



Town of Boiling Springs

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www.BoilingSpringsNC.net

SITE PLAN REVIEW MAJOR SUBDIVISION

BEFORE STARTING

In order to facilitate compliance with local regulations, site plans are required for all major subdivision residential developments.

- Fee: \$250 + \$5 for each lot over 10
- Signature required on Page 3.
- Board of Planning & Adjustment approval required for Major Subdivisions.
- The Zoning / Subdivision Administrator may request additional information as warranted.

GENERAL INFORMATION

PROJECT NAME:	
PROJECT PROPERTY	
Business or Development Name:	
Physical Address:	Parcel No:
Property Owner(s):	
Owner Mailing Address:	
Owner Telephone:	Owner Email:

PROJECT APPLICANT	
Permit Applicant Name:	
Applicant Mailing Address:	
Applicant Telephone:	Applicant Email:
Applicant Relation to Property: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor/Developer <input type="checkbox"/> Rental Tenant <input type="checkbox"/> Legal Representative of Owner	

PROJECT TYPE		
<input type="checkbox"/> New Residential (Townhomes)	<input type="checkbox"/> New Residential (Single Family Detached)	<input type="checkbox"/> Other

Project INFORMATION	
Square Footage:	Structure Height:
Parking Spaces:	Loading Area:
CHECK ALL THAT APPLY	
<input type="checkbox"/> Adding or changing signage (requires sign permit)	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Need new water or sewer connections	
<input type="checkbox"/> Adding dumpster (submit elevation and site layout)	

SITE PLAN REQUIREMENTS

GENERAL GUIDES

- Plans transmitted in the form of 3 hard copies in 24"x36" and electronic set in .pdf format
- Plans signed and sealed by NC Professional Engineer or Landscape Architect.

SEPARATE SHEETS REQUIRED FOR THE FOLLOWING:

- Water utilities
- Sewer utilities
- Required building setbacks showing hashed out no-build envelope

GENERAL SITE DEVELOPMENT PLAN:

- Applicant and property owner's name, address, contact information
- Parcel Tax parcel ID number
- Vicinity map, scale, and north arrow
- Owner contact information, address, and tax parcel numbers, and zoning of all adjacent properties
- Boundaries of the site with courses and distances indicated
- Data on all adjoining streets including name, ROW, utilities, storm drainage, and driveways
- Existing and proposed contour elevations at a maximum 2 foot interval. Elevations based on USCGC datum with benchmark indicated
- Watersheds and 100 Flood Plain indicated
- All proposed improvements
- Impervious surface calculation as percentage of each proposed parcel
- Exterior lighting plan (for amenity buildings)
- Street lights indicated
- Detail drawings for dumpsters, supporting pads, and screenings

BUILDING DATA

- Footprint showing elevation and dimensions, and area of proposed building(s)
- Dimensions and area for each tenant or dwelling space
- Front, side, and rear yard setbacks
- Elevation drawing for any view of the building visible from public roadways

UTILITY DATA

- Waterline locations, material type, size, and any existing valves or appurtenances
- Water meter location and size
- Sewer line location, material type, size and any existing manholes or appurtenances
- Sewer service lateral, proposed lines and manholes, cleanouts, and other appurtenances
- Water and sewer easements and required utility easements
- Fire hydrant locations show with linear distances to buildings
- Special details for all water meters, backflows, valves, fire suppression equipment, hydrants, grease interceptors, vaults, enclosures, and other water and sewer related appurtenances.

PARKING DATA

- Dimension and area calculations for all impervious and permeable surfaces
- Location and dimension of parking areas, angle of parking, typical width, length, aisle width, etc.
- Number of spaces required and provided
- Number of handicap spaces provided and required including handicap parking sign detail
- Loading area required and provided

STORMWATER DATA

- Pipe material, size, length, slope, etc.
- Drainage areas and runoff for each storm drain pipe
- Invert elevation and top elevation for each structure: catch basin, inlet, flared end section, head wall, etc.
- Exit velocity and details of velocity reduction facilities at each outlet
- Complete hydraulic calculations
- Complete storm drainage calculations
- Special details and storm drainage easement widths

LANDSCAPE DATA

- Overview of all landscape improvements
- Number of parking shade trees required and provided
- Indication of required street yards, side yards, and buffers
- Street tree layout
- Indication of plant species including mature height

Check if additional materials/drawings are included with this application

Describe Additional Materials: _____

ZONING ADMINISTRATOR DETERMINATIONS

This site plan has been reviewed for compliance with all applicable sections of the Town Code. The Issuance of this permit is based on the proposals indicated on the provided plans only and is contingent upon compliance with all conditions, comments, and restrictions provided. The omission of any element of the proposed project does not exclude that element from complying with Town Code. An approved Site Plan functions as a Zoning Permit which is are valid for 180 days unless a Zoning Permit with vested rights is obtained. Review has determined the following.

GENERAL DETERMINATIONS			
City or ETJ:	Zoning:	Special Requirement(s):	
Parking Spaces Required:		Loading Area Required:	
Minimum Lot Size:		Impervious Area Limit:	
Landscaping Requirements:		Façade Requirements:	
Required Minimum Setbacks			
Front:	Left:	Right:	Rear:

Approved
 Approved w/Conditions
 Denied

Conditions/Comments/Restrictions:

Materials Referenced for Approval:

Date of Board of Planning and Adjustment Meeting if Applicable: _____

Zoning Administrator Approval: _____ Date: _____

APPLICANT STATEMENT & AGREEMENT

I hereby certify the information on this application is true and correct and that the building or land will not be used other than indicated on this application and included materials. I will adhere to the conditions, comments, and restrictions, provided as a result of plan review. I understand this Permit only certifies the proposed project complies with the Zoning Code and is not a building permit, certificate of occupancy, or other certification required for construction or occupancy.

Applicant Signature: _____ Date: _____

Print Name: _____