



Site Plan Intake Sheet

AN INTAKE SHEET MUST ACCOMPANY INITIAL AND ALL SUBSEQUENT SITE PLAN SUBMITTALS.

Project Name: _____

Submitted by: _____ Date: _____

Pre-Application meeting held? ____ yes/no If yes, date of meeting: _____

Type of Submittal (Choose One):

File No.: ZP-____ - ____

Rec'd by: _____

Date: _____

Sharenet: _____

_____ **Initial site plan submittal (electronic only):**

- _____ Site plan review fee \$_____ *
- _____ Site Plan Review Application*
- _____ Copy of recorded Special Use Permit, if applicable
- _____ Appointment of Agent, if applicable, signed by the property owner and the agent
- _____ Drawings (see UDO Appendix A – Site Plan Checklist)
- _____ Construction Project Plan Review Checklist (updated 1/6/21)
- _____ Checklist for Planning/Zoning
- _____ Fire Department Site Plan Review Checklist
- _____ Soil Erosion and Sedimentation Control Compliance Form (if tract is less than 30,000 SF) (updated 1/6/21)
- _____ Financial Responsibility/Ownership Form (if the tract is over 30,000 SF); fee: \$_____ * (updated 1/6/21)
- _____ Application for Approval of Engineering Plans and Specifications for Water Supply Systems
- _____ Fast Track Sewer System Extension Application (FTA 04-16)
- _____ Flow Tracking/Acceptance of Sewer Extension Application (FTSE 04-16)
- _____ Construction on Town Right-of-Way application
- _____ Installation of Water/Sewer Service Permit Application (tap/new construction/new meter) (optional)
- _____ Calculations: stormwater, erosion control, water and sewer

*Please create a Site Plan Review application and pay the applicable fees through the customer portal: <https://tw-southernpines-nc.smartgovcommunity.com/Public/Home>. All application materials may be emailed to plan@southernpines.net for uploading by Planning staff.

_____ **Subsequent site plan submittal (electronic only):**

- _____ Letter addressing comments from previous submittal
- _____ Other revised materials: _____

_____ **Final plans for signature:**

- _____ Letter addressing comments from previous submittal (if any)
- _____ Three (3) 24" x 36" sets and one (1) 11" x 17" set of drawings
- _____ One (1) electronic (PDF) copy (emailed to plan@southernpines.net or other method: _____)

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