



Town of Aberdeen

115 N. Poplar
P.O. Box 785
Aberdeen, NC 28315

Planning Department

Phone: (910)944-7024
Fax: (910)944-7459

APPLICATION Site Plan, Preliminary Plat, Final Plat

Please check type of application

Application # _____

- Site Plan *
- Preliminary Plat
- Final Plat

Property Information

Property Address:	
Tax ID/Parcel Number(S)	Parcel Size: (Acres)
Existing Land Use:	Proposed Land Use:
Existing Zoning:	Proposed Zoning:

Property Owner

Current Property Owner/Applicant:	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Email:
Who is the PRIMARY CONTACT for this application?	

For office use only:

Amount Received:	Application No:	Date received:	Received By:
Meeting Dates:			

§ 155.027 SITE PLAN REVIEW AND REQUIREMENTS:

For all industrial, commercial, institutional, multi-family residential or any development other than single-family detached dwellings, it shall be required that prior to issuance of the building permit, the developer shall submit a site specific development plan for review and approval by the Town Board of Commissioners. All site plans shall be drawn by a registered engineer, architect or surveyor and be sealed by the same and shall include the following information:

(A) Informational Materials Required for Site Plans.

(1) Site plans shall include a location map that shows the location of the project in the broad context of the town or planning jurisdiction.

(2) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Large developments may require that plans show the development in sections. The objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features.

(3) Development site plans should show on the first page the following information:

- (a) Name of applicant;
- (b) Name of development (if any);
- (c) North arrow;
- (d) Legend; and
- (e) Scale.

(B) Existing Natural, Man-Made and Legal Features.

(1) Site plans shall include the following existing natural features:

- (a) Tree line of wooded area;
- (b) Individual trees twelve inches in diameter or more, identified by common or scientific name;
- (c) Orchards or other agricultural groves by common or scientific name; and
- (d) Streams, ponds, drainage ditches, swamps, boundaries of flood ways and flood plains. 1 (2) Site plans shall include the following existing man-made features:

- (a) Vehicle accommodation areas including parking areas, loading areas and circulation areas, all designated by the type of surface material;
- (b) Public streets, private roads, sidewalks and other walkways, all designated by the type of surface material;
- (c) Curbs and gutters, curb inlets and curb cuts and drainage grates;
- (d) Storm water and drainage facilities;
- (e) Underground utility lines, including water, sewer, electric, telephone, gas and cable;
- (f) Above ground utility lines and other utility facilities;
- (g) Fire hydrants;
- (h) Buildings, structures and signs (including dimensions of each);
- (i) Location of exterior light fixtures; and
- (j) Location of dumpsters or refuse facilities.

(3) Site plans shall include the following existing legal features:

- (a) Zoning of the subject property and surrounding properties;
- (b) Property lines of the tract to be developed (with dimensions identified);
- (c) Street right-of-way lines;
- (d) Utility or other easement lines; and
- (e) Deed book and page reference demonstrating ownership of property.

(C) Proposed Changes in Existing Features or New Features.

(1) Site plans shall show proposed changes in existing natural features (see Section (B)(1)), existing man-made features (see Section (B)(2)) and existing legal features (see Section (B)(3)). 2 (2) Site plans shall also show proposed new legal features, as well as proposed man-made features including, but not limited to the following:

- (a) The number of square feet in every lot created by a new subdivision and the total number of lots created;
- (b) Lot dimensions;
- (c) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings are setback from property lines, streets or street right-of-way lines;
- (d) Building elevations for typical units of new buildings or exterior remodeling of existing buildings showing building heights, widths and materials (as required below);
 - (i) The primary building material constituting a minimum of 60% of the front façade and 25% of each side façade shall be constructed of glass, wood, brick, stone, split-face block, pre-cast concrete (if the surface is painted, textured or designed to simulate brick, stone or lap siding), vinyl lap siding or architectural concrete (if the surface is designed to simulate brick or stone).
 - (ii) All colors to be used on any structure shall be neutral or earth tones. Brash, bright, flamboyant or garish colors are not permitted or allowed, except as provided in the historic district; and
 - (iii) All convenience/retail type fuel stations shall have the primary building constructed with a hip, gable, a-frame or like roof.
- (e) Building elevations for all accessory structures;
 - (i) All fuel pumps and canopies shall be located to the side or rear of the primary building not to extend past the front plane of the building. If the property is a corner lot, the front property line shall be that portion of the property fronting on a US or NC numbered highway with US numbered highways having precedence; and
 - (ii) Fuel pump canopies shall not exceed one half the height of the roof of the primary building it serves or no greater than 15 feet measured from the ground.
- (f) The location and dimensions of all recreational areas;

(g) 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;

3 (h) Street names (labeled by classification) showing linear feet, street paving widths and typical street cross-sections. Private roads in subdivisions shall also be shown and clearly labeled as such;

(i) Curbs and gutters (constructed using the same specifications as used by the NC Department of Transportation), curb cuts and drainage grates as required at the discretion of the Board of Commissioners;

(j) Storm water management plan as approved by the State of North Carolina and drainage facilities;

(k) Sidewalks and walkways, showing widths and surface material as required at the discretion of the Board of Commissioners. Sidewalks shall be constructed to a minimum width of four feet and shall consist of a minimum thickness of four inches of concrete. All sidewalks shall be placed in the right-of-way and consist of a minimum of six inches of concrete at driveway crossings;

(l) Bridges;

(m) Outdoor illumination with lighting fixtures sufficiently identified;

(n) Underground utility lines, including water, sewer, electric, telephone, gas and cable;

(o) Above ground utility lines and other facilities;

(p) Fire hydrants;

(q) All refuse facilities, mechanical equipment and utility equipment, which shall be to the rear of the primary building and shielded from any public roadway or adjacent property by means of landscaping or fencing;

(r) Vehicle accommodation areas including parking areas, loading areas and circulation areas, all designated by the type of surface material and dimensions of proposed parking spaces; and

(s) Proposed plantings or construction of other devices to comply with the screening requirements (Section 155.190). Plans shall label trees and shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width.

(i) With regard to convenience/retail type fuel stations, the setback shall be 25 feet from the right of way with no less than a 15 foot landscaped area which is to create and maintain a semi opaque screen with trees and shrubs exceeding 6 feet in height 4 within one year of planting. No structure, part of a structure or vehicular parking shall be permitted within the setback.

(D) Documents and Written Information in Addition to Plans.

(1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person;

(2) Certifications from the appropriate agencies that all necessary easements have been provided; and

(3) If any street or driveway is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveways Regulation.

(E) Number of Copies of Plans and Documents.

(1) With respect to all plans required by this Section, the applicant shall submit a minimum of two copies of full size (24 inches by 36 inches) plans and two copies of plans drawn on ledger size (11 inches by 17 inches) paper. Other documents required by this Section shall be submitted on letter (8.5 inches by 11 inches) or legal (8.5 inches by 14 inches) size paper; and

(2) The applicant shall submit a minimum of two copies of all documents required by this Section.

(F) In any case where a site plan has been approved in accordance with the provision of this code and the site plan has not been exercised within 12 months, if no specific time limit has been set by the approving authority, then without further action, the site plan shall be null and void. Exercised as set forth in this section shall mean binding contracts for the construction of the main building or buildings have been let or in the absence of contracts, the main building or buildings are under construction to a substantial degree, or prerequisite conditions involving substantial investment are contracted for, in substantial development, or completed. If after commencement, the work is discontinued for a period of 12 months, the site plan therefore shall immediately expire. No work authorized by any site plan that has expired shall thereafter be performed until a new site plan has been secured.

REQUIREMENTS FOR SITE PLAN REVIEW

A. Informational Materials

1. ___ Location map
2. ___ Drawn to scale
3. ___ First page info:
 - a. ___ Applicant name
 - b. ___ Development name
 - c. ___ North arrow
 - d. ___ Legend
 - e. ___ Scale

B. Existing Features

1. Natural

- a. ___ Tree line
- b. ___ Trees 12" or more identified
- c. ___ Orchards or groves identified
- d. ___ All water bodies including flood ways & plains

2. Man-made Features

- a. ___ Vehicle accommodation areas
- b. ___ Streets, roads, & walkways w/type of surface mat'l
- c. ___ Curbs (inlets & cuts), gutters, & drains
- d. ___ Storm water & drainage facilities
- e. ___ Underground utility lines
- f. ___ Above ground utility lines
- g. ___ Fire Hydrants
- h. ___ Buildings, structures & signs w/dimensions
- i. ___ Exterior lights
- j. ___ Dumpsters/refuse facilities

3. Legal Features

- a. ___ Zoning (subject & surrounding properties)
- b. ___ Property lines w/dimensions
- c. ___ Street right-of-ways lines
- d. ___ Utility or easement lines
- e. ___ Deed book w/page reference

C. Proposed Changes in Existing or New Features

1. Natural

- a. ___ Tree line
- b. ___ Trees 12" or more identified
- c. ___ Orchards or groves identified
- d. ___ All water bodies including flood ways & plains

2. Man-made Features

- a. ___ Vehicle accommodation areas
- b. ___ Streets, roads, & walkways w/type of surface mat'l
- c. ___ Curbs (inlets & cuts), gutters, & drains
- d. ___ Storm water & drainage facilities
- e. ___ Underground utility lines
- f. ___ Above ground utility lines
- g. ___ Fire Hydrants
- h. ___ Buildings, structures & signs w/dimensions
- i. ___ Exterior lights
- j. ___ Dumpsters/refuse facilities

3. Legal Features

- a. ___ Zoning (subject & surrounding properties)
- b. ___ Property lines w/dimensions
- c. ___ Street right-of-ways lines
- d. ___ Utility or easement lines
- e. ___ Deed book w/page reference

4. Proposed new legal and man-made features:

- a. ___ Number square feet in each lot + total lots
- b. ___ Lot dimensions
- c. ___ Building & signs locations & dimensions Setback & right-of-way lines
- d. ___ Elevations for new buildings & exterior remodeling of existing buildings (heights, widths, & materials)
- i. ___ Material: 60% front façade, 25% side façade – glass, wood, brick, stone, split face block, pre-cast concrete, vinyl siding or architectural concrete
- ii. ___ Colors: neutral or earth tone, except historic district
- iii. ___ Convenience/retail fuel stations: hip, gable, or a-frame roof
- e. ___ Elevations for accessory structures
- i. ___ Fuel pumps & canopies located to rear or side
- ii. ___ Fuel pump canopies: ½ height of roof of primary building or no greater than 15' from the ground
- f. ___ Location/dimensions of recreational areas
- g. ___ Location/dimensions of usable open space areas & public or private designation
- h. ___ Street names (labeled by classification). Show linear feet, street widths & cross sections
- i. ___ Curbs, gutters, cuts, & drainage grates
- j. ___ Storm water management plan
- k. ___ Sidewalks & walkways
- i. ___ Widths & surface materials
- l. ___ Bridges
- m. ___ Outdoor illumination
- n. ___ Underground utility lines
- o. ___ Above ground utility lines
- p. ___ Fire hydrants
- q. ___ Refuse facilities
- r. ___ Vehicle accommodation areas
- s. ___ Proposed plantings or construction of devices to meet screening requirements, name, distance between plants, height, expected mature height & width
- i. ___ Convenience/retail fuel stations, 25' setback from right-of-way w/no less than 15' landscaped area to create screen exceeding 6'

D. Documents & Written Information

1. ___ Applicant legal confirmation
2. ___ Easement certifications
3. ___ Application for driveway approval if required

E. Number of Copies of Plans & Documents

1. ___ Plans: 2 copies 24 x 36
___ 2 copies 11 x 17
2. ___ Documents: 2 copies on 8 ½ x 11