



Town of Clayton  
Planning Department  
111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
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## PLAN REQUIREMENTS

*Pursuant to Article 7, Section 155.706 of the Unified Development Code, applications requesting a public hearing or administrative approval process shall submit a plan set to the Planning Department. These plans may include Master Plan, Site Plan, Regulating Plan, Architectural Elevations, Landscape Plan, Photometric/Lighting Plan, Engineering Plans, and Survey. The plan requirements shall be based on the type of development application or approval process.*

### PLAN FORMAT

*These standards are established to provide information pertaining to the graphic and format presentation of plans. The following is required for all types of plans, except where otherwise noted:*

- All plans and architectural elevations shall be limited to 24" x 36" in size, and folded to an 8.5" x 11" format.
- Plans are to be drawn at the same engineering scale of 1" = 20'; 30'; 40'; 50'; 60' (architectural elevations and details are exempt from this requirement) with north oriented in the same direction.
- Plans may be drawn at an engineering scale of 1" = 100', if approved by the Planning Department or the Technical Review Committee (TRC).
- Architectural plans and elevations shall be drawn at an architectural scale of 1" = 3/32', 3/16', 1/8', 1/4', or 3/8'.
- All drawings, except elevations, isometric drawings, and renderings, shall be in two dimensional plan views.
- All text shall be clear and legible.
- Line weight hierarchy on all plans shall be consistent with common drafting standards.
- Multiple sheets shall be consecutively numbered (e.g. Sheet 1 of 4).
- All numerical references shall be rounded up to a maximum of two decimal points.

### PLAN ELEMENTS AND GRAPHIC DATA

*The following items include general and project information. This information is required to be present on all plans, except where otherwise noted:*

- Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable)
- Project/Application Name
- Type of Plan
- Signature and Professional Seal (landscape plans, architectural elevations, engineering plans, surveys)
- Revision Date
- Sheet Number
- Location Map (site plan only)
- Site Data
- North Arrow
- Graphic Scale (engineering or architectural graphic and written scale)

*The following elements are specific to each property and application request, and shall be shown graphically on the specific plan types listed below. These graphics shall be supported by text, labeling, and dimensional information (width, length, and depth).*

## SURVEY

### Provided

Yes No N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A signed and sealed boundary survey ( <b>not more than a year old unless otherwise approved by the Planning Department</b> ) with the azimuth or courses and distances of every property line shown. Distances shall be in feet or meters and decimals thereof. The number of decimal places shall be appropriate to the class of survey required. The survey must include any and all easements of record (referenced by Deed Book and Page) and must be prepared by a surveyor registered in the State of North Carolina. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The existing topographical conditions of the property with a two foot contour interval.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100 feet of project boundary.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The existing structures located on the subject property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The existing structures within 100 feet of project boundary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100 feet of project site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The existing trees identified by caliper and species (if required by the Planning Department).  |

## SITE PLAN

### Provided

Yes No N/A

*The items listed below are required to be delineated (in a tabular format) on the site plan:*

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of project (AKA names if applicable)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parcel identification number (Tag number)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property size (acres and square feet)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property location (Town limits or ETJ);                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing/proposed zoning district;                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overlay (if applicable)                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing use   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed use   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Number of seats/students/fueling positions (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing density (housing types and number of units)       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed density (housing types and number of units)       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing intensity (gross floor area)                      |

## SITE PLAN CONTINUED:

### Provided

**Yes   No   N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed intensity (gross floor area)                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor area ratio  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building coverage (as percentage of total site)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pervious surface area (square feet and as percentage of total site)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Impervious surface area (square feet and as percentage of total site) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building height (number of stories and in feet)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required/proposed parking   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required/proposed accessible parking                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required loading space(s)   |

### *Other site plan elements:*

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify adjacent property owners, their parcel ID number, current zoning and present use.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the affected area for minor amendments to previously approved projects.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the location of lots, buildings and structures with finished floor elevations and applicable setbacks.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide boundaries of Resource Conservation Areas (UDC Section 155.500).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide an off-street parking and loading layout (with details, dimensions and access location). Accessible parking requirements are listed in NCSBC Volume 1C, 1999 edition. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide queuing details for drive-up/drive-thru facilities (if applicable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide the locations and dimensions of existing and proposed sidewalks.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide the location and details of refuse collection areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide the location, size and orientation of signs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the location and nature of all recreational facilities and common areas (if applicable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify alternative modes of transportation including school stops, pedestrian connections, bicycle paths and associated racks.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed phasing (phasing lines) of construction (if applicable)   |

## CONCEPTUAL ENGINEERING PLANS

***Note: Conceptual engineering plans are deemed preliminary in nature. Review and approval of public infrastructure construction plans is a separate process performed by Public Works Engineering Division.***

### Provided

**Yes   No   N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed streets and roadways (public and private) with dimensions and cross sections.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the curve radii for all internal and external vehicular use areas.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify access to the project.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed traffic control signs and striping.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the proposed water distribution system (including size) with location of fire hydrants and point of connection.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the proposed sanitary sewer collection system (including size) and point of connection. If a municipal sewer connection is not available, please provide documentation from Johnston County Department of Environmental health that the location of septic tank and drain field is acceptable. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide preliminary wastewater allocation calculation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify soil erosion control measures including impoundment structures.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indicate method of slope stabilization measures for all slopes steeper than 2.5:1.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.                  |

### ***Fire Rescue (information to be shown on conceptual engineering plans)***

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify fire hydrant distribution (distance of hose lay).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the sprinkler connection locations and size (if applicable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify fire lane designations and circulation around buildings (stripe fire lanes and show minimum stabilized access around all structures)         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the emergency evacuation route (access in and out of the property).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify fire apparatus turning radius.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verify the location of fire hydrants is not interfering with required landscaping (must be 24" clearance of landscaping from bottom of steam fitting) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the Lock Box/Knox Box locations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify placard locations for hazardous materials (if applicable).   |

## LANDSCAPE PLAN

**Provided**

**Yes No N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a landscape plan identifying the location of all proposed landscaping (must be prepared by a landscape architect registered in North Carolina).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indicate the location, width and type of all required buffers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indicate the location, width and type of landscaping within vehicular use areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indicate the location, width and type of landscaping used to screen drive-thru areas, service areas, loading areas, mechanical equipment and above ground utilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a plant list summary table which includes:<br>1. A planting key identifying the various planting elements<br>2. The quantity of each type of plant material proposed<br>3. The size, height, caliper and spacing of plant material proposed<br>4. The Botanical and common names of plant material proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verify/identify clear sight distances at project ingress/egress points.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide an irrigation note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor."   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a landscape maintenance note which states: "All landscaped areas shall be maintained in an attractive and healthy condition. Dead or diseased plantings shall be removed and replaced in a timely fashion"  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify and list any existing plant material which will be used to satisfy landscape requirements.   |

## LIGHTING PLAN

**Provided**

**Yes No N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a lighting/photometric plan which identifies light fixture locations, height and foot candle dispersion. Foot candle dispersion shall be shown throughout the site and to the property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the light source and provide a detail of the fixture.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the proposed height of fixtures.   |

## ARCHITECTURAL ELEVATIONS AND FLOORPLAN

### Provided

Yes No N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per North Carolina Building Code prepared by a professional architect registered in North Carolina. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indicate the height and number of stories for each structure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indicate the location and screening method for all roof mounted structures or equipment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide color chips arranged on 8 1/2" x 11" sheet(s) of paper for all proposed materials.   |