

APPENDIX A: INFORMATION REQUIRED WITH APPLICATIONS

A-1-1 Number of Review and Filing Copies to be Submitted

Type of Map or Plan	Review	Filing (after approval)		
	# of Prints	# of Prints	# of Mylars	# of Mylar As-Builts
Minor Subdivision Sketch Plan	2	1	-	-
Minor Subdivision Plat	4	1	1	-
Major Subdivision Sketch Plan	4	2	-	-
Major Subdivision Preliminary Plat	6	2	1	-
Major Subdivision Final Plat	6	2	1	1
Plot Plan	4	2	-	-
Site Plan <ul style="list-style-type: none"> • Site Layout • Water, Sewer and Drainage Utility • Landscaping Plan 	6 Sets (3 for Site Plan Review, 3 for Building Review)	3 Sets	-	-
Digital of PDF copy of any item submitted	1 File	1 File	-	-
Street and Utility Construction Plans and Profiles	As required by the City Engineer, NCDOT and the applicable utility provider			
Stormwater Management Site Plan	3 Sets	1 Set	-	-
Hydraulic or Hydrologic Details and Computations	3 Sets	1 Set	-	-

Note: *An electronic copy, in a format acceptable to the City of Shelby, of all items submitted and all approved site plans, plats, etc. shall also be provided to the City. A description of the software and coordinate system used (e.g. NAD 1983 North Carolina State Plane) should accompany the digital data submitted to the City.*

A-1-2 Required Information on Minor and Major Subdivisions, Sketch Plans, Plot Plans, and Site Plans

Submission of all maps and/or plans shall contain the following information before submission to the Community Development Department for review. The information required on sketch plans is delineated in Section 15-2.2 (A). An 'X' indicates required information. Information required on site plan sheets is indicated by the following codes: 'A' to be included on all sheets, 'S' to be included on Site Plan sheet, 'U' to be included on Utility sheet, 'L' to be included on Landscaping sheet, and 'SW' to be included in the Stormwater Management Site Plan. Depending on the scale or complexity of the development, any or all the sheets may be combined. Additional information may be required for approval of the site plan. The Planning Director may waive items required if it is judged that they are not necessary to complete the review.

Type of Map or Plan

Information	Minor and Major Subdivisions			Plot Plan	Site Plan
	Minor Plat	Preliminary Plat	Final Plat		
Map or plan size: Maps submitted shall not exceed a maximum size of 24" by 36"		X			A
Maps or plans may be drawn on more than one sheet with appropriate match lines	X	X	X		A
Standard 18" by 24" sheet for plats to be recorded, minimum 1-1/2" border on the left side and a minimum 1/2" border on all other sides; or as required by the Cleveland County Register of Deeds	X		X		
Original drawn on material as required by the Cleveland County Register of Deeds	X		X		
Plan Endorsement Block		X			A
Title Block containing:					
Name of Development	X	X	X		A, SW
Name of map or plan (minor plat, preliminary plat, etc.)	X	X	X		A, SW
Owner's name with address and daytime phone number	X	X	X	X	A, SW
Location (including address, township, county and state)	X	X	X	X	A, SW
Date(s) map(s) prepared or revised	X	X	X	X	A, SW
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'. If all lots are greater than 3 acres, 1" =200' scale may be used.	X	X	X		A, SW
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 40'. If all lots are greater than 3 acres, only the building site needs to be shown				X	

Information	Minor and Major Subdivisions			Plot Plan	Site Plan
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Scale Bar	X	X	X		A, SW
Name, address, and telephone # of preparer of map (licensed surveyor, engineer, or architect)	X	X	X		A, SW
Developer's name, address, and daytime phone number (if different from owner's)	X	X	X		A, SW
Zoning district(s) within the property and adjacent properties	X	X	X	X	S, L
Existing land use within the property and on adjacent properties	X	X			S, L
Plat book or deed book reference	X	X	X	X	S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)	X	X	X		S
Tax Parcel ID Number(s)	X	X	X	X	S
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'	X	X	X		S, SW
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	X	X	X	X	A
Registration and seal of land surveyor	X		X		S
North arrow and orientation (north arrow shall not be oriented towards bottom of map)	X	X	X	X	A, SW
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer		X			S
Boundaries of the tract to be subdivided or developed:					
Distinctly and accurately represented and showing all distances	X	X	X		A
Tied to nearest street intersection (within 300') or USGS (within 2000')	X	X	X		S
Showing locations of intersecting boundary lines or adjoining properties	X	X	X		S
Location and descriptions of all monuments, markers, and control corners	X		X		S
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as 'old property lines' and show as dashed lines	X	X	X		S

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Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to the closest property lines; building setback lines (or note). A dashed line should be shown on the plat outlining all known structures, ponds or lakes removed or filled.	X	X		X	S
The name and location of any property or building on the National Register of Historic Places or locally designated historic property	X	X	X		S
Railroad lines and right-of-ways	X	X	X	X	A
Water courses, ponds, lakes or streams	X	X	X		A
Marshes, swamp and other wetlands		X			A
Areas to be dedicated or reserved for the public or a local jurisdiction		X	X		A
Areas designated as common area or open space under control of an Owners' Association	X	X	X		S, L
Proposed building locations for zero lot-line developments	X	X		X	S
Location of manufactured dwelling spaces and whether they are designated for single or double wide dwellings					S
Typical diagram of manufactured dwelling space					S
Location of designated recreation areas and facilities		X	X		S
Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations	X	X	X	X	A
Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level		X			A
Proposed lot lines and dimensions	X	X	X		A
Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size	X	X	X		S
Site calculations including:					
Acreage in total tract	X	X	X	X	S, SW
Acreage in public open space		X	X		S, L
Total number of lots proposed	X	X	X		S
Linear feet in streets		X	X		S
Area in newly dedicated right-of-way		X	X		S

Information	Minor and Major Subdivisions			Plot Plan	Site Plan
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Disturbed Area		X	X	X	S, SW
Lots sequenced or numbered consecutively	X	X	X		S
Street address as assigned by the City for each new lot	X		X		
County Health Department information for subdivisions without public sewer available: 1) Each lot shall contain an Improvement Permit Number for an on-site subsurface sewage treatment and disposal system and the approved area identified with broken lines and including dimensions of the approved area as measured from property lines or crosshatched and labeled 'NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT,' whichever is appropriate.		X		X	S
2) Each lot that has been approved for an on-site subsurface sewage treatment and disposal system shall be shown. Denied lots or lots not evaluated shall be crosshatched and labeled, 'NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT'	X		X		
The following notes shall be shown: 1) 'There is no right to build upon or otherwise improve any of these lots until a valid written Improvement Permit has been obtained from the Health Department as required by State Law. CONTACT THE COUNTY HEALTH DEPARTMENT CONCERNING LOT SUITABILITY FOR ON-SITE SUBSURFACE SEWAGE TREATMENT AND DISPOSAL SYSTEMS.'		X	X		
2) 'The location shown for designated septic system areas are approximate. Approval and designed area information for subsurface sanitary sewage systems is reproduced from information supplied by the County Department of Public Health and the Surveyor/Engineer makes no representation or warranty as to the accuracy of such information.'		X			
Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways				X	S, L

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Within parking areas, clearly indicate each parking space, angle of parking and typical size				X	S
Street data illustrating:					
a) Existing and proposed rights-of-way lines within and adjacent to property (shown with a cross-hatch pattern)	X	X	X	X	S
b) Existing and proposed rights-of-way within and adjacent to property showing:					
i) Total right-of-way width dimension	X	X	X		S
ii) Right-of-way width dimension from centerline of existing public streets	X	X	X	X	S
c) Existing and proposed streets showing:					
i) Pavement or curb lines		X			S
ii) Pavement width dimension (face-to-face)		X			S
iii) Cul-de-sac pavement radius		X			S
d) Existing and proposed street showing existing and proposed street names	X	X	X	X	A
e) Street profiles		X			
f) Location, dimension and type of all easements	X	X	X	X	A
Utility Layout Plan showing proposed connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines:					
a) Sanitary sewer		X		X	U
b) Water distribution		X		X	U
c) Drainage		X		X	U
d) Natural gas, electric, cable TV, etc.		X		X	U
Location of utility easements	X	X	X	X	U
Location of existing and proposed utilities	X	X	X	X	U
If an industrial site, a sewage pretreatment application must be obtained					U
Location of fire suppression system facilities					U
Stormwater Management Plans for property located within a watershed protection overlay district:					
a) Location of public water supply watershed boundaries	X	X	X	X	A

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b) Area to be disturbed with number of graded acres and percentage noted	X	X		X	U
c) Maximum allowable built-upon area for each lot or tract (if applicable)	X	X	X	X	S
d) Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks and driveways	X	X		X	U
e) Permanent watershed protection controls including wet detention ponds, maintenance and access easements and natural filtration and infiltration areas	X	X	X	X	U
f) Location and width of required buffer areas	X	X	X	X	U
g) Stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions and hydraulic calculations	X	X		X	U
City of Shelby Stormwater Management Permit is required for all sites disturbing more than 1.0 acre. Contact Stormwater Department at 704-484-6840 for permitting information)					SW
Location of existing and proposed contours					SW
Existing and proposed watersheds and sub-watershed boundaries					SW
Proposed impervious surfaces (buildings, parking lots, roads, etc.)					SW
Proposed stormwater discharge points					SW
Proposed drainage easements with dimensions					SW
Type, size, and location of all proposed stormwater conveyances (culverts, grass swales, etc.)					SW
Type, size, and location of existing and proposed structural BMPS (wet/dry detention basin, bioretention, infiltration basin, etc.)					SW
Details and specifications for each structural BMP being utilized					SW
Proposed maintenance access for future maintenance of stormwater structures					SW
Total area of property					SW
Total area disturbed					SW
Amount of pervious and impervious area					SW
Engineering certification statement, if required by this Ordinance	X	X	X	X	U

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Documentation of Submission of an Erosion Control Plan, if disturbing greater than one acre		X			X
Documentation of Approval of an Erosion Control Plan, if disturbing greater than one acre			X		
Evidence of Notification to US Army Corps of Engineers of Earth-Disturbing Activities in Wetlands, if applicable	X	X			X
Landscaping Plan shall include:					
a) Location of any required planting yard and/or parking lot plantings		X			L
b) Location and screening of dumpsters/compactors					L
c) Location, species, size, number, spacing, height of trees and shrubs in required planting areas. (If existing vegetation is to be preserved, indicate approximate height and species mix)					L
d) Size of planting yard, walls, berms and fences		X			L
e) Provisions for watering, soil stabilization, plant protection and maintenance access					L
f) Location and description of barriers to protect any vegetation from damage both during and after construction					L
Existing and proposed signs (location, height and area)		X			S
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities		X			S
Front, side and rear elevations of proposed building(s), if required by the Permit Issuing Authority					X
Certificates and Endorsements (See Appendix D for wording):					
Certificate of Survey Accuracy signed by surveyor and attested by Notary Public	X		X		
Certificate of Ownership	X				
Certificate of Ownership and Dedication			X		
Certificate of Minor Plat Approval	X				
Certificate of Preliminary Plat Approval		X			
Certificate of Final Plat Approval			X		
Certificate of Approval of Required Improvements			X		

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Certificate of Approval by Division of Highways of the North Carolina Department of Transportation, if applicable			X		
Certificate of Utilities Approval			X		
Certificate of Health Department Approval	X		X		
Certificate of Purpose for Plat as required by NCGS 47-30	X		X		
Private Streets Disclosure Statement			X		
Public Water Supply Watershed Protection Statement	X		X		
Acknowledgment of Recordation of Nonevaluated/ Nonbuildable Lots, if applicable	X		X		

A-1-3 Documents and Written Information in Addition to Maps and Plans

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested at the time of plat or plan submission:

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Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.	X	X			X
Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.		X			X
Detailed descriptions of recreational facilities to be provided.		X			X
Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.			X		X
Bonds, letters of credit, or other surety devices.			X		X
A traffic impact assessment performed and prepared by a qualified transportation or traffic engineer or planner.		X			X
Time schedules for the completion of phases in staged development.		X			X
The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.		X			X
If any street is proposed to intersect with a state-maintained street, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations.					X
Proposed deed restrictions or covenants to be imposed upon newly created lots.		X			
NCDOT/City of Shelby driveway permit may be required if project is creating or altering any driveway.					X