LEVEL ONE PLAN SUBMITTAL REQUIREMENTS FOR PROJECTS OVER 5,000 SQ. FT.

Level One Zoning Review Submittals Must Include: a completed Zoning Application, Fire Protection Water Supply Analysis Form, Completed and Signed Project Checklist, and (3) Full Sets of Completed Drawings, (1) Reduced Set of Completed Drawings on 11" X 17" paper.

(LEVEL 2 and Level 3 Projects: Contact Planning Department for required Pre-Application process and checklists, (828)259-5831.)

* Site plans must include a "Title Block" containing the following information:

- Name of Property Owner (s) ☐
- Name, Address, and Phone Number of Contact Person ☐
- Name of Project ☐
- Location of Project, Address and a Vicinity Map ☐
- Name of Design Professional with Seal and Signature, *if Applicable* ☐
- Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft ☐
- North Arrow ☐
- PIN Number(s) ☐
- Date of Drawing and any Subsequent Revision Date ☐
- Zoning District(s), Provide Overlay Districts, if *Applicable* ☐
- Provide Proposed Use and Number of Residential Units (when applicable) ☐
- Name or Title of Plan (e.g. Sketch Plan, Site Plan, Landscape Plan) ☐
- Size of Property in Acres ☐
- List Number of Parking Spaces Required and the Number of Spaces Proposed for the Project ☐
- Calculate and List Open Space Requirements by Type and Percentage, *if Applicable* ☐

* The Site Plan must include the following:

- Show all Existing Property Boundaries with Dimensions (Show Entire Property) ☐
- Show Zoning Boundary and Split Zones, *if Applicable* ☐
- Show all Existing Overlay Zones, *if Applicable* ☐
- Show and Label all Flood Zones, *if Applicable* ☐
- Provide Topographic Lines at 5-foot Intervals and the Average Slope of the Natural Terrain *if* any Portion of the Lot is at or Above an Elevation of 2220'. ☐
- Show Neighboring Properties and the Land Use(s) existing on the lot(s); if residential provide Number of Residential Units ☐
- Show all Streets that abut the lot; provide Street Name, Width of Road and Dimension the road Right(s)-of-way ☐
- Show all Existing and Proposed Access Points to the Site (Note if any Access Points are not to be Used or to be Closed) ☐
- Show and Label Existing and Proposed Sidewalks and their Relation to the Right-of-way ☐
- Show Required Setbacks: Note and Dimension any Encroachments. Note Distances From Proposed Buildings to Property Lines and Distances between Buildings ☐
- Show and Label all Existing and Proposed Structures, Renovations, Parking, Loading Docks, Dumpsters and Outdoor Storage Areas ☐
- Note or Show all Proposed Building Heights and Number of Stories ☐
- Note or Show Building Size and Square Footage ☐

- CONTINUED ON REVERSE SIDE -

- Provide Impervious Surface Area Calculations ☐
- Show Accessibility Compliance per NCSBC-Volume 1-C, Showing 1 Foot ☐

Topographical Increments (i.e. handicap ramps, handicap parking, etc.)

- Show Visibility Triangle at Driveway(s) ☐
- Show and Label all Traffic Control Devices, Both Onsite and Offsite ☐
- Show Proposed Parking Lot Layout and Direction of Traffic Flow ☐
- Show and Dimension Lot Aisle Width and Parking Spaces, including Handicap Spaces ☐
- Show Location and List Number of Shared Parking Spaces (*if Applicable, provide Shared Parking Agreement between Parties)* ☐
- Show and Label required Bicycle Parking ☐
- Show and Indicate Locations of Nearest Fire Hydrants ☐
- Show Existing and Proposed Parking Lot Lighting and/or Security Lighting ☐
- Show Existing and Proposed Water Lines and Sewer Lines and their Easements ☐
- Show all Existing and Proposed Catch Basins, Drainage Structures, Ditches, Etc. ☐
- **When Submitting Plans for Sites with Multiple Buildings to be Constructed in Phases, a Master Plan Must Accompany the Site Plan Clearly Delineating the Project Phases.** ☐

Landscaping Requirements: Refer to Section 7-11-2 of the Unified Development Ordinance for specific requirements.

- Provide a List (Key) Noting Proposed Plantings by Species and Size ☐
- Show the Location and Species of any Tree in the Public Right-of-Way. Note if any are to be Pruned or Removed ☐
- Show Location and Note the Type of Ground Cover proposed *(stone mulch is not permitted)* ☐
- Provide all Calculations used to Determine the Landscaping Requirements for Street Trees Bufferyard Plantings, and Parking Lot Landscaping (Vehicular Use Area) ☐
- Show Location and Dimensions of Existing and Proposed Bufferyard Areas ☐
- Note the required Bufferyard Classification and Provide Species of Both Existing and Proposed Landscaping within the Bufferyard ☐
- Show Location and Species Type of Street Trees (Label Existing and Proposed) ☐
- Show Location and Type of required Parking Lot Landscaping (Label Existing and Proposed) ☐
- Show Location of Existing Vegetation - Label Species type and Size for any Landscaping being Preserved and Credited towards the Landscape Requirements ☐
- Show Location and Details of Protective Barriers for preserved vegetation in accordance Section 7-11-2(c)(3) of the Unified Development Ordinance ☐
- Show Screening Requirements for Dumpsters, Outdoor Storage areas and Utility Structures ☐
- *If requesting Alternative Compliance*, a letter explaining and justifying the need for Alternative Compliance is required with the submittal. The plans must show existing site features and any additional material the property owner will plant or construct in order to meet the intent of all the landscape requirements. ☐

By signing this form I, the applicant, acknowledge and understand the requirements of this submittal. I also understand that if any of the above items are not provided with this submittal my project will not reviewed within the standard (10) day review period.

Applicant's Signature:_____ **Date**_____

City Planner: I have reviewed a copy of the proposed site plan and find it acceptable for processing:
Planner Signature: _____ **Date**_____

Checklist and Plans are to be submitted to the Permit Center, located at the Public Works Building, 161 South Charlotte Street, Room A-101, Asheville, NC, 28801 (828)259-5846