

# DEVELOPMENT SITE PLAN APPLICATION



102 Town Hall Dr., Leland, NC 28451  
www.townofleland.com

Planning and Inspections Department  
Phone 910-371-3390 Fax 910-371-1158

## FEES:

0-4,999 Ft<sup>2</sup> - \$800.00

5000-10,000 Ft<sup>2</sup> - \$1000.00

Additional \$15.00/1000 Ft<sup>2</sup> over 10,000 Ft<sup>2</sup>

## Instructions

- You are encouraged to arrange an informal pre-application conference with staff prior to the date upon which you intend to submit an application. By attending this conference, it will help you submit a complete and acceptable application. You should bring a rough sketch of your proposal to this conference. Staff will point out any significant design problems, advise you regarding the required approval letters, and generally assist you in preparing an acceptable application.
  
- For new construction:** provide ten (10) 24" X 36" copies of the maps, and plans in question for technical review. An electronic PDF copy of the site plan is required. Additional copies may be requested by staff.
  
- For expansions or major modifications of existing structures:** provide two (2) 24" X 36" paper copies and a PDF copy of the site plan. Additional copies may be requested by staff.
  
- Development of property within a flood zone will require the submission of a Floodplain Development permit with this application. If building on or within a floodway, a No-Rise Certification must be obtained.

## Applicant Information

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## Site Information

Parcel # \_\_\_\_\_ Lot Number: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
(Street Address)

Business Name (if applicable): \_\_\_\_\_

Is the project new construction?:  YES  NO

Erosion Control Material Installed:  YES  NO

Flood Hazard Area:  YES  NO If yes, zone \_\_\_\_ as per FIRM panel \_\_\_\_\_

Driveway Drainage Pipe to Be Installed:  YES  NO (If yes, attach a detailed plan showing pipe size and storm water calculations)

Water:  County  H2Go  Town of Leland  Other \_\_\_\_\_

Sewer:  County  H2Go  Town of Leland

Proposed Use of Structure: \_\_\_\_\_

Height of Structure: \_\_\_\_\_ Total Ft<sup>2</sup> of Structure: \_\_\_\_\_ Total Acreage of Site: \_\_\_\_\_

Describe Current Buildings on Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **NEW CONSTRUCTION SITE PLAN CHECKLIST**

Items listed in this checklist must be included on the site plan.

Site plans should be drawn at a scale no less than one inch equals 100 feet on a sheet no larger than 24"x 36".

All preliminary development plans must be prepared by a licensed professional surveyor, engineer, and/or architect/site designer. A PDF version (either on CDR or via email) of the site plan must be included with the application.

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and any other development-related ordinances of the Town of Leland.

### **Basic Information**

<input type="checkbox"/>	Date, scale, north arrow and vicinity map
<input type="checkbox"/>	Detailed boundary descriptions of proposed site including location of corner or boundary markers as located on ground with lengths and bearings of property lines, flood zone as per FIRM panel.
<input type="checkbox"/>	Project name, owner's name and address, name of engineer, architect and/or surveyor
<input type="checkbox"/>	Location and size or width of all public R.O.W and/or easements within, bounding or intersecting the site including floodplain/floodway areas
<input type="checkbox"/>	Zoning of subject tract and abutting tracts
<input type="checkbox"/>	Existing and proposed topographic contours at vertical intervals no greater than (5) five feet of development area
<input type="checkbox"/>	The location, name, pavement width and right of way width of existing streets
<input type="checkbox"/>	Schedule of densities showing the number and type of dwellings per acre

### **Site Layout Information**

<input type="checkbox"/>	Front elevation drawings
<input type="checkbox"/>	Acreage of proposed site
<input type="checkbox"/>	The location of all existing and proposed drainage facilities necessary to serve the site (including easements)
<input type="checkbox"/>	Location and square footage of existing and proposed structures
<input type="checkbox"/>	Use of existing and proposed structures
<input type="checkbox"/>	Front, rear and side yard setbacks of all structures (existing and proposed)
<input type="checkbox"/>	The location, name, pavement width, curb type, right-of-way width, pavement type, sidewalk location and curb cuts of all proposed street and parking facilities and site improvements
<input type="checkbox"/>	The location of any proposed open spaces
<input type="checkbox"/>	Buffer and screening devices proposed to separate uses within the development
<input type="checkbox"/>	Location of outside waste facilities/trash receptacles and screening
<input type="checkbox"/>	Exterior lighting proposed and existing
<input type="checkbox"/>	Landscaping plan

<b>Parking Area</b>	
<input type="checkbox"/>	Total parking area in square feet
<input type="checkbox"/>	Total number of parking spaces required and provided (show calculations)
<input type="checkbox"/>	Marked parking spaces showing width, depth and layout dimensions
<input type="checkbox"/>	Driveway line markings and wheel stop locations
<input type="checkbox"/>	Parking stalls marked and designated for handicapped persons, location of ramps per ADA Code
<input type="checkbox"/>	Location and size of loading areas
<input type="checkbox"/>	Location and width of all curb cuts and driving lanes
<input type="checkbox"/>	Ingress and egress points
<input type="checkbox"/>	Fire lanes/emergency vehicle access lanes
<input type="checkbox"/>	Estimated trip generation
<input type="checkbox"/>	Full parking lot landscaping plan

## **EXPANSION/MODIFICATION SITE PLAN CHECKLIST**

Items listed in this checklist must be included on the site plan.

Site plans should be drawn at a scale no less than one inch equals 100 feet on a sheet no larger than 24"x 36" folded to 8"x 11" size.

All plans must be prepared by a licensed professional surveyor, engineer, and/or architect/site designer or by the applicant utilizing a survey plat or tax map of the parcel.

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and any other development-related ordinances of the Town of Leland.

### **Basic Information:**

<input type="checkbox"/>	Date, scale, north arrow, vicinity map
<input type="checkbox"/>	Detailed boundary descriptions of proposed site including location of corner or boundary markers as located on ground, floodplain zone as per FIRM panel number.
<input type="checkbox"/>	Project name, owner's name and address, name of engineer, architect/site designer, and/or surveyor
<input type="checkbox"/>	Location and size or width of all public R.O.W and/or easements within, bounding or intersecting the site including floodplain/floodway areas
<input type="checkbox"/>	Existing use of the subject tract and abutting tracts
<input type="checkbox"/>	Location and square footage of existing and proposed structures
<input type="checkbox"/>	Front, rear and side yard setbacks of all structures
<input type="checkbox"/>	Driveway location
<input type="checkbox"/>	Buffer and screening devices proposed to separate residential uses abutting the development
<input type="checkbox"/>	Location of outside waste facilities/trash receptacles and screening
<input type="checkbox"/>	Exterior lighting proposed and existing
<input type="checkbox"/>	Total number of parking spaces (9' x 18') required and provided (show calculations)
<input type="checkbox"/>	Wheel stop locations for all perimeter parking spaces
<input type="checkbox"/>	Parking stalls marked and designated for handicapped persons, location of ramps per ADA Code
<input type="checkbox"/>	Location and width of driving lanes
<input type="checkbox"/>	Locations and size of loading areas (Cannot use required parking areas)
<input type="checkbox"/>	Eight-foot-wide buffer area with forty (40) percent landscaped separating the building from the parking facility

**Certification**

I certify that I am authorized to make this application, that the information provided is correct to the best of my knowledge, and that I am authorized to grant, and do grant, permission to the local zoning official and local building official to enter on the property described above for the purpose of inspections. I understand that if this application is approved, that failure to meet any conditions of the approval shall result in the revocation of any permit(s) based upon this certificate. I understand that upon completion of any construction, I am responsible for scheduling a final inspection with the Planning Division. Failure to do so could result in fines and/or revocation of this zoning approval should it be approved.

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Applicant's Signature

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Applicant's Printed Name

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Date