

## SITE PLAN CHECKLIST

- \_\_\_\_(1) Property lines, right of ways identified (bearings, distances, proper tie downs)
- \_\_\_\_(2) Principal buildings - location on site, building finish floor elevation
- \_\_\_\_(3) Water; size of lines, valves and meters, location of existing fire hydrants within 500 feet of site, service requirements for fire protection and lawn sprinkler systems.
- \_\_\_\_(4) Sanitary sewer-location and size of lines, manholes, inverts
- \_\_\_\_(5) Electric utilities-kv capacity, underground or overhead service
- \_\_\_\_(6) Storm sewer-location and size of lines, catch basins, inverts .  
**Kinston and ETJ are subject the Neuse River Phase II water quality regulations Steve Miller is contact person (252.939.3285)**
- \_\_\_\_(7) Topography-contour lines
- \_\_\_\_(8) Drainage system-directional flow of surface drainage
- \_\_\_\_(9) Sedimentation and erosion control measures (NOTE: IF ONE ACRE OR MORE IS DISTURBED, PLAN MUST RECEIVE STATE APPROVAL BEFORE A BUILDING PERMIT CAN BE ISSUED. INDICATE AREA TO BE DISTURBED ON SITE PLAN.)
- \_\_\_\_(10) Easements-locations, widths
- \_\_\_\_(11) Drive locations (Driveway radii) (NOTE: IF PROJECT IS ON A STATE ROAD, D.O.T. DRIVEWAY PERMIT IS REQUIRED - IF IT IS A CITY STREET, A CITY PERMIT IS REQUIRED FROM THE ENGINEERING DEPARTMENT)
- \_\_\_\_(12) Parking spaces-show sizes, parking lot widths, lighting plans
- \_\_\_\_(13) Handicap spaces and ramps
- \_\_\_\_(14) Loading docks
- \_\_\_\_(15) Accessory structures-such as dumpster pads, grease traps, utility buildings, etc.
- \_\_\_\_(16) Peripheral planting strips (10 feet minimum)
- \_\_\_\_(17) Interior planting islands (10% minimum of the interior of the parking facility)  
Shading of parking areas (20% minimum of total parking area)
- \_\_\_\_(18) Signage (30 feet vision clearance at all intersections of driveways and street)

- \_\_\_\_(19) Vicinity map
- \_\_\_\_(20) Graphic scale
- \_\_\_\_(21) Acreage data
- \_\_\_\_(22) Deed and/or map references
- \_\_\_\_(23) Legend
- \_\_\_\_(24) North arrow (magnetic or grid)
- \_\_\_\_(25) Title block
- \_\_\_\_(26) Zoning and flood data
- \_\_\_\_(27) Street Names & 911 address of property
- \_\_\_\_(28) Identification of adjacent property owners
- \_\_\_\_(29) Seal of design professional (Registered Architect, Engineer, or Surveyor)
- \_\_\_\_(30) Name, address, phone number, and fax number for the project manager, owner, engineer, architect, surveyor, or other involved parties.

(NOTE: IN A PROJECT WHERE MULTIPLE DESIGN PARTIES ARE INVOLVED, THE CITY WILL COMMUNICATE AND COORDINATE WITH THE PROJECT MANAGER)

**It is noted that the site plan checklist communicates the general minimum information the City needs to review a project. Depending on the complexity of the project, more details may be needed.**