUNTY PLANNING AND DEVELOPMENT

## Site Plans

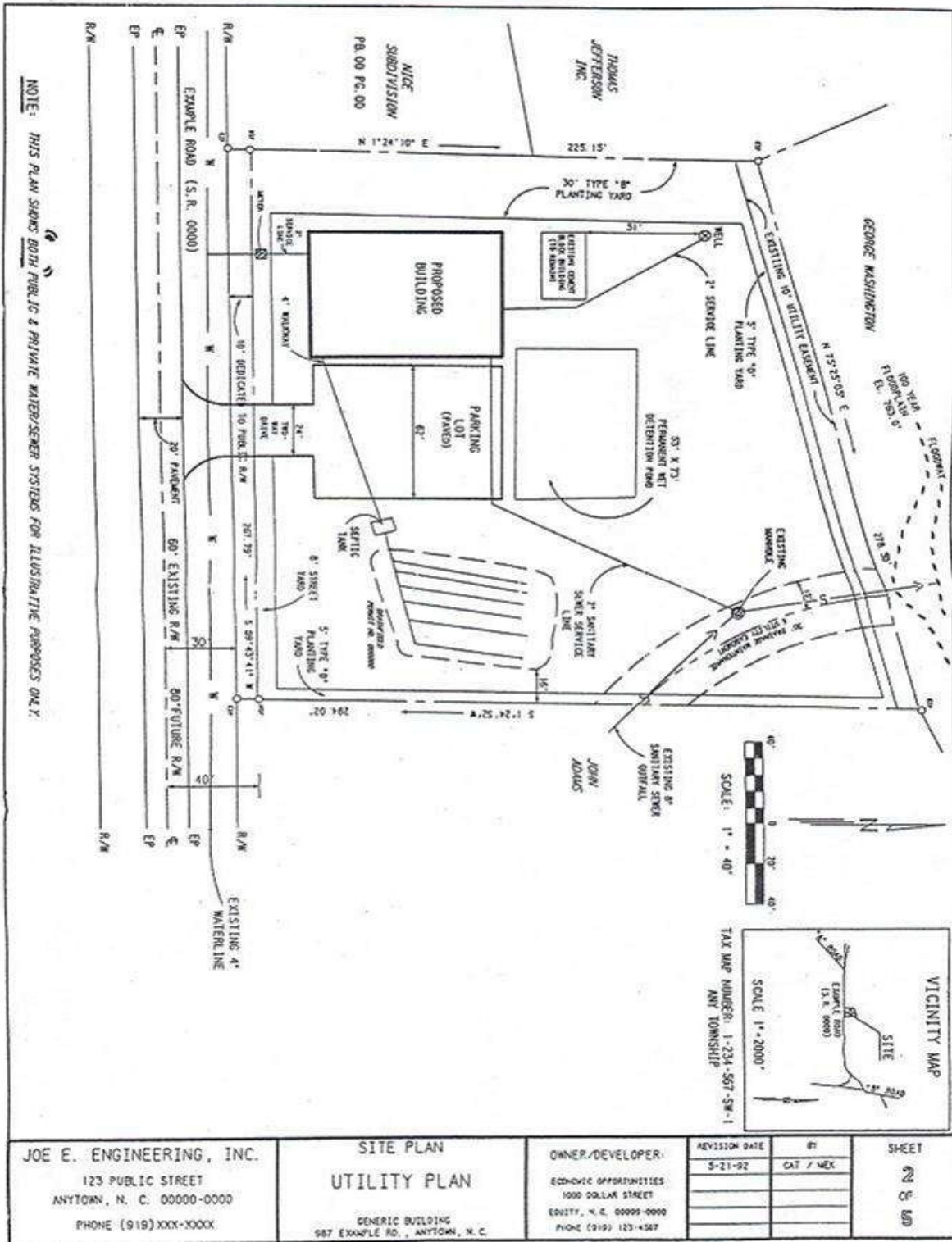






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## Site Plans

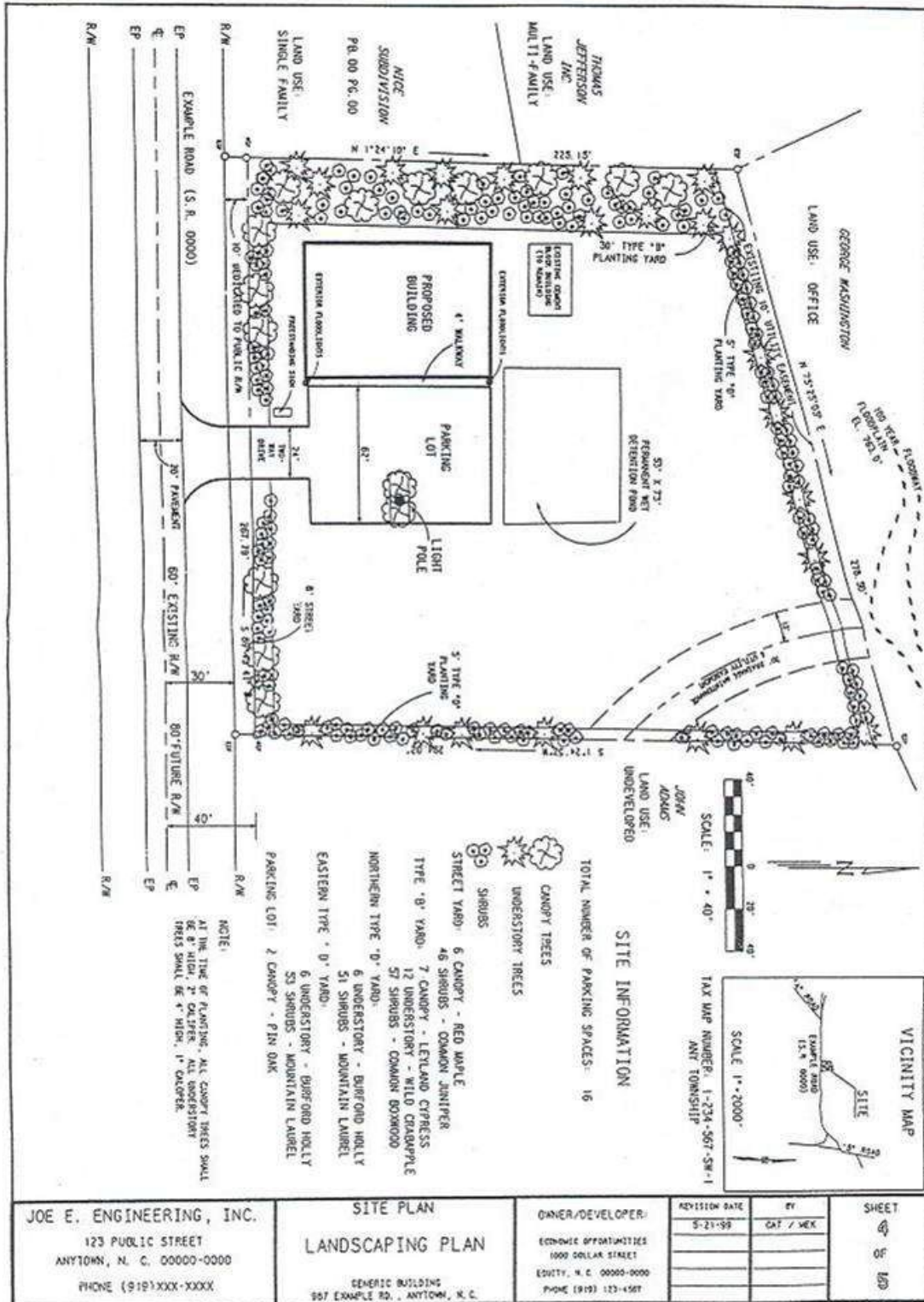






# GUILFORD COUNTY PLANNING AND DEVELOPMENT

## Site Plans







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