



Level 4 Site Plan, Major Site Plan, and Preliminary Plat

Summary Checklist

Development Services Center

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27707 | <https://dsc.durhamnc.gov> | 919-560-4137

Use this checklist for any site plan or preliminary plat that meets the criteria of one of the following:

- **Major Site Plan:** Request requires Governing Body approval, a Major or Transportation Special Use is required, or is located in a Watershed Protection Overlay Critical Area (A) with impervious surface in excess of the maximum permitted by the Low Density Option
- **Level 4 Site Plan:** A site plan that does not meet the definitions of a Level 1, Level 2, Level 3, or Major Site Plan.
- **Preliminary Plat:** A document showing the proposed subdivision of the land into lots, which can also act as a site plan. (Per UDO Section 3.6)

This checklist is not for amendments to previously approved plans.

SUBMITTAL INSTRUCTIONS

Submit To: Durham City-County Development Services Center, 101 City Hall Plaza, Durham, NC 27701

Submittal Deadline: Submittals are accepted at the Development Services Center between 8:00am and 4:00pm. All submittals determined to be complete will be processed for review the following business day. Incomplete submittals will not be accepted for review. Please contact the DSC with questions <https://dsc.durhamnc.gov> at 919-560-4137.

Submittal Format: Plans must be submitted to scale in a digital PDF format (scanned original plans in sequential order, with professional seal & signature) and paper copies of plans must be stapled and folded with a maximum sheet size of 24" x 36".

Incomplete Submittal: If a submittal is deemed incomplete for processing the applicant will be notified within 48 hours (excluding weekends and holidays) following the submittal, and the submittal will be returned to the applicant.

SUBMITTAL CONTENT ('D' NEXT TO A NUMBER INDICATES A DIGITAL COPY IS REQUIRED)

# of Copies	Submittals must contain the following components and must be complete: <i>Forms and the fee schedule are found at http://dsc.durhamnc.gov/174/Permits-and-forms.</i>
1	<input type="checkbox"/> Pre-Submittal Meeting Record and/or documentation of neighborhood meeting, if required (UDO 3.2)
1	<input type="checkbox"/> Site Plan/Preliminary Plat Application
1	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see Fee Schedule below),
7 & 1D	<input type="checkbox"/> Site Plan, stapled in sets and folded (Digital plans must be "to scale", PDF format, with professional seal & signature)
7 & 1D	<input type="checkbox"/> Architectural drawings, as required (See below)
7 & 1D	<input type="checkbox"/> Floor plan to verify parking calculation
1 & 1D	<input type="checkbox"/> Utility Impact Analysis
1 & 1D	<input type="checkbox"/> Special documentation and applications for any variations or payment in lieu

Submittal Content (continued)	
1 & 1D	<input type="checkbox"/> Stormwater calculations, including Stormwater Impact Analysis (SIA) or a sealed, signed letter from a Professional Engineer or Registered Landscape Architect stating there is no change to impervious
1 & 1D	<input type="checkbox"/> Stormwater checklist (sealed and signed) for the correct jurisdiction (or both):
1 & 1D	<input type="checkbox"/> Cape Fear Impervious Transfer Checklist and documentation (as applicable)
2 & 1D	<input type="checkbox"/> FIRM panel map (legible with site drawn to scale)
2 & 1D	<input type="checkbox"/> USGS maps (legible with site drawn to scale)
2 & 1D	<input type="checkbox"/> Soils Survey map (legible with site drawn to scale)
1 & 1D	<input type="checkbox"/> Stream delineations or permits (for ephemeral streams or stream intrusions)
1 & 1D	<input type="checkbox"/> Traffic Impact Analysis (and correct fee paid) or letter/email confirming TIA not required
1 & 1D	<input type="checkbox"/> Waiver for plans with pending BOA, Development Plans, and/or Annexation
2	<input type="checkbox"/> Floodplain Development Permit (for projects proposing any land disturbing activity within the Floodplain)
1 & 1D	<input type="checkbox"/> Riparian buffers - No Practical Alternatives Authorization (NPAA), mitigation, and/or variance application; if Neuse, NC DEQ approval needed with submittal

OTHER CONCURRENT SUBMITTALS

Site plans will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Board of Adjustment (Minor Use Permit or Variance)	Board of Adjustment Staff (BOA@DurhamNC.gov)
Historic Preservation (Development Activity Within a Historic District)	Historic Preservation Staff (Preservation@DurhamNC.gov)

FEE SCHEDULE (EFFECTIVE JULY 1, 2019)

Major Site Plan (UDO Section 3.7.3)	\$4700 + \$40/1000 SF GFA (rounded up) or \$40/lot + 4% technology surcharge (+ \$100 letter notification per jurisdiction, if applicable)
Level 4 Site Plan (UDO Section 3.7.3)	\$4200 + \$40/1000 SF GFA (rounded up) or \$40/lot + 4% technology surcharge
Preliminary Plats (UDO Section 3.6.7)	\$3500 + \$40/lot + 4% technology surcharge (+ \$100 letter notification per jurisdiction, if applicable)
Re-review fees, if applicable	Half of original fee, no maximum + 4% technology surcharge, applicable for each re-review after 2nd re-review (at time of 4th submittal and each one thereafter)
Floodplain Development Permits (UDO Section 3.21)	Small (no flood study or governing body approval) = \$156 total fee
	Medium (Requires review of a flood study or approval by a governing body) = \$249.60 total
	Large (flood study and governing body approval required) = \$520 total fee

Note: Other departments may have review fees that are payable directly to them

SUMMARY CHECKLIST

Site Plans must contain the following information, as applicable: Unified Development Ordinance (UDO) Section 3.7.5

Cover Sheet (or Top Sheet, if there is no cover sheet)

- Project name
- Vicinity map with north arrow. Locate project in reference to nearby roads and recognizable landmarks.
- Overall development map (if part of larger project) with project area clearly identified
- Site data table: include Property Identification Numbers (PIN) for all properties, Zoning, Watershed, Overlay Districts, River Basin, Current Use(s), Proposed Use(s), Current Impervious, Proposed Impervious, Parking Data, Tree Coverage Data, and Building Square Footage(s) and/or residential density and unit data
- Contact information for owner, applicant and all consultants
- Stamping area (lower right corner; SP – 6" x 6")
- "General Conditions of Approval" box (for standard notes),
- "Public Works Conditions of Approval" box (for standard notes)
- "Special Conditions of Approval" box (notes unique to the site)
- "Revisions to Approved Plans" box for amendments (listing changes from previously approved plan)
- List of Committed Elements (from rezoning development plan), if applicable
- List of Design Guidelines (from rezoning development plan), if applicable
- For Projects with Generators: Indicate fuel type, tank type, tank size and distance to nearest building
- List the case number and approval date of associated variances and/or special use permits
- List applicable by-right variations (alternative sidewalk location, payment-in-lieu of sidewalk, parking reduction)

Existing Conditions, as applicable to the area of the proposed development activity (on site and within 100 feet of boundaries) ***Recent survey recommended***

- Site size, metes and bounds of property boundary, with north arrow, and measurable graphic of larger site showing context of area of proposed change
- Property lines of adjacent properties
- Setbacks/ build-to lines
- Tier, base and overlay zoning districts (of site and adjacent properties)
- Land use (of site and adjacent properties) and major improvements within 50 feet of property
- Adjacent property owners
- Adjacent streets (name and ROW width, SR if NCDOT roads) and features within the right-of-way
- Building footprint(s) with square footage and number of stories
- Built improvements (loading areas, parking, driveways, alleys, streets, sidewalks, dumpsters, lighting)
- Septic tanks, drain fields, wells, hydrants, water meters, etc.
- Culverts (other subsurface features)
- Utility or other easements (type, size, and whether public or private)
- Fire hydrants within 500 feet of the site
- Railroads
- Cemeteries
- Open space or common areas (including easements)
- Topographic contours (2 foot intervals within 100 feet of developed area; 5 foot elsewhere)
- Water features (name and location)
- Specimen tree survey (unless waived by Planning Department)
- Required landscape buffers - UDO Article 9

Existing Conditions (continued)

- Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date) – field located if near proposed development
- Stream buffers, drainage ways, wetlands and wetland buffers with setbacks - UDO Article 8
- Vegetation (with general description and location)
- Rock outcrops or other unique site features
- Steep slopes (UDO Article 8)
- Durham Natural Inventory sites
- Durham Historic Inventory sites
- Conditions from previous approvals
- Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)
 - Tree protection fencing location with details and standard notes – UDO Section 8.3

Proposed Conditions – Site Plan (All Items Drawn, Labeled, and Dimensioned Unless Noted)

(As applicable to the items that are changing from approved plan or existing conditions, or to document previously approved improvements in the vicinity of the proposed change or development activity)

- Base information to remain (clearly distinguish between existing and proposed conditions)
- Setbacks/build-to lines – UDO Article 7
- Flood hazard areas (with BFE labeled with correct FIRM panel number and date) (field located)
- Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries
- Distances between buildings, as applicable
- Parking calculations (vehicle, handicapped, and bicycle) – UDO Article 10
- Driveways, stacking spaces and parking areas (with number of spaces per bay, space size, and pavement type labeled)
- Bicycle parking (with rack details) – UDO Section 10.4
- Handicap aisles, spaces, signage and accessible route to main entrance
- Sight distance triangles – UDO Section 12.3
- Sidewalks, walkways, and trails (or payment in lieu request or alternate sidewalk) – UDO Section 12.4
- Loading, storage, and service areas (with required screening) – UDO Sections 10.6, 7.5, and 16.2.3
- Trash handling and recycling facilities (with required screening and details) – UDO Section 7.6
- Fire lanes and access; storage areas with type of material (especially high-piled stock or storage areas)
- Connectivity ratio analysis, if applicable – UDO Section 13.6.2
- New streets (labeled), if applicable
- Utilities (existing and proposed) (above ground utilities to be screened, with details)
- Open space and greenways (dedicated or reserved) and any proposed improvements within them – UDO Section 7.2
- Tree protection fencing location (reference detail location if on separate sheet)
- Stream buffers, drainage ways, wetlands and wetland buffers with setbacks - UDO Article 8
- Proposed flagpole locations – UDO Section 7.7
- Proposed generator location
- Other site features unique to proposed use
- Verify conformance with all adopted plans (Durham Walks, Bike/Ped Master Plan, Open Space Plans, etc.)

Proposed Conditions – Grading Plan

- Limits of land disturbance
- Grading (contours at 2 foot intervals within 100 feet of developed area; 5 foot elsewhere)
- Structural improvements with finished floor elevations
- Stream buffers (label type) with setbacks
- Impervious surfaces (label and provide calculations)
- Vegetation types and locations

Proposed Conditions – Grading Plan (continued)

- Retaining walls labeled with top and bottom of wall, with details – UDO Section 9.9
- Stormwater ponds, bioretention facilities, etc.
- Preliminary storm drainage features and easements Tree protection fencing location (reference detail location if on separate sheet)
- Land disturbance tree survey results
- Root protection zones

Proposed Conditions – Utility Plan

- All utilities (shown underground)
- Above-ground utilities and equipment (screened and with details) – UDO Section 7.6
- Tree protection fencing location (reference detail location if on separate sheet)

Proposed Conditions – Lighting Plan (UDO Section 7.4)

- Pole mounted fixture locations and details (with height labeled)
- Building mounted fixture locations
- Standard notes

Proposed Conditions – Landscape Plan (UDO Section 8.3 and UDO Article 9)

- Tree coverage calculations and areas, with samples, if applicable to the changes proposed
- Existing vegetation to remain (with root protection zones shown)
- Tree protection fencing location (reference detail location if on separate sheet)
- Proposed landscaping (meeting minimum size and species mixing requirements)
- Plant list (keyed to plan and showing what requirement each plant will fulfill)
- Landscape buffers (labeled with slope, required opacity, width, and required plantings)
- Stream buffers (with 10-foot no-build setbacks)
- Samples of existing vegetation in required buffers (with root protection zones)
- Street trees (with calculations)
- Yard trees, if applicable – UDO Sections 6.8.2 and 7.1.2C
- Screening (with height, details, cross-sections, etc.)
- Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts
- Planting details (for trees, shrubs, and groundcover)
- Fences, walls and/or berms (with height and details)

Proposed Conditions – Architectural Drawings

Architectural Drawing Content – All Projects:

- Compliance with Applicable Standards: Please refer to the specific standards that may apply to your project. Applicants are required to show how their project is in compliance with the applicable standards as follows.
 - **Unified Development Ordinance Section 7.3.1 Compliance**: Applies to all non-industrial facilities with exterior elevations greater than 100 feet in total length or diameter and visible from a public right-of-way or adjacent residential property.
 - **Development Plan Compliance**: Applies to properties which have, as part of their zoning, an approved Development Plan with either text or graphic design guidelines or commitments.
 - **Design District Compliance**: Applies to properties located in a Design District, where specific architectural standards apply.
 - **Neighborhood Protection Overlay**: applies to properties designated with a Neighborhood Protection Overlay with their zoning, such as Tuscaloosa-Lakewood, and where specific standards apply as a part of that overlay.
- Drawings must be to scale and have a graphic scale (1 inch to 32 feet or larger).
- All sheets in the submittal must be the same size (maximum sheet size: 24" x 36").

Proposed Conditions – Architectural Drawings (continued)

- Building elevations (to show compliance with development plan design guidelines, to demonstrate compliance with UDO Section 7.3.1, or to show compliance with a Design District Zoning), with total building height and finish floor elevations labeled
- Parking structure floor plan layout
- Floor plans for places of worship (showing square footage of assembly areas), schools (showing square footage of administrative spaces and number of classrooms) or daycares (showing square footage of indoor play areas)
- Ground Level Floor Plan or Building Footprint, with building dimensions labeled (for additions or new construction only)
- All building materials must be labeled.

Additional Drawing Content – Design District Projects:

- Label Frontage Types for each building façade
- Dimensions and calculation for podium height, including width of streetscape (from building face to building face)
- Dimensions and calculations for corner tower elements
- Dimensions and calculations for upper-story step-backs
- Additional height amenities listed and labeled, if used
- Glazing calculations

Other forms or requests

- Street trees within the right-of-way – UDO Section 9.6.2
- Hazardous materials, diesel/gas fueled generator associated application section (see above)
 - Spill prevention counter measures plan – UDO Sections 5.3 and 8.7

ADDITIONAL REQUIREMENTS FOR PRELIMINARY PLATS AND CONSERVATION SUBDIVISIONS

Site Plans that are also Preliminary Plats or Conservation Subdivisions must contain the following, as applicable:

- Mass grading buffers (not the same as a mass grading-only site plan) – UDO Section 9.5
- Detail of proposed lot layout (showing setbacks/build-to) – UDO Section 13.5
- Proposed lot sizes
- Maximum area of impervious surface (per lot)
- Location and amount of all proposed open space areas, including usable open space, if required – UDO Section 7.2
- Note that open space will be dedicated to the homeowners association (or other approved entity per Section 7.2.5)
- Conservation subdivision -- submit a site analysis map showing primary and secondary conservation areas prior to pre-submittal conference and as part of existing conditions sheet – UDO Section 6.2.4
- A pre-submittal conference and neighborhood meeting are required prior to submittal of conservation subdivisions (and record of the meetings to be submitted as part of application) - UDO Section 3.2