



The following is a list of site plan and preliminary plat requirements from the Engineering Division. This list is intended to give general guidelines only and is not to be considered all-inclusive. Obtain a Summary Utilities Development Statement from the Department of Water Management before submitting the site plan: <https://durhamnc.gov/FormCenter/Water-Management-16/Required-Utilities-Statement-Application-173>.

## 1. Cover Sheet

- a) Provide-sheet index
- b) Add standard notes in the Public Works Conditions of Approval box (see Planning Checklist or Section 12 of [Reference Guide](#))

## 2. Existing Conditions and Demolition Plan Sheet

- a) Show all property boundaries with linear bearings and distances, curve boundary information (table format – curve number, radii, length, delta angle, chord bearing and chord distance) and the building setbacks. State the source of the provided boundary information.
- b) Label existing property lines which are to be removed as “Hereby removed”.
- c) Show all buildings and structures and label current use/facility name and finished floor elevation.
- d) Show all pavement, parking and driveway access points on the property.
- e) Show all walkways/sidewalks/curb ramps both adjacent to the development and opposite any existing roadways or intersections.
- f) Show all adjoining and opposing streets and alleys with names, rights-of-way and pavement widths, state route numbers. Label all roads as “Public” or “Private” and note any unopened rights-of-way. Show and label all existing features and improvements such as driveways, sidewalk, hydrants, light poles, etc.
- g) Show and label (size, material, and inverts) all existing utilities within the right-of-way and the project site:
  - i. Water lines, valves, hydrants (within 500 feet of the site), fire department connections, water services, water meters and vaults, and backflow preventers
  - ii. Sanitary sewer lines, manholes, sanitary sewer services, cleanouts, force mains, and pump stations
  - iii. Storm sewer pipes, catch basins, headwalls, junction boxes, other structures, ditches and swales
- h) Provide abandonment notes for water and sanitary sewer services which are being abandoned.
- i) Show and label all easements, both public and private with location and width. Define all easements by centerline bearings, distances and ties to property corners or page book and deed reference.
- j) Show all topography with a maximum of two-foot contour intervals for the development. Provide notes that indicate references to any permanent benchmarks, accepted datum, and source data. Durham topography maps may be used but it is recommended to obtain field topography.

## 3. Site Plan Sheet

- a) Show all areas to be dedicated or reserved for public or private use and define with property lines or easements.
- b) Show proposed roadways and label pavement and right-of-way widths. Also label as ‘Public’ or ‘Private’.
- c) Provide typical roadway cross-sections for all proposed public and/or private streets/alleys. Include the size of curbing, shoulders, sidewalks, pavement widths and rights-of-way widths.



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- d) Provide new street centerline radius.
- e) Show and label new parking areas and proposed driveways with radii and width.
- f) Label roadways that do not meet City nor NCDOT standards as “Private Access and Common Areas” and provide Townhome Note.
- g) Show and label proposed sidewalks and curb ramps.
- h) Provide water valve, manhole, and temporary turn-around at all phase lines.

#### **4. Grading Plan Sheet**

- a) Provide storm drainage system layout. Do not provide proposed sizes as these will be reviewed during construction drawing review.
- b) Provide preliminary storm drainage easement sizes and locations.
- c) Label all retaining walls with preliminary top of wall and bottom of wall elevations.
- d) Provide overland relief for all stormwater pipe systems, inlets, and culverts such that no building or habitable structure will be flooded or have water impounded against it during the 100-year storm event.

#### **5. Utility Plan Sheet**

- a) Show and label all proposed water and sanitary sewer lines. Do not provide proposed sizes as these will be reviewed during construction drawing review.
- b) Show and label all proposed utility easements and utility easement setbacks per the Reference Guide for Development.
- c) Show and label all proposed valves, manholes, services, sanitary sewer cleanouts, hydrants, meters with sizes, fire department connection, backflow preventers, dumpster drains and grease traps.
- d) Extend sewer to property lines for future service of adjacent parcels.
- e) Provide second waterline feed for projects of 100 units or more.

#### **6. Landscape Plan Sheet**

- a) Show and label all easements and ensure that landscaping is kept outside of the easements and the public rights-of-way.
- b) Show existing and proposed water, sanitary sewer and storm drainage systems to ensure that there are no conflicts with the proposed landscaping.
- c) Trees shall be at least 5 feet from utilities.