



Site Plan/Preliminary Plat Application

City-County Planning Department

Application Guide, Online Payment, and Submittal Portal: <https://durhamnc.gov/5007>

Application Questions: Planning@DurhamNC.gov | 919-560-4137

Planning

SITE PLAN INFORMATION:			
Site Plan Type/Site Plan Amendment: <input type="checkbox"/> Major SP <input type="checkbox"/> Level 4 SP <input type="checkbox"/> Level 3 SP <input type="checkbox"/> Level 2 SP <input type="checkbox"/> Level 1 SP			
Site Plan also acting as: <input type="checkbox"/> Preliminary Plat (<input type="checkbox"/> Cluster/Conservation Subdivision) <input type="checkbox"/> Development Plan			
Prior Site Plan Case # (if amendment):		Development Plan Case #:	
Affordable Housing Units Included? <input type="checkbox"/> Yes <input type="checkbox"/> No		Utilizing Affordable Housing Density Bonus? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, in Compact Neighborhood Development Tier? <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Number of Proposed Units:	
Total Number of Proposed Affordable Units:		Calculation Used for Proposed Density:	
PROJECT INFORMATION:			
REIDs:			
Site Address:		Total Tract Acreage:	
Existing Zoning District(s):		Proposed Zoning District(s)-if applicable:	
Watershed: <input type="checkbox"/> E-A <input type="checkbox"/> E-B <input type="checkbox"/> F/J-A <input type="checkbox"/> F/J-B <input type="checkbox"/> M/LR-A <input type="checkbox"/> M/LR-B <input type="checkbox"/> N/A		Development Tier(s):	
Jurisdiction: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Both		River Basin: <input type="checkbox"/> Neuse <input type="checkbox"/> Cape Fear	Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Overlays: <input type="checkbox"/> MTC <input type="checkbox"/> Local Historic District <input type="checkbox"/> Neighborhood Protection <input type="checkbox"/> Transitional Office <input type="checkbox"/> Airport			
Proposed Project Name:		Proposed Use(s):	
# of <u>EXISTING</u> Lots (including open space lots):		<u>TOTAL</u> # of Lots Proposed (including open space lots):	
<i>NOTE: The new lot fee for Level 4 site plans (tier 6 and above) is calculated by subtracting the # of existing lots from the total # of lots proposed with the development (including open space lots). That number (# of new lots) is then multiplied by the per lot fee. Subtract existing building area from the total building area; round up & divide new sq. ft. by 1,000, then multiply by sq. ft fee.</i>			
Summary of Proposed Project:			<input type="checkbox"/> City Water Connection Proposed <input type="checkbox"/> City Sewer Connection Proposed
Area of Disturbance In <input type="checkbox"/> acres <input type="checkbox"/> sq. ft.	Project Area in <input type="checkbox"/> acres <input type="checkbox"/> sq. ft.	Existing Nonresidential or Multifamily Building Area (include ex. structured parking, service areas, etc.) (sq. ft.)	TOTAL Nonresidential or Multifamily Building Area (include structured parking, service areas, etc.) (sq. ft.)
If Residence, Select Type (check all that apply):		Number of Units per Type:	Affordable Units per Residence Type:
Single-Family <input type="checkbox"/>		Single-Family _____	Single-Family _____
Duplex <input type="checkbox"/>		Duplex _____	Duplex _____
Townhouse <input type="checkbox"/>		Townhouse _____	Townhouse _____
Apartment/Multifamily <input type="checkbox"/>		Apartment/Multifamily _____	Apartment/Multifamily _____
Other <input type="checkbox"/> (Describe) _____		Other _____	Other _____
<input type="checkbox"/> Backflow Prevention Proposed		<input type="checkbox"/> Sprinkler System Proposed	

APPLICATION REQUIREMENTS (INCLUDE LIST NUMBER IN ATTACHMENT NAME WITH SUBMITTAL)

1. Digital Copy of Site Plan (with Architectural Drawings and/or Floor Plans (to verify parking), if applicable)
2. Digital Payment Receipt(s)
3. Stormwater Calculations & Stormwater Impact Analysis (SIA) or Sealed Engineer's Letter stating no impervious surface change (**File may be no larger than 280 MB**) (Level 2-4 and Major Site Plans, and Preliminary Plats)
4. Stormwater Checklist (for appropriate jurisdiction) (Level 2-4 and Major Site Plans, and Preliminary Plats)
5. Utilities Statement Application (<https://durhamnc.gov/FormCenter/Water-Management-16/Required-Utilities-Statement-Application-173>)(Level 2-4 and Major Site Plans, and Preliminary Plats)
6. FIRM panel, USGS, and Soil Survey Maps (Level 2-4 and Major Site Plans, and Preliminary Plats)
7. Floodplain Development Permit (for projects proposing land disturbing activity within the Floodplain)
8. Stream delineations, permits, No Practical Alternative Authorization (NPAA), mitigation, and/or variance application; if Neuse Basin, NC DEQ approval (for proposed intrusions)
9. Traffic Impact Analysis (TIA) or Letter/email Confirming not Required (Level 4, Major Site Plan, or Preliminary Plat)
10. Amendment Determination Documentation (typically an email from staff), if applicable
11. Draft Avigation Easement for new development in the Airport Overlay-A60 or -A65
12. Authorization form(s) for plans with pending Board of Adjustment action, Zoning Review, and/or Annexation
13. Pre-Submittal Meeting Notes and Date (if applicable, per <https://durham.municipal.codes/UDO/3.2.2>)
14. Special Documentation and Applications for any non- Board of Adjustment-issued variances, payments-in-lieu, HOA draft agreements for open space maintenance, draft shared parking agreements, etc.

ACKNOWLEDGEMENTS

I, the undersigned, acknowledge that the application is complete, and that all information included is accurate to the best of my knowledge. Applications are considered accepted only after they have been determined to be complete according to paragraph 3.2.4 of the Unified Development Ordinance, not upon submission.

Role:	Check all that apply: <input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Agent
Name:	
Firm:	
Phone:	
Email:	
Address:	
Digital Signature:	
Date Signed:	

CHECKLIST ITEMS

All sheets of Site Plans must be signed and sealed by a professional and contain the following information, as applicable: Unified Development Ordinance (UDO) Section 3.7.5 - *all items drawn, labeled, and dimensioned*

<p>Cover Sheet</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Project name (shall not duplicate existing project name) <input type="checkbox"/> Date (original submittal and all revisions) <input type="checkbox"/> Vicinity map with north arrow. Locate project in reference to nearby roads and recognizable landmarks <input type="checkbox"/> Overall development map (if part of larger project) with project area clearly identified, match lines for larger scale, multiple sheets <input type="checkbox"/> Site data table: include Real Estate Identification (REID) for all properties, Zoning, Development Tier, Watershed and other Overlay Districts, River Basin, Current Use(s), Proposed Use(s), Current Impervious, Proposed Impervious, Parking Data, Tree Coverage Data, and Building Square Footage(s) and/or residential density and unit data <input type="checkbox"/> Contact information for owner, applicant, and all consultants <input type="checkbox"/> Stamping area (lower right corner – 6" x 6") <input type="checkbox"/> "General Conditions of Approval" box (for standard notes) <input type="checkbox"/> "Public Works Conditions of Approval" box (for standard notes) <input type="checkbox"/> "Special Conditions of Approval" box (notes unique to the site) <input type="checkbox"/> "Revisions to Approved Plans" box for amendments (listing changes from previously approved plan) <input type="checkbox"/> List of Committed Elements (from rezoning development plan), if applicable <input type="checkbox"/> List of Design Guidelines (from rezoning development plan), if applicable <input type="checkbox"/> For Projects with Generators: Indicate fuel type, tank type, tank size, and distance to nearest building <input type="checkbox"/> List the case number and approval date of associated variances and/or special use permits <input type="checkbox"/> List applicable by-right variations (alternative sidewalk location, payment-in-lieu of sidewalk, parking reduction)
<p>Existing Conditions Sheet: <i>as applicable to the area of the proposed development activity (on site and within 100 feet of boundaries)</i></p> <p>**Recent survey recommended**</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Site size, metes and bounds of property boundary, with north arrow, scale (in graphic and list format), and measurable graphic of larger site showing context of area of proposed change <input type="checkbox"/> Property lines and REID(s) of site and adjacent properties <input type="checkbox"/> Development tier, base and overlay zoning districts (of site and adjacent properties) <input type="checkbox"/> Adjacent property owners <input type="checkbox"/> Land use (of site and adjacent properties) and major improvements within 50 feet of property <input type="checkbox"/> Adjacent streets (name and ROW width, SR if NCDOT roads) and features within the right-of-way <input type="checkbox"/> Setbacks/ build-to lines <input type="checkbox"/> Building footprint(s) with square footage and number of stories <input type="checkbox"/> Built improvements (loading areas, parking, driveways, alleys, streets, sidewalks, dumpsters, lighting) <input type="checkbox"/> Septic tanks, drain fields, wells, hydrants, water meters, etc. <input type="checkbox"/> Culverts (other subsurface features) <input type="checkbox"/> Utility or other easements (type, size, and whether public or private) <input type="checkbox"/> Fire hydrants within 500 feet of the site <input type="checkbox"/> Railroads <input type="checkbox"/> Cemeteries <input type="checkbox"/> Open space or common areas (including easements) <input type="checkbox"/> Topographic contours (2-foot intervals within 100 feet of developed area; 5-foot elsewhere) <input type="checkbox"/> Water features (name and location) <input type="checkbox"/> Specimen tree survey (unless waived by Planning Department) <input type="checkbox"/> Required landscape buffers - UDO Article 9 <input type="checkbox"/> Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date) – field located if near proposed development <input type="checkbox"/> Stream buffers, drainage ways, wetlands, and wetland buffers with setbacks - UDO Article 8 <input type="checkbox"/> Vegetation (with general description and location) <input type="checkbox"/> Rock outcrops or other unique site features <input type="checkbox"/> Steep slopes (UDO Article 8) <input type="checkbox"/> Durham Natural Inventory sites <input type="checkbox"/> Conditions from previous approvals <input type="checkbox"/> Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible) <input type="checkbox"/> Tree protection fencing location with details and standard notes – UDO Section 8.3

CHECKLIST ITEMS (CONTINUED)

<p>Proposed Conditions Sheet: <i>Site Plan-all items drawn, labeled, and dimensioned</i></p> <p>(As applicable to the items that are changing from approved plan or existing conditions, or to document previously approved improvements in the vicinity of the proposed change or development activity)</p>	<p><u>All Levels of Site Plan/Preliminary Plat:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Base information to remain (clearly distinguish between existing and proposed conditions) <input type="checkbox"/> Setbacks/build-to lines – UDO Article 7 <input type="checkbox"/> Flood hazard areas (with BFE labeled with correct FIRM panel number and date) (field located) <input type="checkbox"/> Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries. Note: Only reductions in building size are allowed for Level 1 Site Plans and should be documented; any increase in square footage or usable building area (mezzanines, structured parking, accessory buildings, and service areas included) would not be a Level 1 Site Plan <input type="checkbox"/> Distances between buildings, as applicable <input type="checkbox"/> Parking calculations (vehicle, handicapped, and bicycle) – UDO Article 10 Note: If shared parking will be utilized, a draft shared parking agreement must be submitted for review with the first submittal of site plans/preliminary plats and must be recorded before the plan is approved. <input type="checkbox"/> Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size, and pavement type labeled) <input type="checkbox"/> Handicap aisles, spaces, signage, and accessible route to main entrance <input type="checkbox"/> Bicycle parking (with rack details) – UDO Section 10.4 <input type="checkbox"/> Sight distance triangles – UDO Section 12.3 <input type="checkbox"/> Sidewalks, walkways, and trails (or payment in lieu or alternate sidewalk requests) – UDO Section 12.4 <input type="checkbox"/> Loading, storage, and service areas (with required screening) – UDO Sections 10.6, 7.5, and 16.2.3 <input type="checkbox"/> Solid waste handling and recycling facilities (with required screening and details) – UDO Section 7.6 and 16.2.3 <input type="checkbox"/> Fire lanes and access; storage areas with type of material (especially high-piled stock or storage areas) <input type="checkbox"/> Utilities (existing and proposed) (above ground utilities to be screened, with details) <input type="checkbox"/> Tree protection fencing location (reference detail location if on separate sheet) <input type="checkbox"/> Stream buffers, drainage ways, wetlands, and wetland buffers with setbacks - UDO Article 8 <input type="checkbox"/> Open space and greenways (dedicated or reserved) and any proposed improvements within them –UDO Section 7.2 <input type="checkbox"/> Note on plan that open space will be dedicated to the homeowners’ association (or other approved entity per UDO paragraph 7.2.5) Note: A draft of the HOA agreement that includes details on open space maintenance must be submitted for review with the first submittal of residential development site plans/preliminary plats and must be recorded before a final plat is approved. <input type="checkbox"/> Proposed flagpole locations – UDO Section 7.7 <input type="checkbox"/> Proposed generator location <input type="checkbox"/> Other site features unique to proposed use <input type="checkbox"/> Verify conformance with all adopted plans (Durham Walks, Bike/Ped Master Plan, Open Space Plans, etc.) <p><u>Level 2 Site Plan and above/Preliminary Plat/Major Site Plan:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Connectivity ratio analysis, if applicable – UDO paragraph 13.6.2 <input type="checkbox"/> New streets (labeled private or public, with ROW width), if applicable
<p>Proposed Conditions Sheet: <i>Grading Plan</i></p>	<p>(May be shown on site plan sheet for Level 1 Site Plans, as applicable, and if distinguishable from other changes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Limits of land disturbance <input type="checkbox"/> Grading (contours at 2-foot intervals within 100 feet of developed area; 5-foot elsewhere) <input type="checkbox"/> Structural improvements with finished floor elevations <input type="checkbox"/> Stream buffers (label type) with setbacks <input type="checkbox"/> Impervious surfaces (label and provide calculations) <input type="checkbox"/> Vegetation types and locations <input type="checkbox"/> Retaining walls labeled with top and bottom of wall, with details – UDO Section 9.9 <input type="checkbox"/> Stormwater ponds, bioretention facilities, etc. <input type="checkbox"/> Preliminary storm drainage features and easements <input type="checkbox"/> Tree protection fencing location (reference detail location if on separate sheet) <input type="checkbox"/> Land disturbance tree survey results <input type="checkbox"/> Root protection zones

CHECKLIST ITEMS (CONTINUED)

Proposed Conditions Sheet: <u>Utility Plan</u>	(May be shown on site plan sheet for Level 1 Site Plans, as applicable, and if distinguishable from other changes; any utilities in the vicinity of the changes must be shown and may require review by other departments as a different level site plan) <input type="checkbox"/> All utilities (shown underground) <input type="checkbox"/> Above-ground utilities and equipment (screened and with details) – UDO Section 7.6 <input type="checkbox"/> Tree protection fencing location (reference detail location if on separate sheet)
Proposed Conditions Sheet: <u>Lighting Plan</u> (UDO Section 7.4)	(May be shown on site plan sheet for Level 1 Site Plans, as applicable, and if distinguishable from other changes) <input type="checkbox"/> Pole mounted fixture locations and details (with height labeled) <input type="checkbox"/> Building mounted fixture locations <input type="checkbox"/> Standard notes
Proposed Conditions Sheet: <u>Landscape Plan</u> (UDO Section 8.3 and Article 9)	<input type="checkbox"/> Tree coverage calculations and areas, with samples, if applicable to the changes proposed <input type="checkbox"/> Existing vegetation to remain (with root protection zones shown) <input type="checkbox"/> Tree protection fencing location (reference detail location if on separate sheet) <input type="checkbox"/> Proposed landscaping (meeting minimum size and species mixing requirements) <input type="checkbox"/> Plant list (keyed to plan and showing what requirement each plant will fulfill) <input type="checkbox"/> Landscape buffers (labeled with slope, required opacity, width, and required plantings) <input type="checkbox"/> Stream buffers (with 10-foot no-build setbacks) <input type="checkbox"/> Samples of existing vegetation in required buffers (with root protection zones) <input type="checkbox"/> Street trees (with calculations) <input type="checkbox"/> Yard trees, if applicable – UDO paragraphs 6.8.2 and 7.1.2C <input type="checkbox"/> Screening (with height, details, cross-sections, etc.) <input type="checkbox"/> Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts <input type="checkbox"/> Planting details (for trees, shrubs, and groundcover) <input type="checkbox"/> Fences, walls, and/or berms (with height and details)

CHECKLIST ITEMS (CONTINUED)

<p>Proposed Conditions: <u>Architectural Drawings</u></p>	<p>Architectural Drawing Content – All Projects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with Applicable Standards: Please refer to the specific standards that may apply to your project. Applicants are required to show how their project is in compliance with the applicable standards as follows <ul style="list-style-type: none"> <input type="checkbox"/> Unified Development Ordinance paragraph 7.3.1 Compliance: Applies to all non-industrial facilities with exterior elevations greater than 100 feet in total length or diameter and visible from a public right-of-way or adjacent residential property <input type="checkbox"/> Development Plan Compliance: Applies to properties which have, as part of their zoning, an approved Development Plan with either text or graphic design guidelines or commitments <input type="checkbox"/> Design District Compliance: Applies to properties located in a Design District, where specific architectural standards apply <input type="checkbox"/> Neighborhood Protection Overlay: applies to properties designated with a Neighborhood Protection Overlay with their zoning, such as Tuscaloosa-Lakewood, and where specific standards apply as a part of that overlay <input type="checkbox"/> Drawings must be to scale and have a graphic scale (1 inch to 32 feet or larger) <input type="checkbox"/> Building elevations (to show compliance with development plan design guidelines, to demonstrate compliance with UDO paragraph 7.3.1, or to show compliance with a Design District Zoning), with total building height and finish floor elevations labeled <input type="checkbox"/> Parking structure floor plan layout <input type="checkbox"/> Floor plans for places of worship (showing square footage of assembly areas), schools (showing square footage of administrative spaces and number of classrooms) or daycares (showing square footage of indoor play areas) <input type="checkbox"/> Ground Level Floor Plan or Building Footprint, with building dimensions labeled (for additions or new construction only) <input type="checkbox"/> All building materials must be labeled <p>Additional Drawing Content – Design District Projects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Label Frontage Types for each building façade <input type="checkbox"/> Dimensions and calculation for podium height, including width of streetscape (from building face to building face) <input type="checkbox"/> Dimensions and calculations for corner tower elements <input type="checkbox"/> Dimensions and calculations for upper-story step-backs <input type="checkbox"/> Additional height amenities listed and labeled, if used <input type="checkbox"/> Glazing calculations
<p>Other Forms or Requests:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Street trees within the right-of-way (if not a new street or extension of an existing street) – UDO paragraph 9.6.2 <input type="checkbox"/> Hazardous materials, diesel/gas fueled generator associated application section (see above) <input type="checkbox"/> Spill prevention counter measures plan – UDO Sections 5.3 and 8.7 <input type="checkbox"/> Affordable Housing Density Bonus Calculations (<i>see page 1 of application</i>) – UDO Section 6.6
<p>Additional Requirements for Preliminary Plats and Conservation Subdivisions</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Mass grading buffers (not the same as a mass grading-only site plan) – UDO Section 9.5 <input type="checkbox"/> Detail of proposed lot layout (showing setbacks/build-to) – UDO Section 13.5 <input type="checkbox"/> Proposed lot sizes <input type="checkbox"/> Maximum area of impervious surface (per lot) <input type="checkbox"/> Location and amount of all proposed open space areas, including usable open space, if required – UDO Section 7.2 <input type="checkbox"/> Conservation subdivision -- submit a site analysis map showing primary and secondary conservation areas prior to pre-submittal conference and as part of existing conditions sheet – UDO paragraph 6.2.4 <input type="checkbox"/> A pre-submittal conference and neighborhood meeting are required prior to submittal of conservation subdivisions (and record of the meetings to be submitted as part of application) - UDO Section 3.2