

**City of Whiteville Planning Department
SITE PLAN SUBMITTAL CHECKLIST**

Date submitted: _____ Name of Project: _____

Project Address: _____

Owner/ Contact Person: _____

Telephone: _____ Fax: _____

Title Block Information (Items located under this heading must all be located in the same place on plat)

- ____ Name of Development & Date
- ____ Name, Address, telephone number of owners and applicant
- ____ Zoning Classification
- ____ Parcel Identification Number and Tax ID of the tract(s)
- ____ Deed Reference for the Tract
- ____ Flood Plain (Zone, Map number, and Effective date)

General Requirements

- ____ Map Size 24" X 36" & Scale 1"=200' or larger
- ____ North Point, Graphic Scale, Vicinity Map
- ____ Names and Right of Ways of Streets and State Roads
- ____ Show Boundaries of Tract
- ____ Show Adjacent Uses
- ____ Net or total Acreage for Lot
- ____ Show building envelope and required setback areas
- ____ Location of all existing and proposed Mechanical, Utility, and Trash Containment Areas
- ____ Proposed or existing fencing, screening, gates, and/or off-street loading docks
- ____ Show all existing structures located on the parcel
- ____ Locations and widths of all easements and rights-of-way within or adjacent to the site, including access roads and existing Street Layout.
- ____ Location of existing and proposed utilities.
- ____ Location of all parking areas on site (based on type of business and/or square footage)
- ____ Provide a parking space typical
- ____ Proposed parking lot material
- ____ Proposed exterior lighting
- ____ Location, type, and size of proposed signage
- ____ When, located within the one hundred year flood plain you must delineate boundary of flood plain.
- ____ A copy of the erosion control plan submitted to the appropriate authority, if such plan is required.
- ____ Drainage plan. Run-off rate cannot change from predevelopment to post development. (The City Engineer may require either a written description of the proposed drainage improvements or detailed drainage plans prepared by a licensed engineer.

Landscape Plan

- ____ Proposed landscaping and buffering as required in the Zoning ordinance.

Storm Water Management

- ____ Proposed storm water management plan and calculations.

Certifications

- ____ Certification from NCDOT that all Driveway permits have received approval.
- ____ Certification, written and signed by the development site owner of record that such owner formally consents to the proposed development.
- ____ Certification by the County Health Department or Public Utilities, that the proposed development has adequate water supply and sewage disposal systems.

Fees

- ____ Applicant has filed a zoning permit application and has paid the fee

Checked by: _____ Date: _____