

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.