



# Town of Boiling Springs

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[www.BoilingSpringsNC.net](http://www.BoilingSpringsNC.net)

## SITE PLAN REVIEW COMMERCIAL AND MULTI-FAMILY

### BEFORE STARTING

In order to facilitate compliance with local regulations, site plans are required for all new non-residential and multi-family residential developments as well as any development project involving significant site improvement and modifications.

- \$250 fee is required for site plan review.
- Signature required on Page 3.
- Board of Planning & Adjustment approval required for non-residential development over 5,000 square feet and multi-family development over 4 units.
- This is not the correct form for single-family attached and detached subdivisions.
- The Zoning Administrator may request additional information as warranted.

### GENERAL INFORMATION

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

<b>PROJECT APPLICANT</b>	
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	

<b>PROJECT TYPE</b>		
<input type="checkbox"/> New Non-residential	<input type="checkbox"/> Non-residential Renovation or Expansion	<input type="checkbox"/> Other

\*Mark mutli-family over 4 units as non-residential

<b>Project INFORMATION</b>	
Square Footage:	Structure Height:
Parking Spaces:	Loading Area:
<b>CHECK ALL THAT APPLY</b>	
<input type="checkbox"/> Preparing Food (requires grease interceptor)	<input type="checkbox"/> Adding dumpster (submit elevation and site layout)
<input type="checkbox"/> Adding or changing signage (requires sign permit)	<input type="checkbox"/> Changing non-residential façade (submit elevation drawing)
<input type="checkbox"/> Need new water or sewer connections	

## 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 parcel
- Exterior lighting plan
- 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
- 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:

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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: \_\_\_\_\_