

Plan Review Checklist (Optional)

This form is provided for reference only. Completion and submittal of this form is not required, however it is strongly recommended applicants utilize this form and submit it with their plans to avoid possible delays in the review process. It includes basic information Development Services will be checking when reviewing new construction plans. Other review departments may require additional information.

OFF STREET PARKING (ARTICLE 10)

Required Number of Spaces _____ Proposed Number of Spaces _____
 Accessible Required _____ Accessible Parking Proposed _____
 Interior Driveways _____ Typical Bay Width _____ Typical Stall _____
 Wheel Stops required Yes No
Meets Requirements? Yes No

OFF-STREET LOADING/UNLOADING (ARTICLE 10)

Building Area(s) _____ sq. ft. Required Space(s) _____
 Proposed Space(s) _____ Additional Screening Required Yes No
 Fire Lanes Shown as Required Yes No
Meets Requirements? Yes No

DRIVE-WAY/CURB CUTS (ARTICLE 11)

Number of Proposed Drive-Way(s) _____ Drive-way Width(s) _____
 Will the driveway connect to a thoroughfare? Yes No
 Does the project require a driveway permit from the City of Concord? Yes No
 Sidewalks required for project? Yes No Sidewalks shown? Yes No
Meets Requirements? Yes No

DIMENSIONAL/DENSITY REQUIRIEMENTS (§ 7.7)

Required Lot Size _____ Proposed Lot Size _____
 Permitted Density _____ Proposed Density _____
 Max Height Permitted of building(s) _____ Proposed height of building(s) _____
Meets Requirements? Yes No

IMPERVIOUS SURFACE CALCULATIONS (§ 7.7)

Proposed Building Footprint(s) _____ + Parking _____ + Existing Building Footprint(s) _____ + Existing Parking _____ + Other _____ = _____ Total IS Proposed
Calculation: Total Lot _____ x _____ ratio = _____ Total IS Permitted

Meets Requirements? Yes No

SETBACKS (ARTICLE 7)

Front _____ Interior _____
Street Side _____ Rear _____

ADJOINING PROPERTY USE (ARTICLE 9)

Meets Requirements? Yes No

FLOOD HAZARD DATA (ARTICLE 4)

Is proposed project located in the 100-Year Floodplain? Yes No
Flood Map Panel _____ Date _____ Flood Zone(s) _____
Required Finished Floor Elevation _____

Is proposed project located in Wetlands area? Yes No

PROPERTY SPLITS/CITY LIMITS (ARTICLE 5)

Is the property located in the City limits of Concord? Yes No
Are new property lines shown on the site plans? Yes No
Do new lot lines meet city subdivision/zoning standards? Yes No
Is plat recorded? Yes No Deed Book Reference _____

Plat must be recorded. If not recorded, site plan is put on hold until plat is recorded and a copy received by the Plan Review Service Center. Contact Planning Services for additional information regarding Plat Approval Process.

CONDITIONAL USE (TABLE 7.6-1, §3.3 OR §6.2)

Is this a Conditional Use Project? Yes No
If yes, has it been through review and approval? Yes No Case Number _____ Approval Date _____

If a Conditional Use Permit has not been issued, please complete a Conditional Use Permit application and submit the application to Planning Services to be placed on the next available Planning and Zoning Commission Agenda. Contact Planning Services for further details.

OVERLAY DISTRICT STANDARDS (ARTICLES 7 & 15)

Is the proposed project located in Overlay District? Yes No
If yes, which one(s)? _____

Please complete as applicable:

Does the project meet the district design standards? Yes No
Comments _____

Does the building material meet the design requirements? Yes No
Comments _____

Is access requested off a thoroughfare? Yes No

Comments _____

Elevations submitted for architectural review? Yes No

Comments _____

Landscape requirements met for district? Yes No

Comments _____

YOU MAY BE REQUIRED TO SUBMIT BUILDING PLANS AND COLOR RENDERINGS FOR ARCHITECTURAL REVIEW. SEE ARTICLE 15 FOR DETAILS. ALSO NOTE THAT SOME OVERLAY DISTRICTS EXCLUDE CERTAIN USES.

GRADING/EROSION CONTROL (ARTICLE 4)

Does the proposed project disturb 1 acre or more of area? Yes No

If yes, have the appropriate permits been obtained? Please Mark as Appropriate Yes No

NCDENR (if applicable) _____ _____

CABARRUS COUNTY EROSION CONTROL _____ _____

CITY OF CONCORD GRADING PERMIT _____ _____

ADDITIONAL REQUIREMENTS (ARTICLE 4)

Does project meet criteria in (Article 4) Grading and Conservation Plan? Yes No

Comments _____

Does project meet criteria in the Flood Prevention Plan (§4.7)? Yes No

Comments _____

Does the project meet criteria for Vegetation Protection (§4.6) Yes No

Comments _____

Additional requirements placed on project (CUP, Rezoning Request, etc.) Yes No

Comments _____

LANDSCAPE REQUIREMENTS (ARTICLE 9)

Parking Lot Yard

Total Area of Proposed Parking _____ x 10% = _____

Total parking spaces proposed _____ / 10 = _____

Shade = _____ Ornamental = _____ Shrubs = _____

Planting Islands meet minimum? Yes No

Spaces within 60' of trees? Yes No

LANDSCAPE YARDS

	Location	Length	Width	Shade Trees	Required (Proposed)			Points
					Ornamental Trees	Large Shrubs	Medium Shrubs	
Street Yard(s)								
1								
2								
3								
4								
Buffer Yard(s)								
1								
2								
3								
4								
Building Yard(s)								
1								
2								
3								
4								

Meets Requirements? Yes No

SITE PLAN REQUIREMENTS (ARTICLE 5)

Are the drawings prepared to the correct scale? Yes No

Checklist Items

The following information shall be shown on all site plans.

- ___ Title
- ___ Revision number
- ___ Legend
- ___ Vicinity map depicting the location of the site relative to the municipal limits and the surrounding area
- ___ Existing topography with a minimum four-foot contour interval
- ___ Boundaries of wetlands, floodways, and one-hundred-year floodplains
- ___ Existing structures
- ___ Existing and proposed water bodies, railroads, bridges, culverts, and storm drains on the tract and on adjoining property within 100 feet
- ___ Anticipated date of final platting.
- ___ Watershed protection overlay districts and their Critical Areas

- ___ Perennial and Intermittent streams
- ___ Lakes and impoundments
- ___ Jurisdictional wetlands
- ___ Undisturbed buffer easements
- ___ Vegetated setbacks
- ___ Construction limits
- ___ Stormwater facility easements
- ___ Floodplain protection overlay districts, floodways, 100-year floodplain and base flood elevation
- ___ All existing and proposed utilities and proposed utility connections

Parcel Information

- ___ Existing tract boundaries shown by a heavy line along with all bearings and distances
- ___ Legal or deed description of the property
- ___ Proposed lot lines with scaled dimensions and lot numbers
- ___ Lines showing the different phases of the subdivision, if applicable
- ___ Names and PINs of adjoining property owners and subdivisions, both of record and proposed
- ___ Location and size of parcels supporting community services

Right-of-way and Easement Information

- ___ Proposed streets, sidewalks, and pedestrian ways, including vehicular access points, sidewalks, street names, right-of-way widths, pavement widths, centerline curve radii, site triangles at intersections, proposed functional classifications for streets, and typical cross-sections,
- ___ Existing streets, sidewalks, and pedestrian ways on subject and adjacent properties, including vehicular access points, sidewalks, right-of-way widths and pavement widths,
- ___ Proposed and existing utility easements, such as water, sanitary sewer, storm sewer, electric, natural gas, telephone, cable, etc., including labels for easement types and widths,
- ___ Labeled proposed and existing drainage and stormwater controls, including labels for easement types and widths,
- ___ Proposed and existing buffers, such as undisturbed buffers, vegetative buffers, buffer yards, etc., including labels for easement types and widths, and
- ___ Proposed open spaces, including labels for easements types and widths.
- ___ For PUD, TND, TOD or MX districts and conditional uses, total acreage of open space, including subtotals for acreage of passive and active open spaces.

Zoning Related Data

- ___ Zoning classification and district lines on the site and adjoining properties, and
- ___ Building setbacks.

Certificates, Signature Blocks, and Other Information

- ___ Certificate of Approval

- ___ Certificate of Conformity with Plans and Specifications
- ___ Certificate of Acceptance of Offer of Dedication.
- ___ Completed Street Name and Review Confirmation Sheet,
- ___ Completed Grading and Conservation Plan as required in Article 4
- ___ Completed Open Space Provision and Maintenance Plan as required in Article 6.5 (new IV), and the location and size of parks, school sites, open space areas, etc. and their ownership, legal instruments showing dedication of open space to a public entity (if necessary), a copy of restrictive covenants regarding open space.
- ___ Completed Architectural Plans for cluster developments as required in Article
- ___ Fire and Life Safety Department Confirmation of Acknowledgement and Acceptance
- ___ Electric Systems Load Data Sheet
- ___ Underground Electric Service Installation Agreement
- ___ Address request form and layout plan
- ___ Completed water and sewer permit applications in accordance with Chapter 62 Article III
- ___ Contract for Utility Service
- ___ Stormwater Facilities Inspection and Maintenance Agreement in accordance with Sec. 4-4 (d)
- ___ Driveway permits