

# Survey Plot Plan & Supplemental Checklist



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

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This checklist is applicable for new one and two-family dwellings, one and two-family additions, and Same day/Next Day permitting.

| DEVELOPMENT TYPE (check all that apply)  |  |  | FOR OFFICE USE ONLY |                               |     |
|--|--|--|---------------------|-------------------------------|-----|
| Single Family Detached Dwelling<br>Two Family/Duplex Dwelling<br>Addition<br>Accessory Structure                     | Fence and/or Wall<br>Mechanical Equipment (ex. HVAC)<br>Other: _____   | Transaction Number<br><br>Supplemental Information |                     |                               |     |
| TO BE COMPLETED BY APPLICANT   |  |  |                     |                               |     |
| Applicant:   |  |  |                     | Date:                         |     |
| Project Address:   |  |  |                     |                               |     |
| Proposed Use:  |  |  |                     |                               |     |
| SUBMITTAL INSTRUCTIONS   |  |  |                     |                               |     |
| Survey Plot Plan:  | Provide the most recent signed and sealed survey plot plan to show either existing conditions only, or both existing and proposed conditions. <u>Please Note:</u> An existing or new survey plot plan may only be used to show the proposed work if the proposed work shown on the plan is drawn, signed, and sealed by a surveyor licensed in the state of North Carolina.  |  |                     |                               |     |
| Supplemental Plan:   | If an existing survey of a property is available, but does not include proposed improvements, a Supplemental Plan may be attached to the existing survey illustrating the proposed improvements. A Supplemental Plan may only be submitted in addition to the signed and sealed survey which shows, the current existing conditions of the property, not in lieu. A Supplemental Plan is not required to be sealed and signed. <u>See Supplemental Drawing Checklist</u> |  |                     |                               |     |
| Supplemental Drawings:   | Elevations for new buildings, building additions, fences, and walls are required to convey proposed heights and articulations. More detailed information is provided with the below checklist. (Paper copies of drawings should not exceed 11" x 17")  |  |                     |                               |     |
| SURVEY PLOT PLAN CHECKLIST   |  |  |                     | TO BE COMPLETED BY CITY STAFF |     |
| Requirements   | YES  | N/A  | YES                 | NO                            | N/A |
| 1. North Arrow (must be at the top), metes and bounds of property boundary, adjacent right-of-way, and graphic scale |  |  |                     |                               |     |
| 2. Location of the lot including street names, lot size, and dimensions  |  |  |                     |                               |     |

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|--|--------------------------------------|-----------|------------|-----------|------------|
| 3. <u>Site Data Table</u> : include Property Identification Numbers (PIN) for subject property, site size, zoning, overlay districts, current use(s), proposed use(s), current impervious, proposed impervious, infill status, allowed building height, proposed building height, setback requirements, and building square footage(s) |                                      |           |            |           |            |
| 4. Contact information for owner, applicant, and all consultants   |                                      |           |            |           |            |
| 5. Date of drawing, signature of the person preparing the document, and recorded lot number and address. Reference to the Book of Maps and page number   |                                      |           |            |           |            |
| 6. Existing easements (Open spaces, greenways, buffers, flood, utilities, etc.)  |                                      |           |            |           |            |
| 7. Survey plot plans shall be submitted on 8 ½" X 14" paper  |                                      |           |            |           |            |
| 8. Clearly label existing and proposed development   |                                      |           |            |           |            |
| 9. Show/list pre-development grade and improved grade  |                                      |           |            |           |            |
| 10. Show setback dimensions on drawing in relation to the proposed development and the property line and/or existing buildings   |                                      |           |            |           |            |
| 11. Label existing and proposed vehicular circulation (this includes driveways)  |                                      |           |            |           |            |
| 12. Show and label existing and/or proposed fence. Provide an elevation of the fence and include fence height information  |                                      |           |            |           |            |
| 13. Show and label existing and/or proposed retaining wall(s), and include wall height   |                                      |           |            |           |            |
| <b>SUPPLEMENTAL DRAWINGS</b>   | <b>TO BE COMPLETED BY CITY STAFF</b> |           |            |           |            |
| <b>Requirements</b>  | <b>YES</b>                           | <b>NO</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 1. Supplemental plan must be drawn to a normal scale, such as 1:20, 1:30, etc. and labeled and submitted on 8 ½" X 14" paper   |                                      |           |            |           |            |
| 2. Supplemental plan showing all information from the survey plot plan, and all proposed development. Existing and proposed development must be clearly labeled.   |                                      |           |            |           |            |
| 3. The supplemental plan must show proposed grade elevation at the corners of any proposed buildings or building additions. Also list finish floor elevation and roof ridge elevation.   |                                      |           |            |           |            |
| 4. On the supplemental plan show proposed mechanical equipment, such as HVAC, and provide dimensions from the equipment to the property line.  |                                      |           |            |           |            |

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|--|--|--|--|--|--|--|
| <p>5. If the site is in a flood zone, place elevation of structure and any new Plumbing, Electrical or Mechanical features on the drawing; the elevation must be at or above the City's Regulatory Flood Protection Elevation (RFPE)</p>   |  |  |  |  |  |  |
| <p>6. <u>Provide Fully Dimensioned Elevations</u> for new homes, home additions, and/or detached accessory structures and/or garages</p> <ul style="list-style-type: none"> <li>• Elevations should either be drawn to scale with dimension information provided, or height and length dimensions must be clearly indicated on a graphic depicting the proposed structure. Elevation graphics shall include the following as applicable: <ul style="list-style-type: none"> <li>a) Per Unified Development Ordinance (UDO) Section 1.5.7. the elevations shall provide the highest and lowest grade along the front façade. The height shall be calculated from the average of the highest and lowest grade elevation parallel to the street to the top of the roof.</li> </ul> <p style="text-align: center;">and</p> <li>b) Plan shall indicate if the lot is level or slopes up or down from the street. Per UDO Section 1.5.7.A.4. when the lot slopes up from the street, building height is measured from average point at grade of the front and rear wall plane.</li> </li></ul> |  |  |  |  |  |  |
| <p>7. Indicate if the property in question is subject to HOA and if so, provide the name/information for the HOA, and a statement that the HOA has been made aware of the proposed structure</p>   |  |  |  |  |  |  |
| <p>8. Proposed Site lighting (<i>non-residential development as applicable</i>):</p> <ul style="list-style-type: none"> <li>• Show pole mounted fixture location and details with height to top of fixture</li> <li>• Show building mounted fixture locations</li> </ul>   |  |  |  |  |  |  |