

# SITE PLAN

## FOR PARKING LOT PLAN APPROVAL

City of Wilmington, NC  
Planning Division

P. O. Box 1810, 305 Chestnut St, Wilmington, NC 28402  
Telephone: (910) 254-0900 FAX: (910)341-3264

### Section A. SITE DATA SHEET

Per Sec18-529 (b) of the Land Development Code, all parking facilities with  $\geq 5$  parking spaces or 2,500 square feet in size that are constructed, reconstructed, revised, or enlarged are subject to parking lot plan approval. General maintenance that does not involve modification of the existing parking facility is not subject to review.

Site being improved for ADA (Americans with Disabilities Act) compliance

DEVELOPMENT NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
NEW HANOVER COUNTY TAX PARCEL IDENTIFICATION # (PARID): \_\_\_\_\_  
ZONING DISTRICT(S): \_\_\_\_\_ TOTAL SITE ACRES: \_\_\_\_\_

**CLIENT** (Owner or Developer):

Name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**CONSULTANT/AGENT** (Person to contact regarding questions or revisions to the plan):

Name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**NOTE: IF SITE IS IN A CONDITIONAL ZONING DISTRICT OR IF THE SITE HAS A SPECIAL USE PERMIT, PLACE THE COMPLETE LIST OF ZONING CONDITIONS ON THE PLAN.**

**ALL PLANS:**

BUILDING USE: \_\_\_\_\_ TOTAL BUILDING AREA (gross sq. ft.): \_\_\_\_\_  
OFF STREET PARKING: REQ'D SPACES: \_\_\_\_\_ EXSTING SPACES: \_\_\_\_\_ PROPOSED SPACES: \_\_\_\_\_ CHANGE (+/-): \_\_\_\_\_  
PARKING GROUP/STANDARD APPLIED: (e.g. "1 space per 300 s.f. building area"): \_\_\_\_\_

**APT./CONDO/TOWNHOME:** # 1BR Units: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR \_\_\_\_\_

**OWNER'S SIGNATURE:** *In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed site plan as approved by the City. I hereby designate \_\_\_\_\_ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application. I attest that the information contained in this application and all supplemental materials and documents associated with this project are true and accurate.*

Owner's Name (print): \_\_\_\_\_

Owner's Signature/Date: \_\_\_\_\_

DATE RECD:

PLANNER:

CASE FILE #:

FEE PAID \$:

## Section B. SUBMITTAL CHECKLIST AND PROCEDURE

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(1) PLANS MUST BE SUBMITTED TO THE PLANNING DIVISION, 3RD FLOOR, 305 CHESTNUT STREET, WILMINGTON, NC.

(2) AN APPLICATION WILL NOT BE ACCEPTED WITHOUT MEETING WITH A PLANNER.

Planner must review submittal package to ensure that package is complete and all necessary information is shown.

(3) COMMENTS WILL BE POSTED TO THE CITY'S PROJECT TRACKING WEBSITE WITHIN 15 BUSINESS DAYS.

[www.protrak.wilmingtonnc.gov](http://www.protrak.wilmingtonnc.gov)

(4) PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before submitting:

- FILING FEE - \$250.00**
  - Checks payable to the City of Wilmington.
  - Payments may be made by cash or check
- THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner).
- FIVE (5) COPIES AND A DIGITAL COPY OF THE PROPOSED PARKING LOT PLAN** (To include items listed below)
- COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT, CONDITIONAL DISTRICT REZONING, OR CERTIFICATE OF APPROPRIATENESS** (if applicable).

## Section C. DATA TO BE SHOWN ON PLANS

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### MINIMUM REQUIREMENTS FOR PLAN ACCEPTANCE

(a) **Sheet size** The Parking Lot Plan shall be drawn to scale on 18 x 24 inch or 24 X 36 inch sheets.

#### (b) Key Information

- 1. A vicinity sketch or key map, showing the position of the development /subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the site plan;
- 2. True north arrow, with north being at the top of the map;
- 3. Scale of the map using engineer's scale (1"=10', 1"=50', etc.) both graphic and numeric and date of preparation, including all revision dates;

#### (c) Title Block

- 4. The name and address of the development, name of the owner, and the name, address and contact information of the designer who prepared the plan;

#### (d) Site Data Tabulation

- 5. Project name ; project address, parcel ID number;
- 6. Zoning district(s), overlay district(s) designation;
- 7. Total amount of acreage within the project boundaries;
- 8. Building size (square footage);
- 9. Total amount and percent of impervious surface areas, current and proposed;
- 10. Off street parking calculations, including required amount of parking and proposed amount of parking and the basis for determination;
- 11. CAMA land use classification;

#### (e) General Information

- 12. Location of existing and proposed boundaries and lot lines;
- 13. Location of all buildings;
- 14. Names of property owners of adjacent properties or subdivisions of record;
- 15. Zoning and land use of adjacent properties or subdivisions of record;
- 16. Current, accurate topographical information based on mean sea level datum, with contour interval of 2.0 feet or less;
- 17. Location and dimensions of any easements, public or private rights-of-way, existing and proposed, with book and page number references;
- 18. Identify if the site is in a special highway overlay district or any other zoning overlay district;
- 19. Location of solid waste disposal
- 20. Location, dimensions and type of construction of all fencing and screening;
- 21. Tree inventory performed by a qualified professional and the location of regulated vegetation certified by a professional land surveyor;
- 22. Locations of any conservation resources associated with the parcel/site including any rare and endangered species in accordance with the North Carolina Wildlife Resources Commission;
- 23. Location of any existing floodplains or floodplains associated with the parcel/site.

## **Section D. SUPPLEMENTAL INFORMATION AS REQUIRED**

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### **ADDITIONAL INFORMATION THAT MAY BE REQUIRED AFTER APPLICATION SUBMISSION**

#### **(a) Traffic Engineering**

- 1. Existing street names, together with state road numbers (if applicable);
- 2. Existing and proposed sidewalks, on both public streets and within site;
- 3. Delineation of triangular sight distance on the plan as set forth in Section 18-556 and Article 15, Definitions, of the Land Development Code;
- 4. Any rights-of-way proposed to be closed;
- 5. Existing and proposed parking areas, bay dimensions, aisle dimensions and summary of required and provided parking;
- 6. Wheel stops and other traffic barriers;
- 7. Location and dimensions of loading and unloading areas;
- 8. Show driveways for adjacent lots and lots across the street;
- 9. The proposed driveway must be dimensioned to both property corners;
- 10. Note whether existing driveways will be closed;
- 11. Show or note street intersections within 500' of the site;
- 12. Show appropriate City standard driveway detail on plan;
- 13. Show parking lot and driveway geometric dimensions and radii;
- 14. Parking lot must meet requirements of standard details SD 15-10 and 15-11 for parking lots under 25 stalls;
- 15. Location and dimensions of on-site pedestrian access ways to and from the site onto public streets;
- 16. Show all pedestrian crossings, existing and proposed;
- 17. Show any other information needed to accurately depict the proposed improvements;
- 18. An approved NCDOT driveway permits, where applicable. Plans for a NCDOT driveway permit must be drawn to a scale of 1"=20', 1"=30', 1"=40" or 1"=50' only;

#### **(b) Landscaping Plan (if applicable)**

- 1. Date of plan preparation;
- 2. Project name and description of land use;
- 3. Project owner and mailing address;
- 4. Scale of 1" = 100' or less;
- 5. North arrow;
- 6. Locations and species of all existing hardwood trees at least eight (8) inches DBH, all conifer trees at least twelve (12) inches DBH, and all dogwoods, magnolias, other ornamental flowering trees, and American Hollies at least four (4) inches DBH. The canopy drip lines of those trees shall be delineated. If groves of protected trees exist that will not be removed or disturbed, it is permitted to label the grove as such on the map, stating the approximate number of protected trees and species mix, without specifying data on each individual tree;
- 7. Locations, dimensions, and square footages of required parking lot landscaping;
- 8. Details of required landscaping showing species, dimensions, and spacing of planted materials and the use and protection of existing vegetation;
- 9. All existing and proposed utilities and if applicable, their associated easements;
- 10. Location and square footage of structures and parking lots;
- 11. Adjacent zoning districts and uses;
- 12. Locations of all trees greater than eight (8) inches DBH within required buffers and of all areas of natural vegetation to be used as part of the buffer;
- 13. Locations of any conservation resources associated with the parcel/site including any rare and endangered species in accordance with the North Carolina Wildlife Resources Commission;
- 14. Clearly indicate those protected trees to be retained and those proposed for removal and all trees to be planted on the site to meet mitigation requirements;
- 15. Delineation of the triangular sight distance on the plan as set forth in Section 18-556 and Article 15, Definitions, of the Land Development Code;
- 16. Tree preservation/removal permit attached or included with the site plan;

**(c) Environmental Requirements (where applicable)**

- 1. Conservation resource information including type/amount of conservation resource, work table for determining required conservation space and developable land, setbacks from conservation space (both required and proposed);
- 2. Approximate delineation of any Federally regulated wetlands on the site;
- 3. Delineation of any State and/or Federally regulated wetlands on the site;
- 4. Mean high water line;
- 5. Erosion control plans;

**(d) Stormwater Information**

A Schematic stormwater drainage plan may be required. The detail on the schematic must provide a clear concept of the existing and proposed channels, pipes, watercourses, and retention/detention on and adjacent to the site. Directions of flow are to be included. Sizes are to be approximate. Complete engineering specifications and calculations will be required when an application is made for a stormwater discharge permit or drainage plan approval, as applicable. The following components should appear on the site plan:

- 1. Existing and proposed site improvements to convey stormwater;
- 2. Proposed off-site improvements to convey stormwater;
- 3. Connection to existing public or private systems downstream and upstream;
- 4. Places where runoff enters the site from adjacent area and how it will be conveyed;
- 5. Proposed and existing retention/detention systems on or serving the site;
- 6. Existing and proposed drainage easements indicated as public or private including approximate widths;
- 7. Existing and proposed contours with intervals of 2' or less;
- 8. Existing and proposed impervious surface area;
- 9. Approximate disturbance area shown and reported;
- 10. Approximate delineation of the 100-year flood plain boundary;
- 11. Approximate delineation of any Federally regulated wetlands on the site;
- 12. Indicate any known drainage problems in and downstream of the site (clogged systems, undersize systems, recurring flooding in the immediate and adjacent area);
- 13. Indicate the classification (SC, SA, etc.) and name of the State regulated water body serving the watershed where the site is located if the site disturbance area equals or exceeds one acre;
- 14. Indicate if innovative or unusual methods will be employed to meet applicable State or Federal requirements;

**(e) Notes that may need to be included on final site plans**

- 1. Prior to any clearing, grading or construction activity, tree protection fencing shall be installed around protected trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.
- 2. Any trees and/or areas designated to be protected must be properly barricaded with fencing and protected throughout construction to insure that no clearing, grading or staging of materials will occur in those areas.
- 3. No equipment is allowed on site until all tree protection fencing and silt fencing is installed and approved. Protective fencing is to be maintained throughout the duration of the project, and contractors shall receive adequate instruction on tree protection methods.
- 4. All pavement markings in public rights-of-way and for driveways are to be thermoplastic and meet City and/or NCDOT standards.
- 5. Traffic control devices (including signs and pavement markings) in areas open to public traffic are to meet MUTCD (Manual on Uniform Traffic Control Devices) standards.
- 6. Contact Traffic Engineering at 910-341-7888 to ensure that all traffic signal facilities and equipment are shown on the plan.
- 7. Call Traffic Engineering at 910-341-7888 forty-eight (48) hours prior to any excavation in the right-of-way.
- 8. Traffic Engineering must approve of pavement marking prior to actual striping.
- 9. All parking stall markings and lane arrows within the parking areas shall be white.
- 10. All traffic control signs and markings off the right-of-way are to be maintained by the property owner.
- 11. Stop signs and street signs to remain in place during construction.
- 12. Tactile warning mats will be installed on all wheelchair ramps.
- 13. A utility cut permit is required for each open cut of a city street.
- 14. Any broken or missing sidewalk panels will be replaced.
- 15. Contractor shall maintain all-weather access for emergency vehicles at all times during construction.
- 16. No obstructions are permitted in the space between thirty (30) inches and ten (10) feet above the ground within the triangular sight distance.
- 17. Contact the North Carolina One Call Center at 1-800-632-4949 prior to doing any digging, clearing, or grading