



Durham City-County Planning Department
**DEVELOPMENT PLAN
 CHECKLIST**



Submittal Date:	Case Number:
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The submittal of a development plan with a Zoning Map Change application is optional except for requests in the following zoning district: PDR, UC, CC, MU, IP, and RU-M or RS-M if triggered by height or density (refer to Article 6). When submitting an application with a development plan you must follow the Development Plan Checklist (available online at: <http://durhamnc.gov/ich/cb/ccpd/Pages/Applications.aspx>).

For all applications to be submitted with a Development Plan, place a “(D)” with the zoning district request, except for PDR. (Example: RS-10(D) is a request for the RS-10 district with a development plan.

All items below must be addressed. If an item does not pertain to the site, then a note is required to be provided on the plan. The placement of information on specific sheets is required. Applicant is to verify that each requirement is addressed and on the correct sheet and initial prior to submission.

COVER SHEET REQUIREMENTS	Applicant Initials	Check-in
1. Name of project with zoning map change case number (to be assigned) and date of creation/revision		
2. STAMP; signed and dated by a Professional Engineer, Registered Architect, or Registered Landscape Architect		
3. Vicinity map with north arrow and scale reference (or NTS)		
4. Property identification: PIN(s) and ownership information (include address)		
5. Acreage of the entire tract and area within each existing and proposed zoning district or sub-area; including applicable overlays		
6. Current zoning information (include overlay if applicable)		
7. Proposed zoning information (include overlay if applicable)		
8. “Text Commitments” box (if applicable)		
9. “Design Commitments” box (if required).		
10. Applicant/Agent contact information		
EXISTING CONDITIONS SHEET REQUIREMENTS	Applicant Initials	Check-in
1. STAMP; signed /dated by a registered Land Surveyor, Engineer, or Landscape Architect		
2. North arrow and scale reference		
3. Property identification: PIN(s) and ownership information (include zoning district and existing use). For site as well as within 100’ (including across R/W).		
4. Metes and bounds of existing subject tract (and proposed districts if applicable). To Match legal boundary map provided.		
5. Acreage of the entire tract and area within each existing zoning district (and overlays if Applicable)		
6. Area within floodway and floodway fringe, wetlands, steep slopes, and waterbodies		
7. Natural and manmade conditions of site and at least 100’ adjacent to site (to include: topography, floodplains, stream beds, waterbodies, wetlands, steep slopes, forested areas, and Inventory sites (include historic sites or districts presently designated or eligible). Include source of information.		
8. Identify the impervious surface of site and within 100’ of site		
9. Existing easements (utility, access, etc.).		
10. Tree survey		
11. River basin		
12. Show conditions on any adopted plans, including transportation plans		

