



# Jackson County Planning Department

## **441 CORRIDOR DISTRICT DEVELOPMENT ORDINANCE PLAN SUBMITTAL CHECKLIST**

*Any person or firm seeking to develop property or a subdivision must comply with the U.S. 441 Development Ordinance for site design, grading, roadway standards, erosion control, landscaping, etc. Please read the ordinance before completing the items included in this application. All items required in the ordinance should be completed prior to submittal of plans to the County and where applicable, be signed and sealed by an appropriate design professional. A Zoning Permit and this COMPLETED checklist must be submitted with your plans.*

### **Pre-Application Conference:**

It is recommended that a pre-application conference be scheduled with the Jackson County Plan Review Committee prior to the application for approval of a project. Please call the Permit Center at (828) 586-7560 to schedule an appointment with a representative from the Review Committee for a pre-application conference. At the conference, preliminary plans may be shown in order to receive general guidance but will not be submitted or accepted. General requirements of the 441 Corridor District Development Ordinance will be discussed.

### **Submission Information:**

Please enter all information requested. Place a mark in any check box [ ] applicable to your plans to indicate that the item has been completed.

Date: \_\_\_\_\_

Zoning District of Property: \_\_\_\_\_

Project / Subdivision Name: \_\_\_\_\_

Address/Street Location of Property: \_\_\_\_\_

PIN Number(s) of Property: \_\_\_\_\_

### **Contact Information:**

Owner / Developer Name: \_\_\_\_\_

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

Phone and Email: \_\_\_\_\_

Surveyor/Engineer/Landscape Architect Name and Company Name: \_\_\_\_\_

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

Phone and Email: \_\_\_\_\_

**Plan Submission:**

*Please include the following in your submission:*

- Submit 3 copies of the complete "final" plans (no larger than 30 inches by 42 inches).
- A digital version of the complete "final" plans (in pdf format) and (ACAD "Base" drawing, if available).
- one (1) copy of the complete "final" plans reduced to 11"x 17".
- Application fee (Zoning Permit).

**Specifications for Plan Submission:**

*The submitted plans shall include a **minimum** of the following information:*

1.  All plans shall be clearly and legibly drawn at a scale between **1"=10'** and **1"=60 feet** and shall be drawn on an appropriate standard sheet size.
2.  **Title block:** A title block shall be included that shall contain the following (all sheets):
  - a.  Name and address of owner.
  - b.  Name of subdivision or project.
  - c.  Location (township, county, state).
  - d.  Date of plans.
  - e.  Graphic scale.
  - f.  Name, address, telephone number and email of designing person/firm preparing plans.
3.  **Project data:** Project data shall include the following (cover sheet or site plan sheet):
  - a.  Total area of tract.
  - b.  Total number of lots (if applicable).
  - c.  Number of lots/units per acre.
  - d.  Percent of open space on project property.
  - e.  Tax parcel identification number, PIN(s).
  - g.  Pervious vs. impervious area (total).
4.  **Cover Sheet:**
  - a.  Vicinity map with north arrow.
  - b.  General project notes.
  - c.  Construction phasing notes.
  - d.  Index of plans.
  - e.  Property Owner / Developer contact information.
5.  **Site Plan / Site Layout:**
  - a.  North arrow and bar scale.
  - b.  Property lines.
  - c.  Proposed lot lines and lot numbers or unit numbers (if applicable).
  - d.  Proposed building and landscape setbacks (if applicable).
  - e.  Proposed and existing roadways, driveways and sidewalks (include roadway c/l curve radii).
  - f.  Proposed and existing right-of-ways and easements.
  - g.  Proposed open spaces and existing vegetation delineation.
  - h.  Site traffic signing and pavement marking.
  - i.  Curb and gutter locations.
  - j.  Proposed and existing building envelopes.
  - k.  Dimensions and curve data for proposed roads and driveways.
  - l.  Existing waterways (creeks, branches, rivers, etc.) and setbacks.
  - m.  Existing utilities (water, sewer, electrical, phone, etc.) if applicable.
  - n.  Parking calculations.

**6. [ ] Grading and Storm Drainage Plan:**

- a. [ ] North arrow and bar scale.
- b. [ ] Property lines.
- c. [ ] Proposed lot lines (if applicable).
- d. [ ] Proposed building and landscape setbacks (if applicable).
- e. [ ] Proposed and existing roadways, driveways and sidewalks (clearing limits).
- f. [ ] Proposed and existing right-of-ways and easements.
- g. [ ] Proposed open spaces.
- h. [ ] Proposed and existing building envelopes.
- i. [ ] Proposed and existing contours (minimum 5' intervals).
- j. [ ] Proposed and existing storm drainage pipes, structures, ponds, easements, etc.
- k. [ ] Proposed storm structure table.
- l. [ ] Proposed retaining wall locations (if applicable).
- m. [ ] Existing waterways (creeks, branches, rivers, etc.) and setbacks.
- n. [ ] Existing utilities (water, sewer, electrical, phone, etc.) if applicable.
- o. [ ] Existing floodway and floodplain information (if applicable).
- p. [ ] Riparian Buffer Area (if applicable).

**7. [ ] Erosion Control Plan:**

**\*Erosion Control Plans will be reviewed by the Jackson County Erosion Control Staff\***

**8. [ ] Landscape Plan:**

- a. [ ] North arrow and bar scale.
- b. [ ] Property lines.
- c. [ ] Proposed lot lines and lot numbers or unit numbers (if applicable).
- d. [ ] Proposed building and landscape setbacks (if applicable).
- e. [ ] Proposed and existing roadways, driveways and sidewalks.
- f. [ ] Proposed and existing right-of-ways and easements.
- g. [ ] Proposed open spaces and existing vegetation (to remain) delineation.
- h. [ ] Proposed building envelopes.
- i. [ ] All proposed planting locations and labeling (trees, shrubs, flowers), species list, mulching, etc.
- j. [ ] All underground utilities (storm sewer, sanitary sewer, water lines, etc.)

**9. [ ] Utility Plan:**

**\*Utility Plans may be reviewed by the Tuckaseegee Water and Sewer Authority\***

- [ ] public sanitary sewer (T.W.A.S.A.)
- [ ] community sanitary sewer system (Jackson County Health Department Review).
- [ ] septic tanks (on each individual lot or shared) (Jackson County Health Department Review).

- [ ] public water (T.W.A.S.A.)
- [ ] community water system
- [ ] wells (on each individual lot or shared)

- a. [ ] North arrow and bar scale.
- b. [ ] Property lines and lot numbers (if applicable).
- c. [ ] Proposed lot lines (if applicable).
- d. [ ] Proposed and existing right-of-ways and easements.
- e. [ ] Proposed and existing building envelopes.
- f. [ ] Proposed and existing roadways, driveways and sidewalks.
- g. [ ] Proposed and existing (to remain) storm drainage pipes, structures, ponds, easements, etc.
- h. [ ] Proposed and existing utilities (water, sewer, electrical, phone, etc.).
- i. [ ] Existing waterways (creeks, branches, rivers, etc.) and setbacks.

10.  **Detail Sheets:**

- a.  Appropriate Site details (typical sections for all roadway types).
- b.  Appropriate Grading and Storm details.
- c.  Appropriate Erosion Control details (with seeding notes).
- d.  Appropriate Utility details (cleanouts, manhole, etc.).

11.  **Additional Required information:**

- a.  Zoning and Sign permits and fees.
- b.  Building elevations for non-residential projects.
- c.  Type of exterior building materials.
- d.  Paint color of exterior buildings.
- e.  Proposed exterior signage location with plan and dimensions.

**Additional information that may be required if mandated by County Ordinances or NC General Statutes:**

- required  not required - *Slope Analysis Map*
- required  not required - *Project Phasing Map*
- required  not required - *Home Owners Association documents*
- required  not required - *Off-site Easement agreements*
- required  not required – *NCDOT Driveway permits*
- required  not required – *NCDOT Encroachment permits*
- required  not required – *Geotechnical Report*
- required  not required – *Special Condition Permit*