



TOWN OF CLAYTON

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

**Combined Site/Subdivision Plan & Construction
 Drawing Application Checklist**

Name of Project: _____ **Date:** _____

Applicant Name: _____

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. All required plan notes from the Master Plan, Preliminary Plat, Administrative Amendment, or Special Use Permit shall be carried over, including conditions of approval. **This checklist provides minimum submittal requirements and should not be considered comprehensive. Additional information may be required to be submitted in subsequent reviews.**

**** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ****

Yes	N/A	<i>The following checklists to be completed by applicant:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Pre-application Meeting held? What Date? _____
<input type="checkbox"/>	<input type="checkbox"/>	Review Fee Paid (See attached fee calculation sheet)
<i>Applicant must submit ONE (1) hardcopy and ONE (1) digital copy of the following:</i>		
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Plan sets in PDF on USB
<input type="checkbox"/>	<input type="checkbox"/>	Completed & Signed Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	Wastewater Allocation Request Form (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Statement
<input type="checkbox"/>	<input type="checkbox"/>	Signed/Sealed Traffic Impact Analysis (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (Specific Site Plan requirements listed in Section E)

Neighborhood Meetings are required for site plans greater than 10,000sq ft. of new construction or building expansion. Applicant should submit 1 hardcopy and 1 digital copy of the following:

<input type="checkbox"/>	<input type="checkbox"/>	Adjacent Property Owner's List
<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Meeting Notice Letter

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 919.359.9390 or at 919.359.9337. Application inquiries can also be sent to Planning-EngineeringSubmittals@townofclaytonnc.org.

Hardcopy submittals can be delivered in person, mailed, and/or electronically using the following addresses:

In-Person and UPS/Fedex Delivery:
Town of Clayton, Planning Department
Attn: Development Services Coordinator
111 E. Second Street
Clayton, NC 27520

USPS Mailed Delivery:
Town of Clayton, Planning Department
Attn: Development Services Coordinator
PO Box 879
Clayton, NC 27528

Electronic Submission*: Planning-EngineeringSubmittals@townofclaytonnc.org

**Electronic submissions are still required to provide one (1) hardcopy submission.*

Site Plan/Subdivision & Construction Drawing Review Timeline:

- Applicant completes submittal to the Town: Staff performs completeness review and notification provided to applicant within two (2) business days.
- Initial review: Review completed by staff twenty-five (25) business days immediately following notification of acceptance.
- Initial review comments: Staff provides applicant with review comments within three (3) business days of review completion. Review comments are valid for 90 calendar days.
- Subsequent reviews: Review completed by staff fifteen (15) business days immediately following notification of acceptance.
 - NCDOT Driveway Permits and Encroachment Agreement, FTSE and DWR permit applications must be submitted to staff for review during subsequent reviews. Staff will review and provide signed applications to applicant upon utility comments affecting applications being addressed (if applicable).
- Subsequent review comments: Staff provides applicant with review comments within two (2) business days of review completion. Review comments are valid for 90 days.
- 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 Plan Approval: Upon submittal addressing all outstanding review comments, staff provides applicant with a conditional plan approval letter within two (2) business days of review completion. 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 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.

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 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 will be 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 919.359.9390 or 919.359.9337. Fee inquiries can also be submitted via email to Planning-EngineeringSubmittals@townofclaytonnc.org.

Site Plan Review (Initial Fee includes 4 Reviews):

- Initial: \$500 + \$15 per acre x _____ # of acres = \$ _____ Fee Amount
- Re-Review: ½ of the original fee = \$ _____ Fee Amount

Subdivision Preliminary Plat Review (Initial Fee includes 4 Reviews):

- Initial: \$500 + \$15 per acre x _____ # of acres = \$ _____ Fee Amount
- Re-Review: ½ of the original fee = \$ _____ Fee Amount
-

Construction Plan Subdivision Review (Initial Fee includes 4 Reviews):

- Initial: \$800 base fee + \$15 per lot x _____ # of Lots = \$ _____ Fee Amount
- Re-Review: \$300 base fee per review = \$ _____ Fee Amount

Construction Plan Sites Review (Initial Fee includes 4 Reviews):

- Initial: \$800 base fee + \$30 per acre (rounded to nearest acre) x _____ # of acres = \$ _____ Fee Amount
- Re-Review: \$300 base fee per review = \$ _____ Fee Amount

Pump Station Design Review:

- Initial Review: \$1,250 base fee = \$ _____ Fee Amount
- Re-Review: \$500 base fee per review = \$ _____ Fee Amount

Water and/or Sewer Extension Permit Forms (DWR, FTA, FTSE, etc.):

- \$250 base fee per application x _____ # of applications = \$ _____ Fee Amount
-

Stormwater Plan Review (Initial Fee includes 4 Reviews):

Initial Review:

For projects up to 7 acres (rounded to nearest acre):

- \$300 + \$550 base fee per acre x _____ # of acres = \$ _____ Fee Amount
- Re-Review: \$300 base fee per review = \$ _____ Fee Amount

For projects greater than 7 acres (rounded to nearest acre):

- \$4,150 + \$125 per additional acre _____ # of additional acres = \$ _____ Fee Amount
- Re-Review: \$300 base fee per review = \$ _____ Fee Amount

Erosion Control Plan Review (Initial Fee includes 4 Reviews):

**Applicable for all projects disturbing over 1 acre*

\$300 + \$250 base fee per acre (rounded to nearest acre) x _____ # of acres = \$ _____
Fee Amount

Re-Review: \$300 base fee per review = \$ _____ Fee Amount

Total Fee Submitted: \$ _____

Mail Check to:

Town of Clayton, Engineering Department
PO Box 879
Clayton, NC 27528

In-Person Payments:

Town of Clayton, Engineering Department
111 E. Second Street
Clayton, NC 27528



TOWN OF CLAYTON

111 E. Second St.,
P.O. Box 879
Clayton, NC 27528
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A. Combined Site/Subdivision Plan & Construction Drawing Application

Modification to an approved site plan? Yes No If yes, Permit Modified: _____

Residential Subdivision Non- Residential or Multi-Family

Utility Extension, Greenway, etc. (Infrastructure Only) CD Revision/Amendment

Site Information

Name of Project: _____

Previous Project Name(s) if applicable: _____

Approved Preliminary Plat/Subdivision Plan Project #(s): _____

Total Acreage of Property: _____ Total Disturbed Acreage: _____ Zoning District: _____

County Tag #: _____ NC Pin #: _____

Address/Location: _____

Existing Use: _____ Proposed Use: _____ # of Units (if applicable): _____

Is project within a Planned Development? Yes No If yes, which: _____

Is project within an Overlay District? Yes No If yes, which: _____

Applicant Information

Applicant: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Property Owner/Developer Information Primary Contact?

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

OFFICE USE ONLY

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

Project Engineer/Designer Information

Primary Contact?

Prepared by (Engineer): _____

NC PE License #: _____

Engineering Firm: _____

Mailing Address: _____

Phone Number: _____ **Email Address:** _____

Explanation of Project

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

____ I certify all the information requested within this application and checklist has been included as part of this submittal and is true and accurate to the best of my knowledge.

Engineer’s Signature: _____ **Date:** _____

SEAL

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

<input type="checkbox"/>	Erosion Control Plan with all required materials (use checklist/questions below)
<input type="checkbox"/>	Erosion Control Plan Review Fee (See Page 3 of application)
<input type="checkbox"/>	Property Deed (most current)
<input type="checkbox"/>	Financial Responsibility Form <ul style="list-style-type: none">• Landowner-Builder Agreement (if landowner is not financial responsible party)
<input type="checkbox"/>	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-DEMRLR 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: _____

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 (resubmittals 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 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 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.

In addition to the criteria listed herein, plans must demonstrate compliance with all applicable provisions of Town code ordinances, Town of Clayton Design Standards, specifications and construction details, and any other adopted ordinances, plans, or policies.

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?		
Yes	N/A	Base Information for Each Plan Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Consultant logo box (name, address, phone number, fax, email, firm and license number)
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, telephone number, and fax number of Engineer, Architect, or landscape Architect licensed in the State of North Carolina responsible for the plans.
<input type="checkbox"/>	<input type="checkbox"/>	Seal and signature of Registered Design Professional registered in the State of North Carolina.
<input type="checkbox"/>	<input type="checkbox"/>	Name of proposed development in title block
<input type="checkbox"/>	<input type="checkbox"/>	Project number in the lower right corner (number assigned once project submitted)
<input type="checkbox"/>	<input type="checkbox"/>	Town of Clayton Signature Block in the lower right corner
<input type="checkbox"/>	<input type="checkbox"/>	Type of plan
<input type="checkbox"/>	<input type="checkbox"/>	Signature and Professional Seal with date (landscape plans, engineering plans and surveys)
<input type="checkbox"/>	<input type="checkbox"/>	Original/submittal date and all revision dates
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow with NC Grid System (except detail and elevation sheets)
<input type="checkbox"/>	<input type="checkbox"/>	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)
<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet Information
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project title
<input type="checkbox"/>	<input type="checkbox"/>	All general notes
<input type="checkbox"/>	<input type="checkbox"/>	Sheet Number / Sheet Index (Note: The plan must be in the same order as this checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Provide table with 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.)
<input type="checkbox"/>	<input type="checkbox"/>	Provide 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"/>	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.
Yes	N/A	Existing Conditions Sheet
<input type="checkbox"/>	<input type="checkbox"/>	The existing topographical conditions of the property with a two-foot contour interval. Topographic contours (cite source) extended 50 feet beyond project limits.
<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"/>	The existing structures located on the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	The existing structures within 100 feet of project boundary.
<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"/>	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. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Names of adjoining property owners and subdivisions
<input type="checkbox"/>	<input type="checkbox"/>	Jurisdictional boundaries (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Right(s)-of-way or easement(s) e.g., street, railroad, and utility
<input type="checkbox"/>	<input type="checkbox"/>	Street name, right-of-way width, public or private, and state road number
<input type="checkbox"/>	<input type="checkbox"/>	Water, sewer, natural gas, and other utility lines
<input type="checkbox"/>	<input type="checkbox"/>	Existing structures (buildings, fences, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Surface Waters (label top of bank)
<input type="checkbox"/>	<input type="checkbox"/>	Riparian buffers (label zones 1 & 2)
<input type="checkbox"/>	<input type="checkbox"/>	FEMA 100-year floodplain and floodway boundaries including FIRM number
<input type="checkbox"/>	<input type="checkbox"/>	Outline generally forested areas (note any significance stands of trees)
<input type="checkbox"/>	<input type="checkbox"/>	Wetlands

Yes	N/A	Existing Conditions Sheet Continued
<input type="checkbox"/>	<input type="checkbox"/>	Rock outcroppings
<input type="checkbox"/>	<input type="checkbox"/>	Cemeteries
<input type="checkbox"/>	<input type="checkbox"/>	Streets and Driveways within 500' of the project site
<input type="checkbox"/>	<input type="checkbox"/>	Other significant existing features

Provided		
Yes	N/A	Site/Subdivision Plan Sheet
		The items listed below are required to be delineated (in tabular format) on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Site data table
<input type="checkbox"/>	<input type="checkbox"/>	Name of project (AKA names if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Parcel identification number (and/or Tag number)
<input type="checkbox"/>	<input type="checkbox"/>	Property size (acres and square feet)
<input type="checkbox"/>	<input type="checkbox"/>	Property location (Town limits or ETJ)
<input type="checkbox"/>	<input type="checkbox"/>	Existing zoning district
<input type="checkbox"/>	<input type="checkbox"/>	Proposed zoning district (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	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"/>	Existing density (number of units per acre)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed density (number of units per acre)
<input type="checkbox"/>	<input type="checkbox"/>	Existing intensity (gross floor area)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed intensity (gross floor area)
<input type="checkbox"/>	<input type="checkbox"/>	Floor area ratio
<input type="checkbox"/>	<input type="checkbox"/>	Building coverage (as percentage of total site)

<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed pervious surface area (square feet and as percentage of total site)

Yes	N/A	Site/Subdivision Plan Sheet Continued
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed impervious surface area (square feet and as percentage of total site)
<input type="checkbox"/>	<input type="checkbox"/>	
<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"/>	Required loading space(s)
<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.

Provided		
Yes	N/A	Other Site Plan Elements:
<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"/>	Identify the affected area for amendments to previously approved projects.
<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"/>	Identify existing right of ways.
<input type="checkbox"/>	<input type="checkbox"/>	Identify Watershed Protection Areas.
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing (public and private) easements.
<input type="checkbox"/>	<input type="checkbox"/>	Identify proposed (public and private) easements.
<input type="checkbox"/>	<input type="checkbox"/>	Identify Open Space/Common Areas.
<input type="checkbox"/>	<input type="checkbox"/>	Identify and dimension clear sight triangle at project ingress/egress points.
<input type="checkbox"/>	<input type="checkbox"/>	Identify driveways, curb and gutter, cross section with ROW.
<input type="checkbox"/>	<input type="checkbox"/>	Identify location of any required bicycle parking/racks (including # of spaces)
<input type="checkbox"/>	<input type="checkbox"/>	Provide boundaries of Resource Conservation Areas (see UDC Section 155.500).
<input type="checkbox"/>	<input type="checkbox"/>	Provide stop conditions for all intersections, including drive aisles
<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. Show traffic circulation arrows.
<input type="checkbox"/>	<input type="checkbox"/>	Provide queuing details for drive-up/drive-thru facilities (if applicable).

Provided?		
		Other Site Plan Elements Continued...
<input type="checkbox"/>	<input type="checkbox"/>	Provide the locations and dimensions of existing and proposed sidewalks.
<input type="checkbox"/>	<input type="checkbox"/>	Provide ADA ramps and crosswalks at all intersections and other crossings
<input type="checkbox"/>	<input type="checkbox"/>	Provide the location and details of refuse collection areas.
<input type="checkbox"/>	<input type="checkbox"/>	Provide the location, size, and orientation of freestanding signs. Signs require additional permitting by the Planning Department

<input type="checkbox"/>	<input type="checkbox"/>	Identify the location and nature of all recreational facilities and common areas.
<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"/>	Identify proposed phasing (phasing lines) of construction.
<input type="checkbox"/>	<input type="checkbox"/>	Cul-de-sacs must be dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	Identify cluster mailbox unit (CBU) locations and details.

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	N/A	Conceptual Engineering Plan
<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"/>	Identify the curve radii for all internal and external vehicular use areas.
<input type="checkbox"/>	<input type="checkbox"/>	Identify access to the project.
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing conditions and proposed grading plans.
<input type="checkbox"/>	<input type="checkbox"/>	Identify Tree Conservation Areas shown on grading plan.
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed flow of traffic.
<input type="checkbox"/>	<input type="checkbox"/>	Identify proposed traffic control signs and striping.
<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"/>	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"/>	Provide preliminary wastewater allocation calculation.
<input type="checkbox"/>	<input type="checkbox"/>	Identify proposed grease traps, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Identify backflow prevention, if applicable.

Provided?		
Yes	N/A	Conceptual Engineering Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	If a pool is present, show drainage plan. Pumping to storm drain is not allowed.
<input type="checkbox"/>	<input type="checkbox"/>	Identify the Utility Plan.
<input type="checkbox"/>	<input type="checkbox"/>	Identify soil erosion control measures including impoundment structures.
<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"/>	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	N/A	Phased Erosion Control and Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Contours
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of Total Tract (including project limits)
<input type="checkbox"/>	<input type="checkbox"/>	Off-Site Conditions (ownership, zoning, drainage areas impacting site, and adjacent topography)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage area map for erosion control devices
<input type="checkbox"/>	<input type="checkbox"/>	Existing utility and stormwater easements, storm drainage, basins, and SCMs
<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines and lot numbers
<input type="checkbox"/>	<input type="checkbox"/>	Stream centerlines, stream buffers, wetlands, flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Erosion Controls to be shown on Plans:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Erosion control calculations (sediment basin, trap, skimmer, ditch, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Skimmer basins
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Calculations for PAM application, rates, and specifications (including soil test reports to determine correct soil charge and product)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Temporary construction entrance(s) with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Silt fence (metal posts spaced 6 feet apart)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Silt fence outlets (Special Sediment Control Fence)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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 tree save areas (around drip line)

Provided?		
Yes	N/A	Phased Erosion Control and Grading Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Diversion ditches
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Inlet protection
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Utilities (Water, Sewer, easements, and sediment controls)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Borrow and spoil areas
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Proposed improvements (roads, parking areas, grassed, landscaped, and natural areas)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Stormwater network (inlets, culverts, swales, ditches, channels, drainage easements)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Permanent erosion/stormwater controls (locations of dissipaters, ditch linings, armoring, retaining walls, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Detail drawings (sections, elevations, and perspectives of measures sufficient for construction)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Construction sequence notes

Provided?		
Yes	N/A	Grading and Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	An overall drainage and grading plan shall be provided showing existing and proposed contours
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material, and slope
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • One (1) foot contour lines
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb / pavement corners and grade changes, high points, tie-in points, swales, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of all existing and proposed utilities (screened), and blow-up of utilities conflicts
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • All existing and proposed easements
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • FEMA 100-year floodplain and floodway boundaries including FIRM number
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Surface waters (show& label top of bank) & wetlands
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Show all building roof leaders with note
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Layout Design
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Location and size of pipes, culverts, and other storm drain system elements

Provided?		
Yes	N/A	Grading and Drainage Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Stormwater Table – drainage ID, rim/gate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into pipe structure
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Drainage easement for all pipe collecting water from right-of-way
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Quality/Quantity Stormwater Control Measures (SCMs)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Each SCM must have an individual detail sheet with construction details
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Include a table of pertinent design parameters specific to each SCM, but not limited to:
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Area (sf)
<input type="checkbox"/>	<input type="checkbox"/>	Surface Area of SCM (sf)
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Areas (sf) (Impervious, Open Space, Woodlands, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Design Storm Flows (Q1, Q2, Q10, Q25 & Q100)
<input type="checkbox"/>	<input type="checkbox"/>	Design Storm Water Surface Elevations
<input type="checkbox"/>	<input type="checkbox"/>	Free Board
<input type="checkbox"/>	<input type="checkbox"/>	Other pertinent BMP specific parameters
Provided?		
Yes	N/A	Utility Plan
<input type="checkbox"/>	<input type="checkbox"/>	Property lines distinctly and accurately represented
<input type="checkbox"/>	<input type="checkbox"/>	Fire flow for building or project
<input type="checkbox"/>	<input type="checkbox"/>	<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.”
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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.

Provided?		
Yes	N/A	Utility Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	Include any proposed requests for oversized line(s) and label as such
<input type="checkbox"/>	<input type="checkbox"/>	Wastewater System
<input type="checkbox"/>	<input type="checkbox"/>	<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
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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).
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Show existing and proposed easements for all sewer lines. Verify easement width for proposed depth
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> If a pump station is being considered. It is suggested you discuss this in advance with Engineering staff.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement.
<input type="checkbox"/>	<input type="checkbox"/>	Pump Station and Force Mains
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Pump station and applicable force main have been previously approved by Director of Engineering
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All shop drawings, design calculations, and site layout have been previously submitted for review (separate application process)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Has dedicated parcel of land for site, including buffer requirements

<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Has dedicated driveway from public right-of-way with appropriately sized access roadway or easement to station
<input type="checkbox"/>	<input type="checkbox"/>	Water System
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Plan shall include plan and profile views. (include pipe material, line size, length)
<input type="checkbox"/>	<input type="checkbox"/>	If the proposed development includes phases:
<input type="checkbox"/>	<input type="checkbox"/>	<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

Provided?		
Yes	N/A	Utility Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Written sequence phasing plan

Provided?		
Yes	N/A	Street and Utility Plan and Profile
<input type="checkbox"/>	<input type="checkbox"/>	Plan/Profile Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Sufficient field survey beyond property lines for sight distance and/or transition to existing roadway
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Proposed roadway design criteria
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Layout adequately dimensioned, radius
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing proposed utilities
<input type="checkbox"/>	<input type="checkbox"/>	Pavement marking and street signage plan in accordance with the manual of Uniform Traffic Control Devices and/or NCDOT standards
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section
<input type="checkbox"/>	<input type="checkbox"/>	Pavement Design including geotechnical recommendation

Provided?		
Yes	N/A	Fire Rescue (information to be shown on conceptual engineering plans)
<input type="checkbox"/>	<input type="checkbox"/>	Identify fire hydrant distribution (distance of hose lay).
<input type="checkbox"/>	<input type="checkbox"/>	Identify the sprinkler connection locations and size, if applicable.
<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"/>	Identify the emergency evacuation route (access in and out of the property).
<input type="checkbox"/>	<input type="checkbox"/>	Identify fire apparatus turning radius, including streets and cul-de-sacs.
<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).
Provided?		

Yes	N/A	Fire Rescue Continued...
<input type="checkbox"/>	<input type="checkbox"/>	Identify placard locations for hazardous materials. Identify the Lock Box/Knox Box locations.
Provided?		
Yes	N/A	Greenway Plan and Profile
<input type="checkbox"/>	<input type="checkbox"/>	Plan and Profile
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Infrastructure
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section
<input type="checkbox"/>	<input type="checkbox"/>	Easement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Pavement marking and street signage plan in accordance with the manual of Uniform Traffic Control Devices and/or NCDOT standards
<input type="checkbox"/>	<input type="checkbox"/>	Pavement Design including geotechnical recommendation
Provided?		
Yes	N/A	Landscape Plan Sheet
<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"/>	Indicate the location, width and type of all required buffers.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location, width and type of landscaping within vehicular use areas.
<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"/>	Provide a plant list summary table which includes: <ul 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
<input type="checkbox"/>	<input type="checkbox"/>	Verify/identify clear sight distances at project ingress/egress points.
<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." (If irrigation will not be utilized, drought-tolerant species must be used).
<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"/>	Identify and list any existing plant material which will be used to satisfy landscape requirements.

Provided?		
Yes	N/A	Lighting Plan Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Lighting Plan
<input type="checkbox"/>	<input type="checkbox"/>	Identify the light source and provide a detail of the fixture.
<input type="checkbox"/>	<input type="checkbox"/>	Identify the proposed height of fixtures.
Provided?		
Yes	N/A	Architectural Elevations and Floorplan Sheet
<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"/>	Indicate the height and number of stories for each structure.
<input type="checkbox"/>	<input type="checkbox"/>	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 Planning Board of the Town of Clayton to approve the subject Major Site Plan. 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