



TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

MAJOR SUBDIVISION PLAN APPLICATION COVER SHEET

Name of Project: _____ Date: _____

Applicant Name: _____

The following checklist to be completed by applicant:

- Pre-Application Meeting on: _____
- Review fee
- Copy of plan sets in PDF on USB (only one USB needed)

Submit 1 hardcopy and 1 digital copy (via email or on a USB) of each of the following:

- Completed Application
- Owner's Consent Form
- Adjacent Property Owner's List
- Road Name Application
- Wastewater Allocation Request Form or verification of Wastewater
- Signed/Sealed Traffic Impact Analysis (if applicable)
- Neighborhood Meeting Notice Letter (1 copy)
- Set of stamped, addressed, empty envelopes for adjacent property owner notification
- Stormwater Management Statement

Submit 1 hardcopy and 1 digital copy (via email or on a USB) of the plan set which includes the following:

- | | |
|--|---|
| <input type="checkbox"/> Cover Sheet | <input type="checkbox"/> Preliminary Engineering Plan Sheet |
| <input type="checkbox"/> Existing Conditions Sheet | <input type="checkbox"/> Preliminary Grading Plan Sheet |
| <input type="checkbox"/> Signed & Sealed Boundary Survey | <input type="checkbox"/> Landscaping Sheet |
| <input type="checkbox"/> Site Plan Sheet | <input type="checkbox"/> Architectural Elevations Sheet |
| <input type="checkbox"/> Phasing Plan Sheet | <input type="checkbox"/> Lighting Plan Sheet |

Reviewed by: _____



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MAJOR SUBDIVISION (PRELIMINARY PLAT) APPLICATION

New Major Subdivision: \$500.00 + \$15.00 per acre

Modification to already approved plan:

Conventional

Modified Plan: _____

Master Plan

SITE INFORMATION

Name of Project: _____ Acreage of Property: _____

Tag #: _____ NC Pin #: _____

Location: _____

Number of Lots (existing): _____ Proposed: _____ Min Lot Size: _____

Zoning District: _____ Electric Provider: _____

Wastewater: Septic Sewer Water: Well Public/Private Water

Recreation/Open Space Requirement: Fee in Lieu Land Dedication – acreage: _____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

E-mailing Address: _____

OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ File Number: _____

MAJOR SUBDIVISION PLAN CHECKLIST

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, Subdivision 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 (TO BE ON ALL SHEETS)

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

Provided		
Yes	N/A	
<input type="checkbox"/>		Consultant Logo Box (name, address, phone number, fax, and e-mail, firm and license number)
<input type="checkbox"/>		Project/Application Name
<input type="checkbox"/>		Type of Plan
		Signature and Professional Seal with date (landscape plans, architectural elevations, engineering plans, surveys)
		Original/Submittal Date and Revision Date
		Sheet Number

<input type="checkbox"/>		Vicinity Map
<input type="checkbox"/>		North Arrow with NC Grid System
<input type="checkbox"/>		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	N/A	
		A signed and sealed boundary survey (not more than a year old unless otherwise approved by the Planning Department) with the bearings 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.

EXISTING CONDITIONS SHEET

Provided		
Yes	N/A	
		The existing topographical conditions of the property with a two foot contour interval showing the location of any natural features such as water courses, wooded areas, steep slopes (above 25%), or other geological features.
		The existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100 feet of project boundary.
		The existing structures located on the subject property.
		The existing structures within 100 feet of project boundary.
<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"/>		Label subject parcel and adjacent property acreage, owners, and zoning districts.

PRELIMINARY SITE PLAN

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

Provided		
Yes	N/A	
<input type="checkbox"/>		Site data table in tabular form
<input type="checkbox"/>		Name of project (AKA names if applicable)
<input type="checkbox"/>		Parcel identification number (and/or Tag number)

Provided		
Yes	N/A	
		Property size (acres and square feet)
		Property location (Town limits or ETJ)
		Existing zoning district
		Proposed zoning district (if applicable)
		Overlay (if applicable)

<input type="checkbox"/>	<input type="checkbox"/>	Existing use
<input type="checkbox"/>	<input type="checkbox"/>	Proposed use
<input type="checkbox"/>	<input type="checkbox"/>	Number of seats/students/fueling positions (as applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Number of housing units proposed, per housing unit type.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed density (number of units per acre)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed intensity (gross floor area)
<input type="checkbox"/>	<input type="checkbox"/>	Building coverage (as percentage of total site)
<input type="checkbox"/>	<input type="checkbox"/>	Impervious surface area (square feet and as percentage of total site)
<input type="checkbox"/>	<input type="checkbox"/>	Building height (number of stories and in feet)
<input type="checkbox"/>	<input type="checkbox"/>	Required parking (list requirement i.e. 1 space per 300 SF)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed parking
<input type="checkbox"/>	<input type="checkbox"/>	Required/proposed handicap accessible parking
<input type="checkbox"/>	<input type="checkbox"/>	Provide name of Electric Provider.
<input type="checkbox"/>	<input type="checkbox"/>	Provide name of Water Provider.
<input type="checkbox"/>	<input type="checkbox"/>	Provide name of Sewer Provider.
<input type="checkbox"/>	<input type="checkbox"/>	Max building height.

Other site plan elements:

Provided		
Yes	N/A	
<input type="checkbox"/>		Identify adjacent property owners, their parcel ID number, current zoning and present use.
<input type="checkbox"/>		Put a bubble around the affected area for amendments to previously approved projects.
<input type="checkbox"/>		Identify the location of lots, buildings and structures with finished floor elevations and applicable setbacks.
<input type="checkbox"/>		Identify existing and future right of ways.
<input type="checkbox"/>		Identify Watershed Protection Areas.
<input type="checkbox"/>		Identify existing easements by type, and distinguish if public or private.
<input type="checkbox"/>		Identify proposed easements by type, and distinguish if public or private.
<input type="checkbox"/>		Identify Open Space/Common Areas, amenities.
<input type="checkbox"/>		Identify clear sight triangle at project ingress/egress points with dimensions.
<input type="checkbox"/>		Identify main entrance/access driveways, curb and gutter, cross section with ROW. Proposed driveway and setbacks must be shown.

Provided		
Yes	N/A	
		Provide boundaries of Resource Conservation Areas (see UDC Section 155.500).
		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. Show traffic circulation arrows.
		Provide queuing details for drive-up/drive-thru facilities (if applicable).
		Provide the locations and dimensions of existing and proposed sidewalks and accessible routes.
		Provide the location and details of refuse collection areas.
		Provide the location, size and orientation of freestanding signs.
		Identify proposed phasing (phasing lines) of construction on Phasing Plan sheet.
		Cul-de-sacs must be dimensioned and meet Town of Clayton minimum design criteria.
		Identify cluster mailbox unit (CBU) locations and details, including parking layout.

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 the Engineering Division.

Provided		
Yes	N/A	
		Identify proposed streets and roadways (public and private) with dimensions and cross sections.
		Identify the curve radii for all internal and external vehicular use areas.
		Identify all access points to the project.
		Identify existing conditions and proposed grading plans.
		Identify Tree Conservation Areas shown on grading plan.
		Show proposed flow of traffic.
		Identify proposed traffic control signs and striping.
		Identify the proposed water distribution system (including size) with location of fire hydrants and point of connection(s).
		Identify the proposed sanitary sewer collection system (including size) and point of connection(s). 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.
		Provide preliminary wastewater allocation calculation.

Provided		
Yes	N/A	
		Identify proposed grease traps.
		Identify backflow prevention devices.
		Identify slopes steeper than 2.5:1.
		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.
		Provide a Stormwater Management Statement.
		Floodplain development permit required for this parcel – see Engineering Dept.

FIRE PLAN

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

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

PHASING PLAN

Provided		
Yes	N/A	
		Provide a Phasing plan showing all proposed phases and phase titles, in different colors.

LANDSCAPE PLAN

Provided		
Yes	N/A	
		Provide a landscape plan identifying the location of all proposed landscaping (must be prepared by a landscape architect registered in North Carolina).
		Indicate the location, width and type of all required buffers.
		Indicate the location, width and type of landscaping within vehicular use areas.
		Indicate the location, width and type of landscaping used to screen drive-thru areas, service areas, loading areas, mechanical equipment and above ground utilities.
		Provide a plant list summary table which includes: <ol style="list-style-type: none"> 1. A planting key identifying the various planting elements 2. The quantity of each type of plant material proposed 3. The size, height, caliper and spacing of plant material proposed 4. The Botanical and common names of plant material proposed
		Verify/identify clear sight distances and safe-sight-triangles at project ingress/egress points.
		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." (If irrigation will not be utilized, drought-tolerant species must be used).
		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".
		Identify and list any existing plant material which will be used to satisfy landscape requirements.

LIGHTING PLAN

Provided		
Yes	N/A	
		Conceptual Lighting Plan - any common lighting should not spill over to other properties.
<input type="checkbox"/>	<input type="checkbox"/>	Identify the light source and provide a detail of the fixture.
<input type="checkbox"/>		Identify the proposed height of fixtures.

ARCHITECTURAL ELEVATIONS AND FLOORPLAN

Provided		
Yes	N/A	
		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. This should be provided in color.
		Indicate the height and number of stories for each structure.
		Indicate the location and screening method for all roof mounted structures or equipment.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Clayton to approve the subject Major Subdivision. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date