



CITY OF BELMONT

PLANNING & ZONING

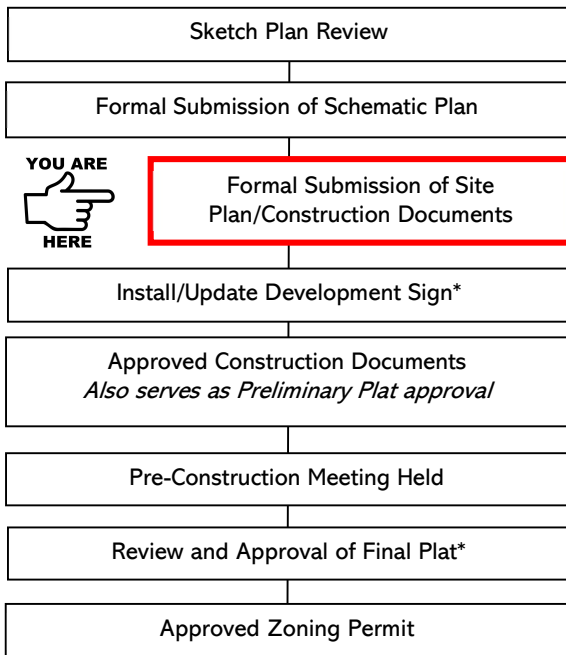


SITE PLAN/ CONSTRUCTION DOCUMENTS APPLICATION GUIDE

This application should be used for projects proceeding as a site plan or AFTER a schematic plan review has been completed.

THE PROCESS

NOTE: Before completing a Site Plan/ Construction Document Application, a completed sketch plan review and schematic plan review (if applicable) is required.



REQUIRED ATTACHMENTS:

- Construction Document plan set
- Schematic plan approval letter and supporting documentation*
- Transportation Mitigation Agreement*
- Soil and sedimentation permit*
- Completed watershed development application
- Final proposed elevations of all non-single family and duplex buildings proposed

* = If applicable

APPLICATION SUBMITTAL AND REVIEW

Construction documents shall constitute the complete submittal requirements for Site Plans and Preliminary Plats required prior to construction.

1. **Formal Submission of Site Plan/Construction Documents.** Applicant submits an application and all required documentation (see reverse side) for consideration and review. Upon submittal of an online application, an invoice will be sent via email noting the associated application fees.
2. Once all fees are paid and project planner deems the application complete, the planning department will begin review of the submitted application and plans.
3. Planning staff, in coordination with the Technical Review Committee (TRC), reviews the submitted plans for compliance with all ordinances, and any conditions of schematic plan approval.
4. **Approved Construction Documents (Also serves as Preliminary Plat approval).** Once the TRC and Planning Staff deem the Construction Documents to be complete and compliant, the plans may be approved administratively.
5. **Pre-Construction Meeting Held.** A pre-construction meeting will be held with applicant and city staff.
6. Applicants may request a grading permit after approval of construction documents and pre-construction meeting is held. However, no grading or infrastructure construction work may commence prior to the issuance of a zoning permit.

NEXT STEPS:

Final Plat Application OR Zoning Permit Application

*In addition to uploaded files, four (4) hard copy sets of submitted plans (24" x 36" minimum) must be delivered to:
Planning Department; Attn: Project Planner
1401 E Catawba St, Belmont, NC 28012.*



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INFO FOR BE INCLUDED IN SITE PLAN/ CONSTRUCTION DOCUMENTS

NOTE: *For more detailed information on site plan requirements, refer to chapter 16.9 of our LDC.*

- Boundary of the area to be developed to include scale, north arrow, and vicinity map
- Certificate of Survey and Accuracy in accordance with **Chapter 16.12 (J)**
- Proposed name of development with street names, owner names/address, and names of adjoining subdivisions
- Location of proposed buildings, parking and loading areas, streets, alleys, easements, lots, parks or other open spaces, reservations (i.e. school sites), property lines, building setback lines with street dimensions, tentative lot dimensions, and the location of any building restriction areas.
- Typical cross-sections of proposed streets with ROW, pavement width, grades, and engineering data
- Location of any existing or proposed demolition landfills- no building permissible in these areas
- All required site calculations
- Location and dimensions of an off-street parking and loading spaces
- Location, size, height, and orientation of proposed signs
- Location and dimensions of proposed recreation areas, open space, and required amenities in accordance with **Chapter 7**
- Location and dimensions of any sidewalks, curb, and gutters in accordance with **Chapter 8**
- Buffer delineations in accordance with **Chapter 16.6**
- A statement from the City regarding the availability of adequate water and sewer capacity
- Location and size of all utility lines, easements, and rights-of-way including water, sewer, storm sewer, natural gas, electric, and telecommunications in accordance with **Chapter 16.11**
- Plans for utility layouts, including sanitary sewers, storm sewers, and water lines, illustrating connections to existing systems
- Environmental Survey in accordance with **Chapter 15.5**
- Tree Protection Plan in accordance with **Chapter 11.3.8**
- Tree Planting Plan in accordance with **Chapter 11.3.10**
- Landscape Plan in accordance with **Chapters 11.4**
- Lighting Plan showing compliance with **Chapter 12**
- Grading Plans approved by the North Carolina Department of Natural Resources.

For more information or any feedback, please contact the Planning Department at 704-901-2610 or at planning@cityofbelmont.org.