



# Orange County Planning and Inspections Department

## Non-residential Site Plan Application Form:

Permits Plus Site Plan Case Number: \_\_\_\_\_

Date: \_\_\_\_\_ PIN Number: \_\_\_\_\_

Zoning: \_\_\_\_\_ Watershed: \_\_\_\_\_

Flood Areas/Zone: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Is the property located within the Major Transportation Corridor Overlay District: (yes) (no)

Other overlay districts impacting property: \_\_\_\_\_

Property Address:  
\_\_\_\_\_

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Water Supply (circle one): (well) (public water) (community system)

Sanitary System (circle one): (septic system) (public sewer) (community system)

**TYPE OF PERMIT(circle one):** (Construction) (Expansion) (Demolition)

Type of Use (Circle One): (retail) (office) (institutional) (manufacturing) (industrial) (restaurant) (service related) (other)

Define other: \_\_\_\_\_

What exactly are you proposing to do: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXISTING STRUCTURES: (If more than three (3) existing structures/buildings, please attach additional information)**

Type/Use:	Ground Coverage (in square feet):	Total living area (in square feet):

Type of use: (Permitted) (Special)

Type of Special Use Permit Required: (A) (B)

If proposal represents an expansion of an existing non-residential building, or proposes the location of a new non-residential building in an existing non-residential development site (i.e. shopping center, industrial park, etc), please provide information concerning the original site plan approval (i.e. date approved, requirements of approval, imposed conditions, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Setbacks: Front: \_\_\_\_\_ Side: (right) \_\_\_\_\_ (left) \_\_\_\_\_ Rear: \_\_\_\_\_

Proposed Height of Structure (in feet): \_\_\_\_\_

Total Disturbed Land Area (in square feet): \_\_\_\_\_

Total Impervious Surface Area in square feet:

Driveway/Access Road: \_\_\_\_\_

Parking: \_\_\_\_\_

Principal Structure: \_\_\_\_\_

Accessory structures: \_\_\_\_\_

HVAC Pads/Structures: \_\_\_\_\_

Dumpster Pad: \_\_\_\_\_

Are there streams/water bodies on the property? (yes) (no) Required stream buffer: \_\_\_\_\_

Distance of structures/driveways from water (in feet) : \_\_\_\_\_

**OUTDOOR LIGHTING:** Please provide the following breakdown of all proposed lighting fixtures (including building mounted fixtures, parking lot lights, and security lights) **If more than five (5) different fixtures are proposed, please attach additional information**

Type of Light:	Number of Lights:	Type of Fixture for Light:	Type of Bulb:	Wattage of Bulb:

**SIGNS:** Total linear frontage of building along roadway (in feet): \_\_\_\_\_  
 Please provide the following breakdown of each of the proposed signs for this project. **If more than four (4) different signs are proposed, please attach additional information**

Type of Sign:	Proposed Size of Sign (in square feet):	Proposed Location:	Illumination of Sign (if applicable):

**LANDSCAPING:** Please provide the following breakdown of all proposed and required landscaping both internal to the site and external (i.e. along property lines) required for the project. **Please attach additional information as necessary**

Required Buffer/Width:	Proposed foliage:

**Please note a formal landscape plan is required for all site plan submittals denoting required landscape buffers and location of all proposed and required plantings. Completion of this section does not eliminate this requirement.**

**PARKING/INTERNAL TRAFFIC CIRCULATION:**

Name of street where primary access is proposed: \_\_\_\_\_ Type of Street: (public) (private)

Number of entrances proposed: \_\_\_\_\_ Proposed parking spaces: \_\_\_\_\_ Handicapped parking spaces: \_\_\_\_\_

Proposed width of travel lanes: \_\_\_\_\_ Travel lane type: (One-way) (Two-way)

Number and size of loading zones proposed: \_\_\_\_\_

Transportation Impact Study Required: (yes) (no) Study Included: (yes) (no) If not, submission date: \_\_\_\_\_

Other considerations: Fire lane around building: (yes) (no) Pedestrian walkways defined: (yes) (no)

Parking Buffer Areas proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fire Lanes proposed (yes) (no) Location and width: \_\_\_\_\_

Drainage plan required: (yes) (no) Detail requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Erosion Control Permit required: (Yes) (No) Date Submitted \_\_\_\_\_

How will you dispose of green waste (trees, dirt, stumps, etc.) and construction debris:

\_\_\_\_\_

**\*\* NOTE: All trees, stumps, limbs, dirt, other similar green waste, and construction debris is required by law to be disposed of at a certified landfill or ground into mulch on-site. The County forbids the open burning of such debris or the dumping of such debris anywhere other than at an appropriate landfill site. Failure to properly dispose of such waste shall constitute a violation of the Unified Development Ordinance (UDO), potentially cause the revocation of the Zoning Compliance Permit, and subject the contractor/property owner to enforcement action as outlined in Article Nine (9) of the UDO \*\***

I certify that to the best of my knowledge the information contained within this application package, and in the supporting documents, is a factual representation of the proposed development and includes all submittal information as documented within Section 2.5 *Site Plan Review* of the UDO.

I understand that a Zoning Compliance Permit shall be issued authorizing the activities contained herein and that each new development project requires a new Zoning Compliance Application.

I acknowledge that by signing this application, the Orange County Planning and Inspections Department is authorized, pursuant to N.C. Gen. Stat. Section 153A-360, to make as many inspections of the subject property as may be necessary to verify that the proposed work outlined herein is consistent with the provisions of all applicable State and local laws, ordinances and regulations.

By signing this application, I acknowledge and agree that inspectors, zoning officers, erosion control officers, and other staff of the Orange County Planning & Inspections Department have a right, upon presentation of proper credentials, to enter the subject property at any reasonable hour for the purposes of inspection or other enforcement action.

\_\_\_\_\_

Owner

\_\_\_\_\_

Date:

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date:

## **ADDENDUM – UDO ORDINANCE REQUIREMENTS – SITE PLAN SUBMITTAL REQUIREMENTS:**

### **2.5.3 Plan Specifications:**

Each site plan shall be drawn at a scale adequate to show required detail and shall contain the following information:

- (A) The boundary of the lot(s) to be developed labeled with bearings and distances;
- (B) The name, address, and phone number of the applicant and the property owner;
- (C) Name of project, vicinity map, north arrow, scale, tax map reference number, date of plan preparation, and subsequent revision dates;
- (D) Zoning of the property to be developed and all adjacent zoning and existing adjacent land uses;
- (E) Adjacent right-of-way widths with road names and numbers;
- (F) A development summary including total acres, proposed use(s), total building square footage, required and proposed parking spaces.
- (G) Demonstrated compliance with all applicable performance standards contained in Articles 3, 4, 5, and 6 of this Ordinance;
- (H) Maximum and proposed impervious surface and required stream buffers as detailed in Sections 4.2 and 6.12 of this Ordinance;
- (I) Estimated traffic generated by the proposed development in trips per day. If the estimate exceeds 800 trips per day, a traffic impact study must be submitted in accordance with Section 6.17;
- (J) Front, side, and rear building setbacks as required by Articles 3 and 5 of this Ordinance;
- (K) Location of all proposed buildings and structures labeled with floor area, building height and function, and proposed finished floor elevation;
- (L) Vehicular use areas including existing and proposed streets and access drives, off street parking and loading to comply with Section 6.9 of this Ordinance, and entry/exit points of adjacent parcels;
- (M) Overhead and underground utilities with accompanying easements and storm drainage facilities/easements (including septic tanks and wastewater disposal fields, wells, fire hydrants, irrigation, and security lights);
- (N) Solid waste disposal facilities;
- (O) All proposed free-standing and wall-mounted signs. Signs must comply with Section 6.12 of this Ordinance;
- (P) A landscape plan demonstrating compliance with Section 6.8 of this Ordinance;
- (Q) For all developments other than single-family residential and duplexes, existing contour lines (dashed) and proposed contours (solid) at 5-foot intervals with 10-foot contours bold. Where site conditions warrant, 2-foot contours may be required;
- (R) Retaining walls, tree wells, or rip rap as part of the grading plan;
- (S) Streams, ponds, drainage ditches, swamps, floodway and floodplain boundaries;
- (T) Phase lines and numbers if the development is to be phased;
- (U) Methods of disposal of trees, limbs, stumps and construction debris associated with the permitted activity. Open burning of trees, limbs, stumps, and/or construction debris associated with the permitted activity is expressly prohibited;

- (V) Compliance with County adopted access management, transportation and/or connectivity plans and denote the location of future roadway(s) and access easements, whether public or private, to ensure and encourage future connectivity; and
- (W) Additional information may be required based on the site location and the type of development proposed.

#### 2.5.4 Procedures and Timeframes

- (A) Upon submission, the Planning Director shall review the site plan application for completeness in form and content according to this Article.
- (B) If an application is incomplete, it will be returned to the applicant within five working days.
- (C) When a complete application has been accepted, the plan(s) shall be distributed to applicable agencies, DAC, and other departments for review and comment.
- (D) The Planning Director shall review the plan(s) based on, but not limited to, the following general criteria:
  - (1) Compliance with all applicable County ordinances;
  - (2) Extent and intensity of impacts to the surrounding area;
  - (3) Respect for existing site conditions, including slope, vegetation, drainage patterns, etc.;
  - (4) Efficient use of the land to minimize disturbance and grading and to conserve energy;
  - (5) Safe and efficient vehicular and pedestrian circulation;
  - (6) Logical placement of structures and other site functions;
  - (7) No open burning of trees, limbs, stumps and construction debris associated with the permitted activity; and
  - (8) Compliance with any previously issued Special Use or Conditional Use Permit(s) associated with the project.
- (E) Following review of the site plan, the Planning Director shall take final action on the application within 21 days of acceptance of a complete application. Final action shall be one of the following:
  - (1) Approval,
  - (2) Approval with conditions, or
  - (3) Denial.

Failure to meet the criteria for site plan approval listed herein, and/or to address all review comments solicited during plan review, will result in denial of the application.
- (F) If a plan is approved with conditions, no zoning authorization allowing land disturbing activity or subsequent building permit shall be issued until all conditions of approval have been met to the satisfaction of Orange County.
- (G) Site plan approval and the issuance of a Zoning Compliance Permit does not establish a vested right to develop the property should zoning regulations change subsequent to plan approval.