

MAJOR GROUP DEVELOPMENT SITE PLAN SUBMITTAL CHECKLIST

See Section 5:2.6-3 of the Zoning and Land Development Regulations for detailed submittal requirements.



PROJECT NAME: _____

APPLICANT CHECKLIST (check all that apply, leave item unchecked if not applicable)

Major Group Development Application.

Applicable Review Fees.

Digital (PDF) copy of the site plan.

Recorded Plat of property.

Recorded Deed.

Restricted Covenants Form, signed and dated.

Digital (PDF) copy of all applicable Encroachment Permits and Approval Letters (i.e. utilities, driveways, etc).

N/A (Provide a short explanation for any items that are not applicable).

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SITE PLAN CHECKLIST

GENERAL INFORMATION

Tax Map Survey (TMS) number(s) for the subject parcel(s).

Contact information for the responsible party.

Site plan must be of sufficient scale to show the entire subject parcel, adjacent boundary lines of adjoining properties, and abutting roads.

TMS number, owner information, and land use (commercial, residential, vacant, etc.) of adjoining properties.

Rights-of-way of abutting road(s).

Existing and proposed encroachments.

All existing and proposed structures, their size, height, elevation, and their setbacks from property lines.

Flood zone and wetlands verification and base flood elevation as applicable.

Total acreage in the tract proposed for group development and a statement of total contiguous acreage owned by the developer(s).

The location and size of all proposed utilities and storm drainage easements.

The location of topographical lines (closest available contour intervals -USGS contours acceptable)

The intended use of each building and number of units (if multiple use) the building is designed to accommodate.

Vicinity map.

Date.

LANDSCAPING PLAN

Landscape plan including all required buffers (Section 3:5.1), screening (Section 3:5.2), landscaping (Section 3:5.3), open space (Section 3:5.4), and Tree Protection (Section 5:3.4) provisions of the ZLDR ordinance.

Designate areas to be reserved for landscaping. The specific design of landscaping shall be sensitive to the physical and design characteristics of the site.

Indicate the location and dimensions of landscaped areas (including required buffers, screening, interior parkings, and other landscaping), plant materials (planting schedule), decorative features, etc.

Identify all existing healthy pine tree of twenty (20) inches or greater diameter at breast height (DBH) and all other tree species of eight (8) inches or greater DBH.

PARKING PLAN (SECTION 3:6)

The required number of parking spaces per the zoning district regulations of the ZLDR.

The required number of handicapped parking spaces and their locations.

Parking slip and aisle dimensions.

Off-street loading.

Parking area landscaping per the landscaping provisions of the ZLDR.

Site parking, aisles, vehicular and pedestrian ingress and egress, loading zones, etc. shall be laid out to facilitate safe and efficient internal traffic circulation.

N/A (Provide a short explanation for any items that are not applicable).

Applicant's Name: _____ Applicant's Signature: _____ Date: _____

MAJOR GROUP DEVELOPMENT DEFINITION



A group development is a development of a single tract of land or adjacent tracts of land under the same ownership or control. Group developments include commercial, retail, industrial, institutional, multi-family residential, and manufactured home parks.

Major Group Developments are defined as:

1. Commercial, industrial, or institutional developments that consist of a multiple use or multiple occupant commercial, industrial, or institutional complex of a combined 25,000 square feet or greater of gross floor area, or a single-use, single-occupant commercial or industrial building of 25,000 square feet or greater of gross floor area. Examples are shopping centers and malls; commercial business or industrial parks; and "big box" retail.
2. Housing
 - a. Multi-family apartment buildings, duplexes, triplexes, quadruplexes, and townhouses on a single tract of land or adjacent tracts of land under the same ownership or control containing a combined total of more than ten (10) dwelling units.
 - b. Manufactured Home Parks - All manufactured home parks are classified as major group developments.