



TOWN OF CLAYTON
 PLANNING DEPARTMENT
 111 E Second Street
 Clayton, NC 27520
 919-553-5002

**Combined Site/Subdivision Plan & Construction
 Drawing Cover Sheet**

Name of Project: _____ Date: _____
 Applicant Name: _____

The following checklist to be completed by applicant. All materials must be submitted in PDF format. This checklist provides minimum submittal requirements and should not be considered comprehensive. Additional information may be required to be submitted in subsequent reviews.

Pre-Application Meeting on: _____

Note: Pre-application meeting must be held no more than 6-months prior to submittal.

- Applicable Fees
- Completed Application
- Owner’s Consent Form
- Traffic Impact Analysis, as applicable
- Wastewater Allocation Request, as applicable
- Plan Set, meeting minimum requirements of application checklist and UDO Procedures Manual
- Road Name Approval (from Johnston County), as applicable
- Stormwater Management Statement

Site Plan/Subdivision & Construction Drawing Instructions & Process

Applicants may submit the Site Plan/Subdivision & Construction Drawing Application and fees to the Planning Department on a rolling basis (accepted daily). For more information on submittals, instructions, or processes, please contact the Development Services Coordinator at 919-553-5002. Application inquiries can also be sent to Planning-EngineeringSubmittals@townofclaytonnc.org.

Electronic Submission*: Planning-EngineeringSubmittals@townofclaytonnc.org

Site Plan/Subdivision & Construction Drawing Review Timeline:

- Please refer to the Planning Department’s webpage at www.townofclaytonnc.org for the most up to date application review timelines.
- Technical Review Committee Meetings to discuss comments can be scheduled at applicant’s request by visiting the Planning Department’s webpage at www.townofclaytonnc.org.
- Conditional Construction Drawing Plan Approval: Upon submittal addressing all outstanding review comments, staff provides applicant with a conditional plan approval letter. The following additional items will occur during Conditional Plan Approval:
 - Staff provides invoice for Construction Inspection Fees and Water Meters
 - Approved FTSE and DWR permits provided to Town (if applicable)
 - Other agency approvals provided to Town (NCDOT, NCDEQ, NCDWR, etc.)
 - Developer pays all applicable Construction Inspection Fees and Water Meters
 - Applicant provides Town with utility product and material submittal for review.
 - Applicant provides applications for E&SC permit (if applicable)
 - Applicant provides application for Stormwater permit with associated fees and securities (if applicable)
- Final Plan Approval and E&SC Permit: Upon completion of all outstanding items on conditional plan approval letter, staff will provide the applicant with a final construction drawing approval letter and E&SC permit.
- Pre-Construction Meeting: Upon receipt of the final construction drawing plan approval letter, the applicant shall request a pre-construction meeting with the Engineering and Inspections Coordinator. Pre-Construction meeting will be scheduled no sooner than three (3) business days after the request based on staff availability.
- Construction: Contractor may commence construction following the pre-construction meeting.

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Application Review Fee Calculation

The Applicant is responsible for calculating review fees for all applicable documents upon submittal of the Site Plan /Subdivision & Construction Drawings Application. All Planning and Engineering review fees must be paid **at the time of submittal**. Submittals will not be accepted and processed until review fees have been paid. Staff will verify review fee calculations are correct and all submittals are subject to additional fees based on the documents submitted. Any additional fees must be paid **before** review comments are provided to the applicant. Planning and Engineering fees are payable by check or credit card. For more info about fees, please review the Town of Clayton Comprehensive List of Fees and Charges or contact the Development Services Coordinator at 919-553-5002. Fee inquiries can also be submitted via email to Planning-EngineeringSubmittals@townofclaytonnc.org.

www.ClaytonNC.org/Fees

Applicable Fees:

- **Planning and Engineering Combo Review Fee (Subdivision)**

Note: The initial review fee covers the first 4 reviews. At 5th and each subsequent submission, the Planning & Engineering Combo Resubmittal Fee (Subdivisions) shall be charged.

- **Planning and Engineering Combo Review Fee (Sites)**

Note: The initial review fee covers the first 4 reviews. At 5th and each subsequent submission, the Planning & Engineering Combo Resubmittal Fee (Sites) shall be charged.

- **Pump Station CD Review Fee**

Note: The initial review fee covers the first 4 reviews. At 5th and each subsequent submission, the Pump Station Review- Resubmittal Fee shall be charged.

- **Water and/or Sewer Extension Permit Application or Amendment Fee (whichever is applicable)**

- **Stormwater Plan Review Fee**

Note: The initial review fee covers the first 2 reviews. At 3rd and each subsequent submission, the Stormwater Plan Review Resubmittal fee shall be charged.

- **Erosion Control Plan Review or Revision Fee (whichever is applicable)**

Note: The initial review fee covers the first 2 reviews. At 3rd and each subsequent submission, the Erosion Control Plan Review Resubmittal Fee shall be charged.

Total Fee Submitted: \$ _____

Mail Check to:

Town of Clayton, Development Services
111 E Second Street
Clayton, NC 27528

In-Person Payments:

Town of Clayton, Engineering Department
111 E. Second Street
Clayton, NC 2752

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A. Combined Site/Subdivision Plan & Construction Drawing Application

Application Type (select one)

New Site Plan/CD

New Major Residential Subdivision/CD

New Major Non- Residential or Multi-Family Subdivision/CD

New Utility Extension, Greenway, etc. (Infrastructure Only)

Modification to an approved Combined Site/Subdivision/Construction Drawing Application, modifying Project #: _____

Site Information

Name of Project: _____

Acreage of Property: _____ Disturbed Acreage: _____

Zoning District: _____

County Tag #: _____ NC Pin #: _____

Address/Location: _____

Existing Use: _____ Proposed Use: _____

Existing Lots: _____ Proposed Lots: _____

Is this development part of an existing Conditional Zoning Concept Plan, Planned Development Master Plan, or Special Use Permit? Yes No

If you answered "Yes" to the question above, please specify the associated project number(s): _____

Note: Approval documentation must be provided with your submission.

Are you submitting the application under the ordinances and policies in effect at the time of the application for review by the Town of Clayton? Yes No

If you answered "No" to the question above, please specify the ordinance(s) and/or policy(ies), including version(s), under which the application is being submitted: _____

Note: Supporting documentation must be provided with your submission.

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B. Erosion and Sediment Control (E&SC)

If the submitted project will not disturb at least one acre of land, as defined in Chapter 156 of the Town of Clayton Code of Ordinances, please skip to Section C.

For all projects proposed to disturb one acre or more of land, an erosion and sediment control plan must be submitted for review and approval with CD submittal. Approved construction drawings do not grant approval for land disturbing activities.

Prior to beginning any land disturbing activities, an erosion control permit must be obtained. Upon conditional approval of construction drawings, an erosion control permit application must be submitted with the required supporting documentation and fees. The erosion control permit application can be found on the Town of Clayton Engineering webpage.

Submittal Requirements

Erosion Control Plan with all required materials (use checklist/questions below)

Erosion Control Plan Review Fee (see Page 3 of application)

Property Deed

Financial Responsibility Form (FRO)

- Landowner-Builder Agreement (if landowner is not financial responsible party)

State/Federal Permits or Approvals (NCDWR, USACE, FEMA, etc.)

Does this project require off-site borrow material? Yes No

Does this project require off-site waste? Yes No

Is there public funding involved? Yes No

***If public funding is involved, plans must be submitted to the NC DEQ-DEMLR Raleigh Regional Office for review, approval, and permitting. Please contact the Stormwater Engineer for more information.*

I HEREBY CERTIFY the above information is correct to the best of my knowledge and grading will conform to applicable ordinances. I further agree to indemnify and hold harmless, the Town of Clayton, from any liability damages or losses resulting directly, or indirectly, from land disturbing activities described hereon. I acknowledge that violation of erosion control regulations will result in civil penalties of up to \$5,000.00 per day.

Signature: _____

Name (Printed): _____

Date: _____

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C. Site Plan/Subdivision & Construction Drawing Checklist

The application and all required materials must be submitted using the checklist below. Incomplete submittals, or those containing inaccurate information will be deemed not accepted. **This checklist provides minimum submittal requirements and should not be considered comprehensive. Additional information may be required to be submitted in subsequent reviews.**

General Site Plan Requirements

Yes	N/A	<i>The following checklists to be completed by applicant:</i>
<input type="checkbox"/>	<input type="checkbox"/>	ALL Plan sheets shall be signed and sealed by a professional engineer, including details. Digital or electronic signatures are acceptable. Scanned signatures or images will not be accepted. The Town reserves the right to reject any digital signature deemed not valid.
<input type="checkbox"/>	<input type="checkbox"/>	Town of Clayton Engineering Stamp on each sheet
<input type="checkbox"/>	<input type="checkbox"/>	All conditions set forth by Town of Clayton and TRC have been met in the enclosed documents
<input type="checkbox"/>	<input type="checkbox"/>	Applicant response letter (re-submittals only)
Site Plan (<i>Plan Sheets shall be labeled and ordered using the following list:</i>)		
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Cover Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Signed and Sealed Boundary Survey
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Existing Conditions Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Site/Subdivision Plan
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Easement Exhibit Map
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Phased Erosion Control and Grading Plan Phase 1 – Clearing and Grubbing Phase 2 – Final
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Grading and Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Stormwater Control Measure Detail
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Utility Plan Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Street and Utility Plan and Profiles
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Greenway Plan and Profile Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Circulation Plan (Fire & Garbage Trucks)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Signage and Striping Plan
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Greenway Plan & Profile (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Engineering Details

<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lighting Plan
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Architectural Elevations and Floor Plan Sheet (if applicable)

Yes	N/A	Engineering Reports:
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Calculations <ul style="list-style-type: none"> Pre/Post and Total Nitrogen Storm drainage calculations including gutter spread, outlet protection, HGL and culvert analysis. Environmental Assessments - DWQ/USACE Documentation Erosion control design calculations 8 ½ x 11 copies of USGS and Johnston County Soil Survey with project location identified
<input type="checkbox"/>	<input type="checkbox"/>	Fire Flow Analysis/Water System Model
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Analysis (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Reports for pavement design
<input type="checkbox"/>	<input type="checkbox"/>	The following reports may be required for certain projects: Sewer Analysis, Pump Station Study, and/or Flood Study

D. PLAN FORMAT

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

- All Plans and architectural elevations shall be limited to 24” x 36” in size.
- 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 the Engineering scale of 1” = 100’, if approved by the Planning Department or Technical Review Committee (TRC).
- Architectural plans and elevation shall be drawn to 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 be consistent with common drafting standards.
- Multiple sheets be consecutively numbered (e.g., Sheet 1 of 4).
- All numerical references shall be rounded up to a maximum of two decimal points.

E. 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.

Provided?		Base Information for Each Plan Sheet
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	
		<ul style="list-style-type: none"> Consultant logo box (name, address, phone number, email, firm, and license number) Name, address and telephone number of Engineer, Architect, or landscape Architect licensed in the State of North Carolina responsible for the plans. Seal and signature of Registered Design Professional registered in the State of North Carolina. Name of proposed development in title block. Project number in the lower right corner (number assigned once project submitted). Town of Clayton Signature Block in the lower right corner. Type of plan. Signature and Professional Seal with date (landscape plans, engineering plans and surveys). Original/submittal date and all revision dates. North Arrow with NC Grid System (except detail and elevation sheets). Graphic Scale (engineering or architectural graphic and written scale) The scale of drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 25' and larger than 1" = 100' is recommended (except detail and elevation sheets)
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Cover Sheet Information
		<ul style="list-style-type: none"> Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads. The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project title. All general notes. Sheet Number / Sheet Index (Note: The plan must be in the same order as this checklist). Provide a table with the total quantities of proposed public infrastructure to be maintained by the Town in Linear Feet (Water Line, Sewer Line, Streets, Sidewalk, Greenway, Storm Drainage outside of right-of-way, etc.). Provide a table with total quantities of residential driveways, sanitary sewer, and water taps, and proposed water meters by size.

Provided?		
Yes	N/A	Boundary Survey
<input type="checkbox"/>	<input type="checkbox"/>	
		<ul style="list-style-type: none"> • A signed and sealed boundary survey 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.
Yes	N/A	Existing Conditions Sheet
<input type="checkbox"/>	<input type="checkbox"/>	
		<ul style="list-style-type: none"> • The existing topographical conditions of the property with a two-foot contour interval. Topographic contours (cite source) extended 50 feet beyond project limits. • The existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) are within 100 feet of the project boundary. • The existing structures are located on the subject property. • The existing structures are within 100 feet of the project boundary. • The existing utilities (including inverts of pipes, rim elevations, wells, and septic tanks, etc.) are within 100 feet of the project site. • Property lines clearly represented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 47- 30 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. The survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor. • Names of adjoining property owners and subdivisions. • Jurisdictional boundaries (if applicable). • Right(s)-of-way or easement(s) e.g., street, railroad, and utility. • Street name, right-of-way width, public or private, and state road number. • Water, sewer, natural gas, and other utility lines. • Existing structures (buildings, fences, etc.) • Surface Waters (label top of bank) • Riparian buffers (label zones 1 & 2) • FEMA 100-year floodplain and floodway boundaries including FIRM number. • Outline generally forested areas (note any significance stands of trees) • Wetlands • Rock outcroppings • Cemeteries • Streets and Driveways within 500' of the project site • Other significant existing features.

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Provided?		
Yes	N/A	Site/Subdivision Plan Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<p>The items listed below are required to be delineated (in tabular format) on the site plan.</p> <ul style="list-style-type: none"> • Site data table • Name of project (AKA names if applicable) • Parcel identification number (and/or Tag number) • Property size (acres and square feet) • Property location (Town limits or ETJ) • Existing zoning district • Proposed zoning district (if applicable) • Overlay (if applicable) • Existing use • Proposed use • Number of seats/students/fueling positions (as applicable). • Number of housing units proposed, per housing unit type. • Existing density (number of units per acre) • Proposed density (number of units per acre) • Existing intensity (gross floor area) • Proposed intensity (gross floor area) • Floor area ratio • Building coverage (as percentage of total site) • Existing and proposed pervious surface area (square feet and as percentage of total site) • Existing and proposed impervious surface area (square feet and as percentage of total site) • Building height (number of stories and in feet) • Required parking (list requirement i.e., 1 space per 300 SF) • Proposed parking • Required/proposed handicap accessible parking. • Required loading space(s) • Provide the name of Electric Provider. • Provide the name of Water Provider. • Provide name of Sewer Provider.
Yes	N/A	Other Site Plan Elements:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Identify adjacent property owners, their parcel ID number, current zoning, and present use. • Identify the affected area for amendments to previously approved projects. • Identify the location of lots, buildings, and structures with finished floor elevations and applicable setbacks. • Identify existing right of ways. • Identify Watershed Protection Areas. • Identify existing (public and private) easements. • Identify proposed (public and private) easements. • Identify Open Space/Common Areas. • Identify and dimension clear sight triangle at project ingress/egress points. • Identify driveways, curb and gutter, cross section with ROW.

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Provided?		
		Other Site Plan Elements continued....
		<ul style="list-style-type: none"> • Identify location of any required bicycle parking/racks (including # of spaces). • Provide boundaries of Resource Conservation Areas (see UDC Section 155.500). • Provide stop conditions for all intersections, including drive aisles. • 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. • Provide ADA ramps and crosswalks at all intersections and other crossings. • Provide the location and details of refuse collection areas. • Provide the location, size, and orientation of freestanding signs. Signs require additional permitting by the Planning Department. • Identify the location and nature of all recreational facilities and common areas. • Identify alternative modes of transportation including school stops, pedestrian connections, bicycle paths and associated racks. • Identify proposed phasing (phasing lines) of construction. • Identify cluster mailbox unit (CBU) locations and details.
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Conceptual Engineering Plan <i>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.</i>
		<ul style="list-style-type: none"> • 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 access 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. • 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. • Provide preliminary wastewater allocation calculation. • Identify proposed grease traps, if applicable. • Identify backflow prevention, if applicable. • If a pool is present, show drainage plan. Pumping into the storm drain is not allowed. • Identify the Utility Plan. • Identify soil erosion control measures including impoundment structures. • Indicate method of slope stabilization measures for all 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.

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Provided?		
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Phased Erosion Control and Grading Plan <i>*If required based off acreage calculations*</i>
		<ul style="list-style-type: none"> • Existing and Proposed Contours • Boundaries of Total Tract (including project limits) • Off-Site Conditions (ownership, zoning, drainage areas impacting site, and adjacent topography) • Drainage area map for erosion control devices • Existing utility and stormwater easements, storm drainage, basins, and SCMs • Existing lot lines and lot numbers • Stream centerlines, stream buffers, wetlands, flood plains
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Temporary Erosion Controls to be shown on Plans:
		<ul style="list-style-type: none"> • Erosion control calculations (sediment basin, trap, skimmer, ditch, etc.) • Skimmer basins • Calculations for PAM application, rates, and specifications (including soil test reports to determine correct soil charge and product) • Temporary construction entrance(s) with dimensions • Silt fence (metal posts spaced 6 feet apart) • Silt fence outlets (Special Sediment Control Fence) • Tree protection areas and fencing with “DO NOT ENTER TREE PROTECTION AREA” signage in English and Spanish <ul style="list-style-type: none"> ○ Required around perimeter of site and around all buffer zones. ○ Required in all trees save areas (around drip line) • Diversion ditches • Inlet protection • Utilities (Water, Sewer, easements, and sediment controls) • Borrow and spoil areas. • Proposed improvements (roads, parking areas, grassed, landscaped, and natural areas) • Stormwater network (inlets, culverts, swales, ditches, channels, drainage easements) • Permanent erosion/stormwater controls (locations of dissipaters, ditch linings, armoring, retaining walls, etc.) • Detail drawings (sections, elevations, and perspectives of measures sufficient for construction) • Construction sequence notes
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Grading and Drainage Plan An overall drainage and grading plan shall be provided showing existing and proposed contours
		<ul style="list-style-type: none"> • Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material, and slope • One (1) foot contour line. • Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb / pavement corners and grade changes, high points, tie-in points, swales, etc. • Location of all existing and proposed utilities (screened), and blow-up of utilities conflicts. • All existing and proposed easements

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Provided?		
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Grading and Drainage Plan Continued
		<ul style="list-style-type: none"> • FEMA 100-year floodplain and floodway boundaries including FIRM number. • Surface waters (show & label top of bank) & wetlands. • Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank. • Show all building roof leaders with note
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Stormwater Layout Design
		<ul style="list-style-type: none"> • Location and size of pipes, culverts, and other storm drain system elements • Stormwater Table – drainage ID, rim/gate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into pipe structure • Drainage easement for all pipe collecting water from right-of-way. • Any extensions of storm drain outfalls across adjoining property and • any private drainage easements needed to ensure discharge into natural watercourse
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Stormwater Quality/Quantity Stormwater Control Measures (SCMs), if required
		<ul style="list-style-type: none"> • Each SCM must have an individual detail sheet with construction details. • Include a table of pertinent design parameters specific to each SCM, but not limited to: <ul style="list-style-type: none"> ○ Drainage Area (sf) ○ Surface Area of SCM (sf) ○ Land Use Areas (sf) (Impervious, Open Space, Woodlands, etc.) ○ Design Storm Flows (Q1, Q2, Q10, Q25 & Q100) ○ Design Storm Water Surface Elevations ○ Free Board ○ Other pertinent BMP specific parameters
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Utility Plan
		<ul style="list-style-type: none"> • Property lines distinctly and accurately represented. • Fire flow for building or project <ul style="list-style-type: none"> ○ Add following note to each Utility Plan sheet: “All Town of Clayton utility construction shall be performed in accordance with Town of Clayton Standard Specifications and Details in effect at time of utility permitting.” ○ Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals

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Provided?		
		Utility Plan Continued
		<ul style="list-style-type: none"> ○ Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets. ○ Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tiebacks, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements. ● Include any proposed requests for oversized line(s) and label as such.
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Wastewater System
		<ul style="list-style-type: none"> ● Indicate projected sewer flow (gpd) (adf) for development submitted. List the total linear footage of proposed sanitary sewer line. ● Provide sewer plan and profile (include pipe material, line size, length, slope, stationing utility separations, ground elevation and manhole inverts in, inverts out and top elevations, diameters). ● Show existing and proposed easements for all sewer lines. Verify easement width for proposed depth. ● Show sewer line services and cleanouts (first cleanout required ● at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main. ● If a pump station is being considered. It is suggested you discuss this in advance with Engineering staff. ● Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement.
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Pump Station and Force Mains
		<ul style="list-style-type: none"> ● Pump station and applicable force main have been previously approved by Director of Engineering ● All shop drawings, design calculations, and site layout have been previously submitted for review (separate application process) ● Has dedicated parcel of land for site, including buffer requirements. ● Has a dedicated driveway from public right-of-way with appropriately sized access roadway or easement to station.
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Water Systems
		<ul style="list-style-type: none"> ● Plan shall include plan and profile views. (Include pipe material, line size, length

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Provided?		
		Utility Plan Continued
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	If the proposed development includes phases:
		<ul style="list-style-type: none"> • Submit a separate utility sheet(s) for each individual phase. Each phase will be required to have a separate water and sewer permit. • Where the sewer connection to existing Town of Clayton collection system is conditioned upon the completion of any earlier phase(s), include a call-out note on the phased utility sheets stating that the sewer cannot be accepted until downstream sewer is connected to existing Town of Clayton collection system that has been accepted. Do the same for any sewer that is dependent on non-existing sewer located in projects outside of this project that is under review. • Written sequence phasing plan.
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Fire Rescue (Information to be shown on conceptual engineering plans)
		<ul style="list-style-type: none"> • Identify fire hydrant distribution (distance of hose lay). • Identify the sprinkler connection locations and size, if applicable. • 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, including streets and cul-de-sacs. • Verify the location of fire hydrants is not interfering with required landscaping (must be 24" clearance of landscaping from bottom of steam fitting). • Identify placard locations for hazardous materials. Identify the Lock Box/Knox Box locations.
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Greenway Plan and Profile Only applicable if public greenways are present.
		<ul style="list-style-type: none"> • Plan and Profile • Drainage Infrastructure • Cross Section • Easement (if applicable) • Pavement marking and street signage plan in accordance with the manual of Uniform Traffic Control Devices and/or NCDOT standards. • Pavement Design including geotechnical recommendation
Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Landscape Plan Sheet
		<ul style="list-style-type: none"> • 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.

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Provided?		
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan Sheet Continued
		<ul style="list-style-type: none"> • 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. The Botanical and common names of plant material proposed. • Verify/identify clear sight distances 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.
<input type="checkbox"/>	<input type="checkbox"/>	Lighting Plan Sheet
		<ul style="list-style-type: none"> • Conceptual Lighting Plan • Identify the light source and provide a detail of the fixture. • Identify the proposed height fixtures.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Elevations and Floorplan Sheet
		<ul style="list-style-type: none"> • 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. • Indicate the height and number of stories for each structure. • Indicate the location and screening method for all roof mounted structures or equipment.

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APPLICANT AFFIDAVIT

I understand that by signing this application I am legally bound to the representation, terms, and conditions herein. By signing below, I certify that I was technically able to read and had a reasonable opportunity to read this disclosure. I further acknowledge that I am authorized to submit this application, and any subsequent revisions thereto, and confirm having obtained permission from the property owner/occupant for the application and the Town's entry onto the property, if applicable. I further authorize Town of Clayton representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws, policies, and manuals. I hereby certify that all of the information provided in this application and any attached documents is true, accurate, and complete to the best of my knowledge. I understand that any false information may result in rejection of the application or revocation of the permit or plan. I understand this submittal with its related materials and all attachments become official records of the Town of Clayton, North Carolina, and will not be returned.

I understand this application and any communication, approval, or resulting permits issued as a result of this application are subject to disclosure pursuant to the North Carolina Public Records Act. I also acknowledge that, pursuant to NCGS § 143-755(b1), failure to respond to Town comments or holding the permit application on hold for six consecutive months or more will result in the cessation of review and forfeiture of all application fees, requiring a new application under current regulations. I shall not hold the Town of Clayton, its officers, employees and agents liable for any claims, losses, liabilities, expenses, charges or damages arising from or relating to incomplete, inaccurate, or false applications, or any additional supplemental applications, with respect of any cause arising out of, resulting from, or in connection with the application or permit.

Print Name

Signature of Applicant

Date

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September 2025