

DESIGN REVIEW APPLICATION FORM (CREATED August 15, 2006)

TOWN OF JAMESTOWN PLANNING DEPARTMENT

Mailing Address: P.O. BOX 848, Jamestown, NC 27282

Office Address: 301 E. Main St., Jamestown, NC 27282

If you have any questions about the plan review process please contact the Town Planner at 336.454.1138

PLAN TYPE:	REVIEW FEE:
Single Family Subdivision	\$300.00 + \$40.00 per lot
Plan revisions	\$250.00 + per lot sq. ft., dwelling unit or space fee for any increase
Non-Residential Site Plan (Large)	\$400.00 + \$20.00 per 1,000 sq.ft. GFA
Non-Residential Site Plan (Small)	\$250
Multifamily Dev.	\$400.00 + \$25.00 per unit (see also Special Use rezoning fees)

Submit 3 copies of plans (including profile sheets) to the Town Planner for review.

The plan review process takes 7-10 working days; the Town Planner will contact you when your plan is ready.

PROJECT SUMMARY:

A. Project Name:

B. Type of Plan: _____ Site Plan / _____ Preliminary Plat / _____ Multifamily Development

C. Street Address and Property Description:

D. Owner/Applicant:

E. Report Comments to:

Address:

Telephone Number:

Fax Number:

E-mail Address:

F. Tax Map / Block / Lot # (s):

G. Total Tract Acreage:

H. Zoning District:

I. Proposed Use:

J. Number of Lots:

K. Multifamily Developments: # of units

Type: _____ Apartments _____ Townhouses _____ Condominiums

L. Non-residential Developments - Gross Floor Area: Existing: _____ Proposed: _____

PLAN SUBMISSION GUIDELINES

Plans submitted to Town Planner that do not include the items on this list will not be reviewed, and will be returned to the contact person.

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Indicates information that must be provided

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Indicates information that must be provided; only if applicable

PP indicates Preliminary Subdivision Plats

SP indicates Site Plans

MFP indicates Multifamily Development Plans

This list must be filled out and signed by the person designing the site to show that he/she has read and provided the required information to submit a plan for review.

I have read, understood and completed the attached plan to the best of my knowledge and ability.

Name: _____ Phone: _____ Date: _____

PP	SP	MFP	
TITLE BLOCK AND DATA			
•	•	•	Indicate if it is a site plan, preliminary plat, or multifamily development
•	•	•	Owner's name with address and daytime phone number
•	•	•	Site location, including address
•	•	•	Dates map prepared or revised
•	•	•	Scale of drawing in feet per inch (i.e. 1" = 100', 200', 300', etc.)
•	•	•	Name, address, and telephone number of map preparer
•	•	•	Developer's name, address, and daytime phone number, if different from owner's
•	•	•	Zoning districts on the property and adjacent property
•	•	•	Proposed land use within property and existing land use on adjacent properties
•	•	•	Plat book references (or deed reference if no plat)
•	•	•	Tax map, block, and lot number(s)
•	•	•	Names of adjoining property owners
•	•	•	Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size
•	•	•	Acreage in total tract
•	/	/	Total number of lots proposed
•	•	•	North arrow and orientation (North arrow shall not be oriented towards the bottom of the map)
•	•	•	Label all existing and proposed structures
•	•	•	Setbacks for all structures must be clearly indicated (including triangles for multifamily developments)
PARKING			
/	•	•	Dimensions and location of all parking areas (including a 5' buffer from all property lines for non-residential projects)
/	•	•	Calculation of minimum required number of parking spaces based on the parking requirements from Article VIII, Off Street Parking; and total spaces provided
/	•	•	Dimensions and location of driveways, loading areas, off-street loading facilities and pedestrian walkways
/	•	•	Within parking areas clearly number each parking space and indicate required size (including handicap spaces and van accessible spaces). A standard space for the City is 9' x 18'.
LANDSCAPING			
/	•	•	Location of required street planting yards, interior planting yards, and parking lot planting yards
/	•	•	Width and type of planting yards, wall, berms and height of proposed or existing fences with a panel description
/	•	•	Location of proposed plantings with a description of the species that will be used
/	•	•	Approximate height, species and method of tree protection where existing vegetation is to be preserved
/	•	•	Location of dumpster/compactors (show pad dimensions)
/	•	•	Indicate opaque screen/buffer where B-2, B-3, I-1, or I-2 adjoin residentially zoned property in addition to the required landscaping.
/	•	•	Indicate a 10' x 70' site triangle at the intersection of all streets and driveways.

•	•		Location and angle of exterior lighting when development is adjacent to residential development or where lighting might interfere with drivers' vision
STREET DATA			
•	/	/	Existing and proposed right-of-way lines within and adjacent to the property
•	/	/	Existing and proposed streets showing pavement or curb lines, width, existing and proposed street names, and cul-de-sac radii
•	/	/	Show a profile of any proposed street
•	•	•	Indicate the widths of internal circulation roadways
•	•	•	Driveways adjacent to the site and the distance between the site's drive and the existing drive. Also, show drives on the opposite side of the street from the site
•	•	•	Label all adjoining streets
PLANIMETRIC			
•	•	•	City limits and other jurisdiction lines, if any, on the tract
•	•	•	Boundaries of the tract to be developed distinctly and accurately represented and showing all distances
•	/	/	Existing property lines on the tract to be subdivided. If existing property lines are to be changed, show as dashed line
/	•	•	Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines
/	/	/	Railroad lines and right-of-ways
•	•	•	Locations designated as common areas or open space
•	•	•	Existing and proposed topography of the tract and beyond the property showing existing contour intervals of no greater than 5' and labeling at least two contours per map
•	•	•	Proposed lot lines and dimensions
•	•	•	Location, dimension and type of each easement
WATER & SEWER			
•			Existing and proposed utility layout showing connection to existing system, proposed line sizes and direction of flow for sanitary sewer lines. Also, depict proposed public outfalls and service to adjacent properties.
•			Existing and proposed utility layout showing connection to existing system and proposed sizes for water distribution lines. Also, depict extensions to serve adjacent properties.
This information is not required at this time, but is recommended. It is to be included with the Utility	•	•	Utility layout showing connections to existing systems, line sizes, material of lines, manholes, force mains, clean-outs, etc. for sanitary sewer lines, rim elevations, and invert elevations and direction of flow.

	•	•	Utility layout showing connections to existing systems, meter sizes and location, backflow preventer location and type, material of lines, location of fire hydrants and fire department connection, blowoffs, valves, etc. for water distribution system.
	•	•	All plans requiring extension of public and/or private mains for water and/or sewer will be required to be sealed by a North Carolina registered P.E.

STREAM BUFFER AND RELATED INFORMATION			
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•	•	•	Location of all streams and drainageways.
•	•	•	Show a 25' buffers measured landward from the normal pool elevation of impounded structures and from the back of each side of streams or rivers as identified on the most current USGS topographic map for the area.
•	•	•	Indicate that all buffers are to remain in an undisturbed state.
•	•	•	Location of jurisdictional waters and wetlands (See Note 1).
•	•	•	Indicate proposed location of stream crossing(s) showing the proposed grading and overall stream impact (includes culvert and outlet protection length).

FEMA REGULATED FLOODWAY/FLOODPLAIN INFORMATION			
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•	•	•	Identify any FEMA regulated floodway and floodplain on the property and note the 100-year Base Flood Elevation, as applicable
•	•	•	If the site is located within a FEMA Special Flood Hazard Area (SFHA): (1) note the finished floor/floodproofing elevations of all structures, and (2) note that no encroachment/development into FEMA-regulated floodway allowed (See Note 2).

STORMWATER CONTROL INFORMATION			
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•	•	•	Indicate the type(s) of non-structural and/or structural stormwater control(s) that is/are proposed.
•	•	•	Location of the proposed stormwater controls and the location of the inlets and outlets to the controls.
/	•	•	Layout of stormwater control, grading, and significant components.

SOIL EROSION CONTROL AND GRADING PLAN			
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/	•	•	If the proposed land disturbing activity exceeds one (1) acre, provide an approved Erosion Control Permit from the North Carolina Department of Environment and Natural Resources. A copy of the plans should also be included to the Town of Jamestown.
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Note 1: The U. S. Army Corps of Engineers and the N.C. Division of Water Quality regulate wetlands and waters of the United States through the 404 Corps Permit and 401 State Water Quality Certification process. Site designers/developers are responsible for obtaining all applicable Local, State, and Federal permits/certifications/approvals as necessary for proposed site development activities. CONTACTS: US Army Corp of Engineers, Raleigh Regulatory Field Office at 919-876-8441 and NC Division of Water Quality, Winston-Salem Regional Office at 336-771-4608.

Note 2: In general, encroachment into a FEMA regulated floodway is not permitted unless the developer performs a FEMA No-Rise Certification and/or Conditional Letter of Map Revision Application and receives approval from the City (Local Floodplain Administrator) and FEMA Region 4 (Atlanta, GA) and National (Washington, DC) officials.