



TOWN OF CARRBORO • NC
PLANNING, ZONING & INSPECTIONS

Zoning Plot Plan Requirements For New Single-Family, Duplex, or ADU Construction*

Written Elements/Notations

1. North Arrow.
2. Graphical and Written Scale.
3. Legend.
4. Property owner and agent/applicant contact information.
5. Tax parcel data and zoning district.
6. Adjacent property lines, tax parcel data, and zoning district(s).

Visual Elements and Features

1. Existing conditions of entire parcel, including:
 - Buildings and structures, their dimensions, and distance from property and setback lines.
 - Location and amount of impervious surfaces.
 - All utilities, including wells and septic drainage fields.
 - Any buildings, structures, impervious surfaces, and rare/specimen trees proposed for removal.
 - Location and size of easements and rights-of-way.
 - Location and size of any stream, floodplain, and stream buffers.
2. Property boundary lines.
3. Zoning setback lines.
4. Amount of square footage, floor area, and dimensions of any new buildings or structures.
5. Distances from property lines and setback lines for any new buildings or structures.
6. Finished Floor Elevation (FFE) for any new building or structure.
7. Location and size of any new proposed easements or rights-of-way.
8. Limits of disturbance (LOD) and amount of LOD in square feet.
9. Required Tree Canopy
 - Note any rare or specimen trees as defined in LUO Section 15-317.
 - If any rare or specimen trees are proposed for removal, provide required justification.
10. Location and size of any driveway connections and any proposed improvements.
11. Downspouts/splash pad, water flow arrows for entire parcel.
12. Elevation Contour intervals (max 2').
13. Streams and required riparian buffers, if applicable:
 - Show linear distance between any new buildings or structures and these features.
14. Floodplains and Floodways, if applicable:
 - Show linear distance between any new buildings or structures and these features.
15. Location and amount of Impervious Surfaces:
 - Show existing, proposed, and net amounts in square footage.
16. Floorplan of any new building or structure.
17. Density calculations if more than one dwelling unit is proposed for parcel.

Required Documentation

1. OWASA Service Availability Form – if served by OWASA.
2. Driveway permit (for Town Streets).
3. OCEH Approval – if well or septic are proposed.
4. OC Erosion Control Approval, if LOD is greater than 20,000 sq. ft. (10,000 sq. ft. if WR-zoning)
5. Final as-built survey required prior to Building Permit C.C./C.O.

*These are the minimum requirements for this type of development. Additional requirements and/or more information may be required based upon an initial review of the proposal.

Revised 3/2024