

**TOWN OF SOUTHERN PINES - CHECKLIST FOR PLANNING/ZONING**

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

PIN(s): \_\_\_\_\_ LRK(s) \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Circle Submittal Step: Step 1 - Development Plan Review OR Step 2 - Construction Plans

**The Following Are the Minimum Graphic Development Plans Submittal Requirements**

		Engineer	N/A	Town	Comments
1	All drawings in a set of construction plans are to be the same size sheet, expected 36 in. wide by 24 in. high.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Location/ Vicinity Map min. scale 1 in. = 2000 ft., with clearly labeled intersecting roadway names major streams, towns, north arrow, etc. and the site location. Shade site to be constructed. Place in upper right hand corner of each sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Plans shall be drawn to scale, using a scale that all features required to be shown are readily discernible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Title sheet\Overall Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Legend - each sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Name of Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Name of Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Existing Natural, Man-made, and Legal features (* within 50' in any direction of the lot)</b>				
11	Tree line of wooded areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Individual trees 18" in diameter or more, common or scientific name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Orchards or other agricultural groves by common or scientific name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	*Streams, ponds, drainage ditches, swamps, boundaries of flood ways and flood plains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	* Uses on adjoining properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	If more than 5 acres of land are to be developed, base flood elevation data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	* Contour lines (dotted for existing) - no larger than 5' intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	* Vehicle accomodation areas designated by surface material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

19	*parking, loading, & circulation areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	*existing parking spaces & direction of travel lanes, aisels or driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Streets, private roads, sidewalks, & other walkways - designated by surface material(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Curbs and gutters, curb inlets and curb cuts and drainage grates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Other storm water or drainage facilities including manholes, pipes and drainage ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Underground utility lines, including water, sewer, electric power, telephone, gas, and cable television	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Aboveground utility lines and other utility facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	* Fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Buildings, structures and signs (including dimensions of each)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Location of exterior light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Location of dumpsters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	zoning of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	property lines and dimensions of tract being developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	adjacent property lines (including corporate limits, town boundaries and county lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Street right-of-way lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Utility or other easement lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Deed book & page reference of property owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Proposed Changes and/or new features</b>				
36	show proposed changes in existing natural features, existing man-made features and existing legal features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	new property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	street R/W lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Utility or other easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	all buildings - location and dimensions (to include distances from property lines, streets or R/W lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	freestanding signs - location and dimensions (to include distances from property lines, streets or R/W lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	The location and dimensions of all areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

43	location and dimensions of all recreational areas provided in accordance with Article with each area designated as to type of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	street labeled by classification (Section 210,UDO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	street name, linear feet (clearly labeled if private)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths, approximate grades and typical street cross-sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Curbs and gutters, curb inlets and curb cuts, drainage grates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Sidewalks and walkways, showing widths and surface material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Outdoor illumination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Underground utility lines, including water, sewer, electric power, telephone, gas, and cable television. Water and sewer pipeline signs shall be labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Above ground utility lines and other facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Dumpsters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	* Contour lines (solid for proposed) - no larger than 5' intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Proposed plantings or construction of other devices for screening and shading requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	Parking lot landscaping - 10' strip				
59	Perimeter buffers				
	<b>ARCHITECTURAL REVIEW PLANS:</b>				
60	Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing building heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>SIGN PERMITS:</b>				
61	Scale drawings of all signs requiring permits - SEPARATE Permit, not part of Site Plan Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	