

- A. **Purpose.** Site plan review is intended to ensure that the layout and general design of proposed development is compatible with surrounding uses and complies with all applicable standards in this ordinance and all other applicable city regulations. The purpose for this section is to establish the procedure and standards for review and approval of four types of plans: Plot Plans, Type I Site Plans, Type II Site Plans, and Type III Site Plans.
- B. **Applicability:** All development, unless exempted in accordance with 5. Exemptions, shall be required to have a plot plan or site plan approved in accordance with this section before issuance of a Building Permit.
1. Type 1 Staff Approved (Administrative): Development of a parcel that involves any one of the following shall be reviewed in accordance with procedures established for Type I Site Plans:
 - a. New building construction of 24,999 square feet in gross floor area or less;
 - b. Expansion of an existing building's gross floor area by less than 10,000 square feet; or
 - c. Expansion of existing parking area, impervious surface, by less than 10,000 square feet.
 - d. In cases where a site plan proposed for expansion of an existing building or other site feature by 50 percent or more on a lot abutting a low-density residential district, the site plan shall be reviewed as a Type II site plan.
 2. Type 2 City Manager Approved (Management): Development of a parcel that involves any one of the following shall be reviewed in accordance with procedures established for Type II Site Plans:
 - a. New building construction of at least 25,000;
 - b. Expansion of an existing building's gross floor area by at least 10,000 square feet; or
 - c. Expansion of existing parking area, impervious surface, by at least 10,000 square feet.
 3. Type 3 City Council Approved: involves the new construction or placement of a building or structure that requires a conditional/special use permit and/or was part of a conditional/special use permit.
 4. Development Associated with a Conditional Use Permit, Conditional Rezoning, or Special Use Permit: New construction, expansion, or changes in impervious surface, disturbed land area or other use area, to a development subject to a Conditional Use Permit, Conditional Rezoning, or Special Use

Permit shall be considered an amendment to a Conditional Use Permit, Conditional Rezoning, or Special Use Permit (as appropriate).

5. Exemptions: The following development shall be exempted from the requirements of this section:
 - a) Internal construction that does not increase building height, increase the density or intensity of use, or increase parking requirements. However, if non-conforming site features have to be corrected (refer to Nonconformities), a plot plan meeting the requirements listed in Part 7 is required; and
 - b) Remodeling, or renovation of single-family detached dwellings. However, if the dwelling is non-conforming then a site plan may be required;
6. The following development shall be exempt from the requirements of Type I, II, and III Site Plans; however, they shall meet the requirements of Part C. Plot Plans:
 1. Expansion of single-family detached dwellings; and
 2. Detached accessory structures associated with a single family detached residential use that involve construction of less than 1,000 square feet of floor area;
 3. Detached accessory structures associated with anything other than a single family detached residential use that involve construction of less than 2,500 square feet of floor area; and
 4. Proposed construction of Utilities (minor) less than 1,000 square feet of floor area.
7. Plot Plans: Plot plans shall be submitted for review along with the typical building permit application, when required. When a building permit is not required, a copy of the plan should be submitted directly to the Planning Division for review and approval.

Plot plans shall be prepared in a manner so that staff can ensure all applicable City standards are met. In most instances plans will have to be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina. This requirement will be determined by the Development Services Director. If a recent (within 3 years) survey, plot plan or site plan is available for the site and the applicant can certify that the information is true and correct, this plan may be used with the changes highlighted.

The following shall be shown/labeled on the plot plan:

- A. Scaled drawing using an engineer scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', or 1"=60');
- B. Project address;
- C. Sidewalks, walkways – label as either existing or proposed. If proposed, note that it shall be constructed in accordance with the Manual of Specifications, Standards and Design (MSSD), where applicable;
- D. Driveway(s) – label existing or proposed. If proposed, note that it shall be constructed in accordance with the Manual of Specifications, Standards and Design (MSSD), where applicable;
- E. Street name and if it is public or private;
- F. Property lines;
- G. Structures (including accessory) – label as either existing or proposed. Show their location, number of stories, dimensions and building height;
- H. Easements – Identify their location, widths, their purpose and if they are public or private;
- I. Include a site data block with the following information:
 - Zoning:
 - Maximum lot coverage allowed per zoning district: ____%
 - Lot coverage existing: _____ sq. ft.
 - Lot coverage proposed: _____ sq. ft.
 - Lot coverage existing & proposed: _____ sq. ft.
 - Percentage of lot coverage existing and proposed: ____%
- J. Label the front, side and rear minimum building (MBL) lines. If restrictive covenants require larger setbacks and you want to identify that line also, note them “per restrictive covenants”;
- K. If utilities are being proposed, identify the connections to existing water and sewer systems. If the site is served by a septic system, show any/all existing or proposed tanks, pipes and drain fields and repair areas. Although not required, it is recommended that the

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location of any/all existing utilities be identified even when no adjustments or new lines are proposed;

- L. If a pool is being proposed, identify the required fencing and add a statement that the pool and associated requirements for draining, covering and/or fence latching requirements will be completed in accordance with any/all local, state or federal laws; and
 - M. Any other information needed to ensure compliance/adequately review the proposal (example: information to determine landscaping, parking, signage, bufferyard or any other requirements (when applicable).
 - N. If a plot plan approval is denied, the reasons for this action shall be communicated to the applicant in writing. A revised plan may then be submitted in the manner of a new application or the applicant may follow the appeals process found in Section 124. Board of Adjustment.
8. Pre-Submittal Conference (optional): To minimize development planning costs, avoid misunderstanding or misinterpretation, and ensure compliance with the requirements of this ordinance, pre-submittal conferences between the applicant and the Technical Review staff is encouraged. Contact the Planning Division for additional information and scheduling.
9. Site Plan Submission: Plans and applications shall be submitted for review along with a reasonable fee as set in the fee schedule adopted by City Council. The number of plans, applications and submittal deadlines shall be determined by Planning and Development Services Department. Written copies of easements, covenants, agreements, deed restrictions, and any other documents which affect the property, either recorded or proposed for recordation may also be required.

Plans shall be submitted on bond, blueprint paper, vellum, or mylar having an outside boundary of 8 1/2" x 14", 11" x 17", 18" x 24", or 24" x 36," shall include a north arrow, shall be at a scale not smaller than 1"=100', and shall include the following, unless otherwise noted:

- A. Vicinity Map indicating the location of the site and showing: the site and its relationship to at least two public streets nearest to the property, a north arrow, and the vicinity map scale;
- B. Title block that contains the following information: development plan name; name, mailing address, and telephone number of site developer, property

owner, and map preparer; a signed seal of the map preparer; date survey was made; any/all revision dates; and a graphic scale bar;

C. Legend identifying all symbols used on the map;

D. Site Data Block of Features (all applicable information is to be included in one block):

- existing use(s);
- proposed use(s);
- square footage of existing building(s);
- square footage of proposed building(s);
- total square footage (existing);
- total square footage (proposed);
- site zoning;
- total acreage;
- acreage of land to be disturbed/exposed;
- acreage in active recreation space;
- acreage in open space;
- note stating whether dedicated land will be public or private, when required;
- number of lots existing;
- number of lots proposed;
- minimum lot size;
- average lot size;
- number of units (dwelling, commercial);
- ownership status (rental, condominiums, etc.);
- density;
- number of parking spaces required;
- number of parking spaces existing;
- number of compact car parking spaces allowed;
- number of compact car parking spaces proposed;
- total number of parking spaces provided;
- calculation of existing vehicular accommodation area;
- calculation of proposed vehicular accommodation area;
- calculation of existing and proposed vehicular accommodation area;
- calculation of all impervious surfaces:
- impervious surface ratio;
- calculation of required landscaping area;
- calculation of required internal landscaped area;
- calculation of provided internal landscaped area;
- calculation of provided external landscaped area;
- calculation of required trees;

- calculation of provided trees;
 - calculation of required shrubs;
 - calculation of provided shrubs;
 - map book and page numbers;
 - deed book and page number in which the lot is recorded in the Onslow County Register of Deeds;
 - the tax map and parcel number (to include the parcel identifier number, when available) from the Onslow County Tax Office; and
 - Any additional information as required.
- E. Existing Features Map* (scaled drawing using an engineer scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60' or 1" = 100') Plan View:

The following must be shown on all existing features maps, unless the information is deemed not necessary for the development proposal:

1. North arrow;
2. Property boundaries, with metes and bounds labeled, control corner noted, survey tied to NCGS or USGS marker, intersection of adjoining property lines;
3. topography (minimum 2' contour intervals) and spot grades, where appropriate; wooded areas; water impoundments; water courses; other natural features; and floodway, floodplain, and AEC (Area of Environmental Concern), boundaries or a statement that the lot is not affected by a floodway, floodplain, or AEC;
4. all buildings, buffers, easements, drainage facilities (topography, stormwater, manholes), utilities above and below ground, 2 nearest manholes to site with invert elevations and pipe sizes, valve boxes with depth to operating nut, and all other man-made features within 50 feet from the site;
5. all dimensions of streets, roads, rights-of-way, pavement widths, driveways, curb cuts, and sidewalks on both sides of the street, within 125 feet from the site boundaries, and the distance to the closest street intersection from the site;
6. data block with the following information: existing use of the property, number of units, percentage of site devoted to open space (vegetated areas); and the zoning of the property;

7. structures and buildings on the site showing all setbacks from the site property lines, the square footage, dimensions, and building height; and
8. ownership and use of adjacent properties, indicating any traffic patterns and shared driveways.

* Not required for single family dwellings and duplexes.

- F. **Type 1 Staff Approved (Administrative) plans** shall be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina. If a recent (within 3 years) survey and site plan is available for the site and the applicant can certify that the information is true and correct, this plan may be used with the changes highlighted.

Proposed Features (scaled drawing using an engineer scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60' or 1" = 100') Plan View:

The following must be shown on all Type 1 site plans, unless the information is deemed not necessary for the development proposal:

1. Project address;
2. North arrow;
3. streets, rights-of-way (location, widths, radii, public/private, street names);
4. Property lines;
5. Include a site data block with the following information:
 - Zoning:
 - Maximum lot coverage allowed per zoning district: ____%
 - Lot coverage existing: _____ sq. ft.
 - Lot coverage proposed: _____ sq. ft.
 - Lot coverage existing & proposed: _____ sq. ft.
 - Percentage of lot coverage existing and proposed: ____%
6. Label the front, side and rear minimum building (MBL) lines. If restrictive covenants require larger setbacks and you want to identify that line also, note them "per restrictive covenants";
7. Sidewalks, walkways (location, widths), label as either existing or proposed. If proposed, note that it shall be constructed in accordance with the manual of specifications, standards and design (MSSD), where applicable;

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8. Driveway(s) (location), label existing or proposed. If proposed, note that it shall be constructed in accordance with the manual of specifications, standards and design (MSSD), where applicable;
9. Structures (including accessory) showing location, label as either existing or proposed, number of stories dimensions and setbacks;
10. Easements (location, width, purpose, public/private);
11. Utility layouts (connections to existing water and sewer systems). If the site is served by a septic system, show any/all existing or proposed tanks, pipes and drain fields and repair areas); and
12. Swimming pool (if a pool is proposed, include the information required under Plot Plans)

The following must be shown on all Type 1 site plans except for a proposed single family dwelling or duplex:

13. Driveways (widths, type surfacing, radii);
14. Structures (including accessory) access points, square footage, finish floor elevations, and construction materials;
15. All other sidewalks, walkways (location, widths);
16. Utility layouts (pipe profiles and service laterals, if critical);
17. Storm drainage facilities (including swales, culverts, curb inlets, pipes curb & gutter, retention/detention facilities and the sizes and locations of each facility), stormwater calculations (method);
18. Traffic flow patterns and stop conditions;
19. Parking layout (location, dimensions of typical space and aisles, delineation of all spaces, type surfacing, curbing, setbacks);
20. Refuse collection areas (location, type surfacing, screening, setbacks, and the pad detail);
21. Handicapped parking (location/delineation, dimensions), ramp(s) (location, dimensions, slope), building access;
22. Truck loading/unloading area (location, dimensions, type surfacing);

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23. Fire lanes (location, dimensions, type surfacing);
24. Distances between buildings;
25. Locations of exterior lighting, fencing, privacy walls, freestanding signs, and exterior walls (including proposed materials for each);
26. Proposed topography (minimum 2' contour intervals or spot grades, where appropriate);
27. Natural features to be left undisturbed (including trees, ponds, wetlands with their location and size);
28. Proposed buffering (location, size at installation, quantity and species of all trees, shrubs, ground cover, and other related materials), when required;
29. Open space and/or recreation areas (locations, acreage, approximate dimensions, facilities, public/private status), when required;
30. Corner markers, and other reference points (concrete monuments, stakes, etc.);
31. Proposed landscaped areas (location, dimensions, quantity and species of all trees, shrubs, ground cover, and other related materials), when required
32. Any other information needed to adequately review proposal

- G. **Type 2 City Manager Approved (Management) and Type 3 City Council Approved plans** shall be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina, as required by State law. If a recent (within 3 years) survey and site plan is available for the site and the applicant can certify that the information is true and correct, this plan may be used with the changes highlighted.

Proposed Features (scale no smaller than 1"=100;) Plan View:

The following must be shown on all Type II and III site plans, unless the information is deemed not necessary for the development proposal:

1. North Arrow;
2. streets, rights-of-way (location, widths, radii, public/private, street names);

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3. sidewalks, walkways (location, widths);
4. driveways (location, widths, type surfacing, radii);
5. structures (including accessory) showing location, access points, number of stories, square footage, finish floor elevations, construction materials, and setbacks;
6. easements (location, width, purpose, public/private);
7. utility layouts (1. connections to existing water and sewer systems; and 2. pipe profiles and service laterals, if critical);
8. storm drainage facilities (including swales, culverts, curb inlets, pipes, curb & gutter, retention/detention facilities and the sizes and locations of each facility), stormwater calculations (method);
9. traffic flow patterns and stop conditions;
10. parking layout (location, dimensions of typical space and aisles, delineation of all spaces, type surfacing, curbing, setbacks);
11. refuse collection areas (location, type surfacing, screening, setbacks, and the pad detail);
12. handicapped parking (location/delineation, dimensions), ramp(s) (location, dimensions, slope), building access;
13. truck loading/unloading area (location, dimensions, type surfacing);
14. fire lanes (location, dimensions, type surfacing);
15. distances between buildings;
16. locations of exterior lighting, fencing, privacy walls, freestanding signs, and exterior walls (including proposed materials for each);
17. proposed topography (minimum 2' contour intervals or spot grades, where appropriate);
18. natural features to be left undisturbed (including trees, ponds, wetlands with their location and size);

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19. proposed buffering (location, size at installation, quantity and species of all trees, shrubs, ground cover, and other related materials), when required;
20. open space and/or recreation areas (locations, acreage, approximate dimensions, facilities, public/private status), when required;
21. corner markers, and other reference points (concrete monuments, stakes, etc.);
22. proposed landscaped areas (location, dimensions, quantity and species of all trees, shrubs, ground cover, and other related materials), when required; and
23. any other information needed to adequately review proposal.

H. **Design Standards.** The following design standards must be adhered to before site plan approval can be granted:

1. the proposed use/structure complies with all zoning district requirements (i.e. driveway locations, parking requirements, signage, area regulations, etc.);
2. that all drainage and utility easements, rights-of-way, and facilities be dedicated and recorded at the Onslow County Register of Deeds as required by the City Public Services Department;
3. the water and sewer system to be utilized by the site and all improvements relating to the connection to the system meet all requirements of the Public Services Department and the Manual of Specifications, Standards and Design (MSSD);
4. the fire flow demand not exceed available water supply and that fire hydrant locations conform with ISO standards;
5. the proposed site has been legally subdivided or its creation predate its inclusion in the City of Jacksonville planning jurisdiction;
6. public sidewalks will be constructed, as per City standards per the Manual of Specifications, Standards and Design (MSSD) and in accordance with the City's adopted Bicycle and Pedestrian Plan;
7. the drainage system to be utilized by the site and all improvements relating to the connection to the system meet all requirements of the Public Services Department and the Manual of Specifications, Standards and Design (MSSD);

8. the proposed improvements conform to "The Flood Damage Prevention Ordinance" and "The Soil and Sedimentation Control Ordinance" as adopted and administered by the City of Jacksonville and/or State of North Carolina;
9. that all elements of the development plan meet the applicable standard for design and construction as specified in the Manual of Specifications, Standards and Design (MSSD), latest revisions;
10. that traffic patterns be designed such that accessibility for solid waste removal, emergency vehicle access, and traffic generated by the site can be accommodated in a safe and orderly manner and that separated access is provided when more than 80 dwelling units or more than 20,000 square feet of office/commercial space are being served unless otherwise approved by City Council; and
11. the storage of any hazardous materials conforms to applicable local, state, and federal standards and that a listing of hazardous materials be submitted to the fire marshal.

I. Type 1 (Administrative) Plan Review Procedure - approved by staff.

1. Within 8 working days of the submittal date, the necessary Technical Review Committee members shall review the plans and make a determination to approve or disapprove plans based on City codes, ordinances and adopted plans.
2. If it is determined that more information is needed or that a significant number of changes must be made before the plan can be approved, the applicant shall make the necessary changes; and re-submit the plans. All re-submissions shall contain a list of the changes made. A new 8-day review period may begin on the date of the re-submission.
3. Once approval becomes final, the Planning Division shall create certified copies of the approved plan. Approved copies will be given to the applicant or their agent and to the Development Services Director to be retained in the permanent files of the City.
4. If plan approval is denied, the reasons for this action shall be communicated to the applicant in writing. A revised plan may then be submitted in the manner of a new application or the applicant may follow the appeals process found in Section 124 Board of Adjustment.
5. Building permits may be issued once the plan is approved.

J. Type 2 (Management) Plan Review Procedure - approved by City Manager.

1. Within 15 working days of the submittal date, the Technical Review Committee (TRC) shall review the plans and make a determination to approve or disapprove plans based on Design Standards and any/all applicable codes and ordinances.
2. Staff approved plans shall be immediately reported to the City Manager and then to the City Council via the weekly Management Report. Approval shall become final unless further review is requested by a councilperson within five working days from date submitted to Council.
3. If it is determined that more information is needed or that a significant number of changes must be made before the plan can be approved, the applicant may withdraw the plans; make the necessary changes; and re-submit the plans. All re-submissions shall contain a list of the changes made. A new 15-day review period may begin on the date of the re-submission.
4. Once approval becomes final, the Planning Division shall create certified copies of the approved plan. Approved copies will be given to the applicant or their agent and to the Director of Planning and Development Services to be retained in the permanent files of the City.
5. If plan approval is denied, the reasons for this action shall be communicated to the applicant in writing. A revised plan may then be submitted in the manner of a new application or the applicant may follow the appeals process found in Section 124 Board of Adjustment.
6. Building permits may be issued once the plan is approved.

K. Type 3 Review Procedure for sites to be approved by City Council.

1. Within 15 working days of the submittal date, the Technical Review Committee (TRC) shall review the plans and make a determination to approve or disapprove plans based on Design Standards and any/all applicable codes and ordinances.
2. If it is determined that more information is needed or that a significant number of changes must be made before the plan can be approved, the applicant may withdraw the plans; make the necessary changes; and re-submit the plans. All re-submissions shall contain a list of the changes made. A new 15-day review period may begin on the date of the re-submission.

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3. The plan shall be forwarded and reviewed by the Planning Board. The Planning Board will provide comments and recommendations to the City Council for consideration. The City Manager shall schedule the application for Council consideration after Planning Board review.
4. The plan shall be reviewed by City Council and shall be approved if all design standards have been met.
5. In approving the development, the City Council may specify such conditions as it may deem necessary to execute the intent of the ordinance and assure maintenance of the conditions. Any such conditions shall be entered in the City Council minutes. Such conditions shall run with the land, and remain binding upon the original applicants and their heirs, successors, and assigns.
6. If the plan is approved, this fact shall be entered in the City Council minutes and appropriately certified copies of the approved site plan shall be delivered to the applicant and Development Services Director to be retained in the permanent files of the City.
7. If plan approval is denied, the reasons for this action shall be entered in the City Council's minutes and communicated to the applicant. A revised plan may then be submitted in the manner of a new application.
8. If plan approval is denied, the reasons for this action shall be communicated to the applicant in writing. A revised plan may then be submitted in the manner of a new application or the applicant may follow the appeals process found in Section 124. Board of Adjustment.

L. Compliance:

1. In the event of failure to comply with an approved site plan or condition related thereto, the plan shall immediately become void and of no effect, no further permits for construction or compliance shall be issued and existing permits may be suspended or revoked by the Development Services Director .
2. Expiration:
 - A. Site Plan approval shall automatically expire after two years of its approval if:
 1. No Building Permit associated with the development is approved;
 2. A Building Permit for at least some portion of the

development is approved, but expires prior to construction;

3. A Building Permit for at least some portion of the development is approved and construction is completed, but good and substantial progress on the undeveloped portion of the lot or site subject to Site Plan approval ceases for a period of one year or more.

B. Upon written request submitted at least 30 days before expiration, and upon determining that any un-constructed portions of the site plan continue to conform to applicable regulations, the Development Services Director may grant a one-year extension of the time period, and the City Council may grant subsequent one-year extensions of the time period.

C. A change in ownership of the land shall not affect expiration time periods.

3. **Minor revisions of approved plans:**

A. Type 1 Plan: The Development Services Director, after consultation with appropriate city staff, may approve applicant requests for minor revisions to approved site plans. Minor revisions shall be limited to changes that the Development Services Director determines would not:

1. Increase the density of residential development or gross square footage of nonresidential development;
2. Increase or decrease the number of building stories;
3. Materially alter the drainage, streets, or other engineering design;
4. Adversely impact stormwater quality or stormwater quantity management;
5. Substantially affect the terms of the original approval; or
6. Result in significant adverse impacts on the surrounding properties or the city at large.

B. Type 2 and 3 Plans: The City Manager, after consultation with appropriate city staff, may approve applicant requests for minor revisions to approved site plans. Minor revisions shall be limited to changes that the City Manager determines would not:

1. Increase the density of residential development or gross square footage of nonresidential development;
2. Increase or decrease the number of building stories;
3. Materially alter the drainage, streets, or other engineering design;

4. Adversely impact stormwater quality or stormwater quantity management;
5. Substantially affect the terms of the original approval; or
6. Result in significant adverse impacts on the surrounding properties or the city at large.

4. **Amendments**

A site plan may be amended, extended, or revised only in accordance with the procedures and standards established for its original approval.

M. **Appeals.**

An applicant may appeal any decision in accordance with Section 124 Board of Adjustment.