



ORDINANCE NO. 10-842

Repeal Appendix A 17.1 – 17.8 and replace with Article 17.1 – 17.7

ARTICLE 17. ZONING AND SITE PLAN APPROVALS

Sec. 17.1 Purpose and Intent

- (a) It is the purpose of this Article to ensure:
 - (1) All applicable town regulations associated with a property and of adjacent land have been recognized and evaluated.
 - (2) A clear and understandable decision can be made concerning proposed development.

- (b) It is further the purpose of this Article to ensure regulations are enforced that will:
 - (1) Ensure the health, safety, and welfare of the community and its natural environment
 - (2) Conserve and enhance property values;
 - (3) Preserve adequate space for vehicular and transportation facilities associated with new development;
 - (4) Provide for effective traffic movement without congestion and hazards;
 - (5) Provide for effective storm water management and control;
 - (6) Assure that public utilities and services are provided in a safe and healthful manner, consistent with applicable regulations and standards.

- (c) It is the intent of this ordinance to ensure:
 - (1) Staff will be involved in providing supporting information on the process for approval of a site plan;
 - (2) The burden of laying out a site plan and providing proof of compliance lies with the applicant.

Sec. 17.2 Compliance with site plan requirements

- (a) It shall be unlawful for any person to construct, erect, or alter a building or structure or develop, change, or improve land for which a site plan is required except in accordance with the approved site plan.

- (b) No zoning or building permit shall be issued to construct, erect, or alter any building or structure or develop or improve any land that is subject to the provisions of this section until a site plan has been approved.

Sec. 17.3 Types of projects to which zoning and site plan requirements apply

A site plan shall be required any time the following occur:

- (1) New use or change in use;
- (2) Increase in intensity of the development; such as, increase in density of units, whether residential, office, commercial or industrial; an increase in number of off-street parking or loading spaces; or, an increase in impervious surface area;
- (3) An increase in overall ground coverage by structures;
- (4) A reduction in approved open space or screening;
- (5) A change in access and internal circulation design.

17.4 Written Application

All zoning permits and/or site plans submitted for review and approval shall be accompanied by a written application containing the following information:

- (1) The applicant's name, mailing address, phone number, and email address.
- (2) The property owner's name, address, and phone number, if different than the applicant.
- (3) The developers name, address, and phone number, if different than the applicant.
- (4) If the applicant is different than the property owner of record, a signed statement that the applicant is officially acting on the owner's behalf.
- (5) The address and parcel identification number of the property.
- (6) Proof of lot recordation (i.e. map book & pg #; lot and block #; and/or deed book and page #).

17.5 Site Plan

(a) Preparation of Plans by a Licensed Professional

It is recommended that all site plans be prepared and certified by a licensed professional duly registered by the State of North Carolina (i.e. engineer, architect, or land surveyor), however, the following site plans shall always be prepared and certified by a licensed professional:

- (1) Conditional Use Permits
- (2) New commercial or industrial development
- (3) Change to a more intense use (i.e. increase in occupancy) for Multifamily/Commercial uses
- (4) New residential development with three or more units

(b) Site Plan Criteria

All site plans shall include the following:

- (1) The name, address, and phone number of the professional(s) responsible for preparing the plan if different than the applicant.
- (2) Engineers scale 1 inch = 40 ft or larger
- (3) Title block or brief description of project including all proposed uses
- (4) Date
- (5) North arrow
- (6) Property and zoning boundaries
- (7) The square footage of the site
- (8) Lot coverage (buildings, decks, steps)

- (9) Location of all existing and proposed structures and the setbacks from property lines of all affected structures to remain on-site
- (10) Design of driveways and parking/loading areas with parking spaces individually numbered in sequential order
- (11) Adjacent right-of-ways labeled with the street name and R/W width
- (12) Location of all existing and/or proposed easements

Additional information or data as determined necessary by town staff and/or other reviewing agencies including but not limited to the following may be required:

- (13) Location and design of refuse facilities
- (14) Approximate locations and sizes of all existing and proposed utilities
- (15) Existing and/or proposed fire hydrants (showing distances)
- (16) Adjacent properties with owners information and approximate location of structures
- (17) Distances between all buildings
- (18) Number of stories and height of all structures
- (19) Locations of all entrances and exits to all structures
- (20) Calculate the gross floor area with each room labeled (i.e. kitchen, bedroom, bathroom)
- (21) Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used
- (22) Location of flood zones and finished floor elevations
- (23) CAMA Areas of Environmental Concern (AEC) and CAMA setbacks
- (24) Delineation of natural features and wetlands with existing and proposed topography with a maximum of two foot contour intervals
- (25) Proposed landscaping including percentages of open space
- (26) Stormwater management systems
- (27) Cross-sectional details of all streets, roads, ditches, and parking lot improvements.
- (28) Building construction and occupancy type(s) per the building code
- (29) Location of fire department connection(s) for standpipes
- (30) Turning radii, turnarounds, access grades, height of overhead obstructions
- (31) Dimensions and locations of all signs
- (32) A vicinity map drawn with north indicated

Sec. 17.6 Zoning and Site Plan Approval Procedures

- (a) For permitted uses, a zoning permit and/or site plan shall be deemed approved if no decision has been made (approval, denial) within 14 days of submittal. If a zoning permit and/or site plan is denied the reasons for the denial shall be stated in writing on the application form. The site plan may be revised and resubmitted.
- (b) Expiration of approvals. If start of construction does not begin within twenty-four (24) months following the zoning permit and/or site plan approval, such approval shall expire and a new application shall be submitted in accordance with the procedures in this section.
- (c) If a conditional use permit is required then the approval procedures under Article 14 shall apply.

Sec. 17.7 Number of site plans to be submitted.

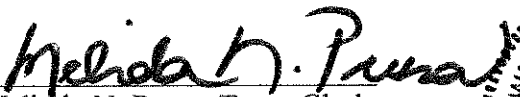
- (a) All uses permitted by right: 3 copies

(b) For conditional uses see Article 14

Adopted this 10th day of August 2010.


J. A. Macon, Mayor

Attest:


Melinda N. Prusa, Town Clerk

