



Town of Carrboro Land Use Application Checklist for Non-Residential Projects

<p><i>Supporting and Supplemental Information (All Items Required Unless Otherwise Indicated)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule and Attend a Planning Staff Development Review Meeting, as required <input type="checkbox"/> Attend an independent meeting with Sungate Design Group to discuss drainage design and other issues surrounding the drainage review process, as required <input type="checkbox"/> Notification Map clearly indicating all properties to receive required notice for required public hearing(s), if applicable <input type="checkbox"/> Two (2) sets of stamped and addressed envelopes for all property owners to receive required notice for required public hearing(s), if applicable; <i>Sections 15-52(c), -102</i> <input type="checkbox"/> Completed Land Use Permit Application; <i>Section 15-49</i> <input type="checkbox"/> Required fee(s) <input type="checkbox"/> Recorded Plat or Boundary Survey for project area, <i>Appendix A, A-5</i> <input type="checkbox"/> Neighborhood Information Meeting materials <input type="checkbox"/> Town of Carrboro or NCDOT Driveway Permit <input type="checkbox"/> Tree Removal Justification; <i>Section 15-317</i> <input type="checkbox"/> Truth in Drainage Statement relating to upstream/downstream properties as a result of the project, <i>Section 15-262</i> <input type="checkbox"/> Completed Annexation Petition (if required) <input type="checkbox"/> Owners Association Documents; <i>Appendix A, A -7(6)</i> <input type="checkbox"/> Good Neighbor Performance Standards; <i>Section 15-161 thru 169</i>
<p><i>Cover Sheet Requirements</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Project Name And/or Phase <input type="checkbox"/> Project Permit(s) Required and Requested <input type="checkbox"/> Property Owner(s) Name and Contact Information <input type="checkbox"/> Developer/Agent Name and Contact Information <input type="checkbox"/> Plans Designed and Plans Drawn By Names and Information <input type="checkbox"/> Date of Plan (including all revisions) <input type="checkbox"/> Sheet Index Noting Each Sheet Included in Plans <input type="checkbox"/> Location Map <ul style="list-style-type: none"> • Small Scale (i.e., 1:1200), Shade/Clearly Identify Subject Site; Show ROWs within 0.5 miles of site; <i>Appendix A, A-4(a)</i> <input type="checkbox"/> Summary Information to include the following: <ul style="list-style-type: none"> • Tract Size (acreage and Square Feet) • Total Number of Proposed Lots • Existing and Proposed Floor Areas • Existing and Proposed Use Categories (per Use Table); <i>Section 15-146</i> <input type="checkbox"/> Parking Rate Table including required spaces, existing spaces, and proposed spaces; <i>Section 15-291</i> <input type="checkbox"/> Number of Phases Proposed <input type="checkbox"/> Existing and Proposed Impervious Surfaces (Square Footage and Acreage) <ul style="list-style-type: none"> • Proposed Building Height and Number of Stories; <i>Section 15-185</i> • Property Identification Number and address for subject site • Existing and Proposed (if applicable) Zoning district(s)
<p><i>Site Plan Sheet(s) Requirements</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Show all tract boundaries including legal metes and bounds <input type="checkbox"/> Show adjacent property boundaries, owners, PINs, zoning districts, and use classification <input type="checkbox"/> Show all buildings and signs within 50' of site, include square footage, and use category within building footprint <input type="checkbox"/> Show location of all proposed buildings and site feature <ul style="list-style-type: none"> • Include square footage and finished floor elevations (FFE) in footprint of buildings <input type="checkbox"/> Include setback boundary lines for each zoning district; <i>Section 15-184</i> <input type="checkbox"/> Show and label existing parking areas on the site; <i>Section 15-291</i> <ul style="list-style-type: none"> • Show existing parking on existing conditions sheet, if applicable or necessary

Form:	Review Date:
Reviewed By:	Review #
Project Name:	Date of Previous Review:

Site Plan Sheet(s)
Requirements,
continued

- Show and Label any proposed phases. Each phase must meet LUO requirements; *Section 15-61*
- Parking – show and label the following items; *Section 15-291*
 - Bicycle parking location and number of spaces
 - EV parking facilities (when applicable)
 - Parking layout and dimensions (for standard, compact and handicapped)
 - Parking stop location (include a detail – concrete, 3.5’ from edge of walk/curb, needed adjacent to vegetation and sidewalks)
 - Parking aisle widths
 - Crosswalks at driveway/street/sidewalk intersections
 - Compact and handicapped space markings and signs (include a detail)
 - Driveway width, radius, etc.
 - Loading space (include dimensions and a detail, if applicable)
 - Details for paving, curb and gutter, concrete, parking stops, etc.
 - Include a note concerning fire lane striping. The note shall read “Fire lane striping will be coordinated with the Carrboro Fire Marshall prior to the issuance of a C.O. per Chapter 12 of the Carrboro Town Code.”
 - Include a note specifying that ‘hard surface’ ingress and egress access is required prior to building construction (contact Fire Department for further information)
- Written and Graphical Scale – 1”=50” preferred – on all sheets
- North Arrow on all sheets
- Margin Information, all sheets:
 - Name of development and phase number
 - Type of permit/plan submittal
 - Sheet title and sheet number
 - Owner’s name, address, phone and fax number
 - Applicant’s name, address, phone and fax number
 - Consulting firm(s) name, address, phone and fax number
 - Name of designer/drawer
 - Plan date (include all revision dates)
- Show and Label all streams, floodways, and floodplain boundaries; *Section 15-251*
- Show proposed stream crossings and/or other intrusions (utilities, trails, etc)
- Show and label all Stream Buffer Zones; *Section 15-268, -269*
- Show and label the following tree information:
 - Existing and proposed tree line on site and within 50’ of site
 - Show location and canopy for all trees greater than 18”
 - Show all rare trees within 50’ of site
 - Indicate whether trees will be removed or retained
 - Provide the following for all specimen trees:
 - Tree type and number
 - Size (diameter) of tree
- Indicate compliance with Tree Canopy standards; *Section 15-319*
- Show and label all existing utilities and drainage systems on or adjacent to subject site
- Show all existing and proposed easements, including:
 - Easement type (water/sewer, drainage, access, etc.)
 - Label as public or private, as appropriate
 - Easement width
- Show and label adjacent street(s) and rights-of-way, including:
 - Street name(s)
 - Street and right-of-way widths
 - Show sidewalk and sidewalk width (Sidewalk required within right-of-way if shown on the Town’s Master Sidewalk Plan)
 - Show on-site linkages to the public sidewalk
- Show location and label all refuse and recycling facilities on-site and within 50’ of site; *Section 15-250*
 - Screening detail required to be included for all facilities
 - Include dumpster pad detail.
- Show existing and proposed bus shelters, including:
 - Include a letter from Chapel Hill Transit indicating that they have been contacted concerning desired or anticipated system upgrades based upon the scale of the proposal.

Form:	Review Date:
Reviewed By:	Review #
Project Name:	Date of Previous Review:

<p>Site Plan Sheet(s) Requirements, continued</p>	<ul style="list-style-type: none"> • Show the location of any existing or proposed bus shelter along with a sidewalk connecting the shelter to the site. • Show any associated road widenings, bus pull-off areas, etc. proposed as part of site upgrades (for existing bus-stops) or the installation of the bus shelter (for proposed bus stops). • Include a detail of the bus shelter with the plans. Permissible shelter is a "Design Works" shelter that must be constructed on-site.
<p>Utility Plan Sheet(s) Requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Show proposed water utility system, <i>Section 15-237, -240, -241, -249</i> <ul style="list-style-type: none"> • Show connection to existing water system with size of pipe noted. • Show proposed water system with pipe size and type of material used. • Show location of water service and location of backflow equipment. • Label the distance and direction to the nearest fire hydrant. Show any proposed fire hydrants. Hydrants must adhere to the following requirements: <ul style="list-style-type: none"> ○ Fire Chief shall determine the location of hydrants if there is a dispute/problem ○ Hydrants must be within 500' of all lots and/or buildings ○ Hydrants must be served by at least a 6" line and must have two (2) 2.5" connections and one (1) 4.5" connection ○ Hydrant connections must be located at least 21.5" from ground level ○ Add a note specifying that "No framing may begin until hydrants are operational" ○ Add a note specifying that "An all-weather travel surface must be in place on the roadway prior to receiving final plat approval and/or building permits • Include detailed information related to any required sprinkler or fire alarm system (please see Chapter 12 of the Carrboro Town Code). • Water lines should be looped, when possible, to provide adequate fire flow and to avoid 'dead-end' lines. Please submit fire-flow calculations for review by the Fire Chief and Town Engineer. • If a public water system is not used, show the private water system and/or the proposed location of water wells. If a well is needed/used, please show on the plans and submit a copy of the approved permit (Orange County Health Department or State of North Carolina). <input type="checkbox"/> Show proposed sewer utility system, <i>Section 15-237 thru 239</i> <ul style="list-style-type: none"> • Show connection to the existing sewer system with size of pipe noted. • Show proposed sewer system (outfalls, interceptors, collectors, manholes, pump station, etc.). • Show location of sewer service. • Include the size and type of pipe/material used, inverts in and out, rim elevations, slope percentages of pipe segments, etc. • If a private system is used, show the private sewer system along with the wastewater treatment system. If a septic system/absorption field is required, please show on the plans and submit a copy of the approved permit (Orange County Health Department or State of North Carolina). • Ensure plans comply with OWASA requirements for utility connections, if applicable; <i>Section 15-237</i> <input type="checkbox"/> Show Lighting; <i>Section 15-242</i> <ul style="list-style-type: none"> • Show the location of any existing lighting. Indicate whether the existing lighting will remain or be removed. Additionally, include the following: <ul style="list-style-type: none"> ○ Light detail with height to top of light, type of light and wattage of light indicated ○ Show the iso-candle footprint of the lights on the plan • Show the location of the proposed lighting. Include the following: <ul style="list-style-type: none"> ○ Location of proposed lighting in the parking area ○ Light detail with height to top of light (15' maximum), type of light (shoebox style or low-level decorative lights recommended) and wattage of light indicated ○ Show the iso-candle footprint of the lights on the plan. The maximum illumination at the property line is 0.2 footcandles measured at grade. A limitation of 2.0 footcandles shall generally apply to lot lines in the B1(c) and B-1(g) zoning districts. See Section 15-242.5 for additional limitations. <input type="checkbox"/> Show All Electric, Telephone, Cable, Gas, Etc., utilities and services at the site; <i>Section 15-244 thru 247</i> <ul style="list-style-type: none"> • Submit letters from all applicable utility companies certifying that the project can be served via the existing infrastructure. • Show the location of all service lines, transformers, meters, switch boxes, etc. Please note that all new utilities must be located underground. • Include a typical drawing detail for the location of all utilities within the right-of-way, if applicable. Use standard drawing #6 or #7 in <i>Appendix C</i>. <input type="checkbox"/> Show All Existing Utilities; <i>Appendix A</i> <ul style="list-style-type: none"> • Show the location of all existing utilities on the site (both above and below ground).
<p>Form:</p>	<p>Review Date:</p>
<p>Reviewed By:</p>	<p>Review #</p>
<p>Project Name:</p>	<p>Date of Previous Review:</p>

<p>Utility Plan Sheet(s) Requirements, Continued</p>	<ul style="list-style-type: none"> • Indicate whether the existing utilities will 'remain' or be 'removed'. • If the utilities are to be relocated on the site, they must be placed underground.
<p>Landscape Plan Requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Show the following information on the plan; <i>Section 15-317 thru 319</i>: <ul style="list-style-type: none"> • Existing tree line on the site and within 50' of the site • Show the location and extent of the canopy for all trees 18" or greater in diameter & all rare trees on the site and within 50' of the site. Additionally, include the following information: <ul style="list-style-type: none"> • Identify the trees to be removed on the plans • Provide the following information in a table for all specimen trees <ul style="list-style-type: none"> • Tree type and number • Size (diameter) of tree <input type="checkbox"/> Show location of trees and note any rare and/or specimen trees; <i>Section 15-317</i> <input type="checkbox"/> Show Compliance with Tree Canopy Standards; <i>Section 15-319</i> <input type="checkbox"/> Show location of tree protection fence; <i>Section 15-320</i> <ul style="list-style-type: none"> • Tree protection fencing must be placed around all trees and all forested areas that are to be retained on the site. The tree protection fencing must be placed at the edge of the canopy for all trees that are to be preserved/saved. No clearing, grading or other disturbance is permitted within the tree protection area. • Provide a detail showing the type of tree protection device to be used. The detail should include the following: <ul style="list-style-type: none"> ○ Type of fence material (orange tensor ski fence is preferred) ○ Spacing and type of stakes (10' max. spacing and metal preferred) ○ Sign reading "TREE PROTECTION AREA – DO NOT ENTER" spaced every 50' along the fence <input type="checkbox"/> Show required trees for parking areas; <i>Section 15-318</i> <ul style="list-style-type: none"> • Select trees from Appendix E and use the formula provided in <i>Appendix E, E-3</i> for calculating 35% shading of vehicle accommodation area (parking and sidewalks). Include the following on the plans: <ul style="list-style-type: none"> ○ Detailed calculation of the 35% shade tree requirement. ○ Provide a note or calculation demonstrating how the trees retained and/or planted meet the 35% requirement. • Show and label the types of trees on the plans (name/abbreviation). • No pavement may be placed within 15' of trees retained for shading. If the retained tree is a specimen/rare tree, no pavement may be placed within the dripline/tree protection perimeter of the tree. • New trees must be surrounded by at least 200 sq. ft. of unpaved area (i.e. a planting island or strip). • Show concrete parking stops 3.5' from edge of curb/walk to prevent car overhangs from striking vegetation or blocking sidewalks. • 1/3 of trees should be evergreen for winter shading and color. <input type="checkbox"/> Include a planting table on the plans to show the following; <i>Appendix A-6(23)</i> <ul style="list-style-type: none"> • The name and quantity of the plant species used on the site • The size of the plant at planting (height or container size) • Typical on-center spacing of the plant material • Whether the plant is in a 'container' or 'balled and burlapped' <input type="checkbox"/> Show and label required screening areas; <i>Section 15-306</i> <ul style="list-style-type: none"> • The type of screen required depends on the proposed use and the existing surrounding uses. Using the chart found in <i>Section 15-308</i>, label the type of screen required along each property line. If no screen is required, leave the area blank. • Show and label the location of the screen material (plant, fence, wall, etc.) • If plants are used, include all plant information in the 'Planting Table' • If a fence or wall is used, please provide a detail on the plans. <input type="checkbox"/> Show required screening of any refuse/recycling areas; <i>Section 15-250</i> <ul style="list-style-type: none"> • All refuse/recycling containers must be screened from adjacent properties and the street right-of-way (provide screening and a detail on the plans) • If a fence is used, please provide a detail on the plans. • Include a detail of the gate/enclosure that will be used. • Location of the refuse/recycling container must be easily served by trucks. <input type="checkbox"/> Include Elevations (all views) of any proposed structures; <i>Appendix A, A-6(b)(4)</i> <ul style="list-style-type: none"> • The elevations should specify the types of materials to be used on the building. Include elevations of other prominent site features (drive-through window menu boards, monument signs, bus shelters, etc.). <input type="checkbox"/> Include the following sign information: <ul style="list-style-type: none"> • Include the sign surface area calculation. The calculation is as follows:

Form:	Review Date:
Reviewed By:	Review #
Project Name:	Date of Previous Review:

<p><i>Landscape Plan Requirements, continued</i></p>	<ul style="list-style-type: none"> ○ The first 200 linear feet of street frontage is multiplied by 0.5 square feet of sign area. All street frontage in excess of 200 feet is multiplied by 0.75 square feet ○ A 'Master Sign Permit' is required for commercial shopping centers per <i>Section 15-271(c)(2)(b)</i> ○ See <i>Sections 15-275 thru 15-278</i> for height/size limitations on signage ● Show the location of all proposed monument and freestanding signs. The signs must be located outside of the sign setback area and the 10' x 70' site triangle easements; ● If the project requires a 'Master Sign Permit' then the sign permit must be approved at the same time as the project permit. If a regular sign permit is required, it can be approved as a separate process following permit approval. Please consult the 'Sign Permit Procedure' pamphlet available in the Zoning Division for additional sign permit information.
<p><i>Grading and Drainage Plan Requirements</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Show existing utility, street, and/or drainage systems on or adjacent to subject site; <i>Appendix A, A-5</i> <input type="checkbox"/> Show 1' or 2' contour lines on and within 50' of subject site. <i>Appendix A, A-5</i> <ul style="list-style-type: none"> ● No grading or disturbance may take place within any tree protection area or within any stream buffer, unless specifically permitted in the ordinance and/or approved by the permit issuing authority; <i>Section 15-269.5 and Section 15-320</i> ● No grading may take place on another property unless all necessary construction easements are secured and there is no disturbance to specimen trees, stream buffers, etc. on the adjacent property. <input type="checkbox"/> Show all components of proposed drainage system; <i>Section 15-262, -263; Appendix C, -I</i> <ul style="list-style-type: none"> ● Show the following: <ul style="list-style-type: none"> ○ New channels, swales, etc. ○ Pipes (sizes and types) [minimum 15" RCP unless alternative approved] ○ Catch basins ○ Junction boxes ○ Yard inlets ○ Energy dissipaters ○ Stormwater retention/detention facilities ○ Stormwater Control Measures ○ Easements ● Include all details necessary to ensure compliance with <i>Appendix C</i> and <i>Appendix I</i> of the LUO. ● Include a drainage summary table with invert/rim elevations, inlet structure type/detail, and frame and grate/lid detail. <input type="checkbox"/> Provide detailed drainage calculations and water quality analysis from a Registered Professional Engineer; <i>Section 15-262, -263</i> <ul style="list-style-type: none"> ● Applicants may contact the Town Engineer, Sungate Design Group, for additional information <input type="checkbox"/> Provide documentation from Orange County Erosion Control that the proposal can receive an Erosion Control Permit from Orange County without any significant modifications to the project; <i>Section 15-264</i> <ul style="list-style-type: none"> ● Please note that prior to the issuance of a CO or final plat, the Town may require that a 'drainage performance bond' be posted for a period of two (2) years. <i>Section 15-263(i)</i> <input type="checkbox"/> Show all water features (lakes, streams, wetlands, ponds, etc) on and within 50' feet of the property, including required buffers and floodplain/floodway locations. <i>Appendix A, A-5</i> <input type="checkbox"/> Provide copies of necessary State and/or Federal permits for any impacts to wetlands, streams, and floodplain floodway (i.e., CLOMR's, LOMR's, Army Corp Wetland Permits, etc) <p style="text-align: center;"><i>This space is left intentionally blank</i></p>

Form:	Review Date:
Reviewed By:	Review #
Project Name:	Date of Previous Review: