



Site Plan Checklist

Development Services
112 Goldsboro Street E., Wilson, NC 27893
PO Box 10, Wilson, NC 27894
252-399-2220
www.wilsonnc.org

Project Name: _____ Submittal Date: _____

Physical Address of Project: _____

Applicant's Name and Agency: _____

Phone: _____ Email: _____

Is subdivision required? Yes No Is annexation required? Yes No

Please check all that apply:

- Floodplain
- Watershed District
- Historic District
- Airport Overlay
- Highway Development District

General Plan Requirements

- Title of plan/plat
- Date plan/plat prepared
- Location/Vicinity Map
- Total acreage
- Drawn to engineer's scale
- Zoning and uses of adjacent properties
- North arrow; bar scale; and State Plane Coordinates in NAD 27 or NAD 83
- PIN [Parcel Identification Number]
- Name and address of engineer/surveyor/architect
- Zoning boundaries and zoning site
- Minimum setbacks and lot width listed
- Name and address of owner and developer

Zoning Requirements

- Location, bearings, distances of existing and proposed lot lines
- Existing, platted, and proposed streets [show names, SR#, ROW width, paved width]
- Existing railroad ROW's [width and name]
- Existing and proposed easements [show width and purpose]
- Note maximum height of buildings
- Zoning setbacks or setback lines [dashed]

Landscaping Information

- Location and sizes of required planting, landscaping, and/or buffering
- Show scientific and common names, number of proposed and/or required plants and trees, and minimum size at installation
- Show Landscaping Frontage and Buffering tables
- Show all required certifications on plan
- Show screening/fencing for Trash Containment Devices

Utility and Infrastructure Requirements

- Locations and dimensions of:
handicap parking spaces
5 foot parking buffer

- Plants/grass identified in parking buffer
- Angle of parking spaces
- Number of parking spaces
- Dimensions of parking spaces
- Loading docks/spaces

- Locations and dimensions of:
curb and gutter alignments
curb cuts [vehicle entrance/exit]

Electrical Services

- Electrical service connections
- Electric meters
- Power poles and lines
- Meter location
- Location of valves

Sanitary Sewer

- Pipe sizes
- Pump stations
- Manholes
- Location of sewer and tap sizes
- Easements

Water Mains

- Pipe size
- Valves and locations
- Fire hydrants
- Water tap locations
- Water meter location and size
- Easements
- Backflow devices
- FDC locations

Gas Mains and Services

It is the responsibility of the designer to ensure that the following [existing and proposed] facilities are placed on all site plans, preliminary subdivision plats, abbreviated site plans, or any plans showing other utilities [where applicable]:

- Gas facility locations
- Mains and services [label with size and type]
- Meters, valves, regulator stations, etc.
- Easements

Utility location note: The utilities on this plan are approximate only, and are not accurate for construction purposes. For field locations call 811 with three [3] working days minimum notice.

Landscaping page note: Any trees to be located near natural gas facilities will need to be planted so as to have as little impact on the facilities as possible. The City will reserve the right to remove trees, without additional being planted, should future maintenance issues emerge.

High pressure lines are to be labeled with: '**CAUTION HIGH PRESSURE**' in a noticeable bold font.

When any type of earth disturbing activity is to be performed over, or within 5 feet of a high pressure gas main, potholes of the gas main are mandatory.

Stormwater Management and Environmental Requirements

Watershed Management

- Location of SCM[s], if required
 - Area for pond adequate? Yes No
- Watershed District
 - Is a primary SCM needed for High Density? Yes No
- Development Density
- Watershed Certifications/Statements
- Impervious percentages [existing and proposed]
- Wetlands present and delineated
- Conservation Areas
 - Is the provided SCM: a primary SCM or a chain or
 a chain of secondary SCM's that provide treatment equal to a primary?

Neuse Nutrient Management

- BMP calculations submitted
- Neuse Basin buffers shown
- Peak runoff calculations
 - SCM required for peak flow reduction? Yes No
 - SCM needed for nitrogen reduction? Yes No
- Neuse nitrogen table provided
- Streams and ditches shown/labeled
- Apportionment table provided
- USGS Quad Map or Wilson County Soils Map
- Number of lots
 - Neuse Basin Certifications/Statements any on site BMP's with drainage areas? Yes No
 - Nitrogen buydown to mitigation bank? Yes No

Signature

Date

Printed Name

This checklist will be used by your project manager at the initial 'check for completeness' step of your plan in processing. This step will have to be cleared before your plan can be distributed to the Technical Review Committee [TRC]. If your plan fails to meet the city standards or lacks all your documentation you will be contacted by the project manager and asked to correct the deficiencies or include missing items. This will be counted as your first review. Your next submittal will be counted as your second review. Any submittal after this, other than your final 8 copies and digital for final approval, will require an additional payment of the base fee of your original submittal fee.