



# Application for SITE PLAN REVIEW

P.O. Drawer 357  
201 South Main Street  
Graham, NC 27253  
(336) 570-6705  
Fax (336) 570-6703  
www.cityofgraham.com

A site plan must be approved before any building, structure or parking facility is constructed, installed, expanded or extended. Also, several types of development activity require a preliminary site plan as part of the application process, including conditional rezonings, multifamily development, manufactured home parks and telecommunications towers. When completing this application, applicants are encouraged to consult with the *City of Graham Development Ordinances* and the City Planner for the requirements specific to the development.

## Site

Street Address: \_\_\_\_\_

Tax Map#: \_\_\_\_\_ GPIN: \_\_\_\_\_

Current Zone(s):  R-MF  R-G  Other R  Cond.  
 O-I  B-1  B-2  B-3  I-1  I-2

Overlay District, if applicable:

Historic  S Main St/Hwy 87  E Harden St/Hwy 54

Current Use: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

## Applicant and Project Contact

Name: \_\_\_\_\_

Property Owner  Engineer/Surveyor

Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

I hereby make application for review of a

Preliminary  Final Site Plan.

I have completed this application truthfully and to the best of my ability. I have prepared the site plan in accordance with the Site Plan Checklist and have submitted the required plans.

\_\_\_\_\_  
Signature of Applicant Date

**SUBMIT 1 HARD COPY AND 1 PDF OF THE SITE PLAN**

## Proposed Development

Project Name: \_\_\_\_\_

Proposed Zone (if applicable): \_\_\_\_\_

Proposed Use(s) (from Sec. 10.135 Table of Permitted Uses): \_\_\_\_\_

Brief description, including information such as number of dwelling units, type of multifamily development, size and number of buildings, and other descriptive information:

## Site Plan Checklist

This application **must be accompanied** by a site plan, which may include one or more sheets to provide sufficient detail for review. **See the back of this application for a checklist of items that should be shown on the site plan, as applicable.**

## Other Requirements

- NCDOT Driveway Permit**, if a new or relocated driveway is proposed on a NCDOT road, or for existing driveways if the use of the property is changing
- NCDOT 3-Party Encroachment Agreement**, if things such as a sidewalk or utility connection is proposed in the right-of-way
- Flood Elevation Certificate**, if there is Special Flood Hazard Area near the development
- Floodplain Development Permit**, if development is proposed in a Special Flood Hazard Area
- Stormwater Permit**, if one or more acres is disturbed
- Erosion Control Permit** from the NC Dept. of Environment and Natural Resources if the land disturbing activity exceeds one acre
- Lighting Plan**, required for any for nonresidential or multifamily construction projects

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## Site Plan Checklist

### Title Block and Data

- Indicate the type of development proposed (e.g. Conditional Rezoning, Multifamily Development)
- Owner's name with address and daytime phone number
- Developer's name, address and daytime phone number, if different from owner
- Site location, including address
- Name, address and telephone number of map preparer
- Dates map prepared or revised
- Scale of drawing in feet per inch and bar scale
- North arrow and orientation (north arrow shall not be oriented towards the bottom of the map)
- Zoning and overlay districts in the area
- Proposed land use on the property and existing land use on adjacent properties
- Tax map, block and lot numbers
- Acreage of all proposed lots and of total tract
- Total number of lots, dwelling units and/or square footage of nonresidential development proposed
- Label all existing and proposed structures
- Setbacks for all structures, clearly indicated
- Seal of licensed development professional

### Planimetric

- City limits and other jurisdiction lines
- Boundaries of the tract to be developed, distinctly and accurately represented and showing all distances
- Existing property lines on the tract to be subdivided; show any property lines to be changed as dashed lines
- Proposed lot lines and dimensions
- Dimensions, location and use of all existing and proposed buildings; distance from building to nearest property lines
- Railroad lines and rights-of-way
- Locations designated as common areas or open space
- Existing and proposed topography of the tract and beyond showing contour intervals of no greater than 5ft (2ft preferred) and labeling at least two contours per map
- Location, dimension and type of any easements, existing or proposed
- Proposed phasing, if any

### Landscaping

- Location, dimensions and type of required planting yards and opaque screens/buffers
- Location of proposed plantings with a description of the species to be used
- Approximate height, species and method of tree protection where existing vegetation is to be preserved
- Location, pad dimensions and screening of dumpster
- 10'x70' site triangle at all street and driveway intersections
- Location and angle of exterior lighting

### Transportation and Parking

- Existing and proposed right-of-way lines
- Existing and proposed streets showing pavement or curb lines, width, and existing and proposed street names
- Profile of any proposed new street
- Width of driveways and internal circulation roadways
- Driveways adjacent to or across the street from the site and the distance between driveways
- Existing and proposed sidewalks and handicap ramps, including dimensions
- Dimensions and location of all parking, queuing and loading areas, including spaces and maneuvering areas
- Calculation of maximum required off-street parking spaces and total spaces provided

### Utilities

- Utility layout showing connections to existing systems, line sizes, material of lines, manholes, force mains, clean-outs, rim elevations, invert elevations, direction of flow, etc. for sanitary sewer lines
- Utility layout showing connections to existing systems, meter sizes and location, backflow preventer location and type, material of lines, location of fire hydrants and fire department connection, blowoffs, valves, etc. for water distribution system
- Location of overhead utility lines, poles and guy wires

### Stormwater Control, Stream Buffers and Floodplains

- Location and type of existing and proposed stormwater controls, including location of inlets
- Layout of stormwater control, grading and significant components
- Location of all streams and drainageways
- Location of stream buffers on all USGS and NRCS Soil Survey mapped streams
- Indicate that all buffers are to remain in an undisturbed state
- Location of jurisdictional waters and wetlands (Note 1)
- Location of proposed stream crossings showing the proposed grading and overall stream impact, including culvert and outlet protection length
- Identify any FEMA regulated floodway or floodplain on the property and locate and label the 100-year Base Flood Elevation
- Extent and size (in acres) of area to be disturbed (Note 2)
- Location and type of proposed erosion control devices

**Note 1.** The US Army Corps of Engineers and the NC Division of Water Quality regulate wetlands and waters of the United States through the 404 Corps Permit and 401 State Water Quality Certification process. Site designers and developers are responsible for obtaining all applicable local, state and federal permits, certifications or approvals as necessary for proposed site development activities.

**Note 2.** If the proposed land disturbing activity exceeds one (1) acre, an Erosion Control Permit from NCDENR Land Quality is required.