



QUESTIONS?
 Call or email us!

Residential Regular Site Plan Checklist

When do I need to submit a Regular Site Plan?

- New Single Family / Two Family Structure.
- Impervious surface greater than 1,500 square feet or land disturbance greater than 5,000 square feet.
- Projects occurring within a [Special Protection Area \(SPA\)](#)
 - Resource Conservation District (RCD) or Jordan Buffer. These are protected areas near streams.
 - Floodplain or wetlands.
 - Steep Slopes – greater than 25%.
- Projects occurring within 5 feet of a SPA, setback line or height limit *may require* a regular site plan.

What if my project is under these thresholds?

- Submit a [Express/Minor Site Plan Checklist](#).

Who prepares a Regular Site Plan?

- North Carolina Licensed Professional Architect, Engineer, Landscape Architect, or Surveyor
- This plan must reference an up-to-date survey or plat

<input checked="" type="checkbox"/>	Basic Information Include this information on all sheets			Example Regular Site Plan
	Applicant and Owner Name	Address and PIN		Drawing / Revision dates
	Scale and North Arrow	Legend, Labels, and Notes		Net Land Area (lot size)
	Zoning District(s)	Property Boundary		Minimum Town setbacks
	Boundary and Zones of Resource Conservation District (RCD) AND/OR Jordan Riparian Buffer *			
	Boundary of 100 Year Floodplain / Base Flood Elevation (BFE)*			

*Show if boundary is located on property.

<input checked="" type="checkbox"/>	1. Existing Conditions Sheet		
	Existing Contours (2 foot interval max)		Existing Impervious Surfaces
	Existing Drainage Flow Arrows		Existing Structures
	Existing Utility Lines including, septic systems		Existing ROW and Easements
	Tally of Existing Impervious Surfaces		Existing Walls / Fences
	Call outs of distance between setback line and nearest edge of structure for each setback.		
<input checked="" type="checkbox"/>	1A. Landscape Protection: Projects with land disturbance of 5,000 square feet or more		
	Location and Critical Root Zone (CRZ) of the following trees (see LUMO 5.7.6.b) <ul style="list-style-type: none"> • All trees 12” Diameter at Breast Height (DBH / 4 feet) or greater • Pines 18” DBH or greater • Native species (including dogwood, beech, cedar, holly and magnolia) 6” DBH or greater 		
	At minimum, show trees within 50’ of disturbed areas including CRZs of trees located offsite		
	Location of tree protection fence around trees to be preserved. Mark trees to be removed with a “X”		



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Building 919-968-2718 permits@townofchapelhill.org
Zoning 919-969-5066 planning@townofchapelhill.org

<input checked="" type="checkbox"/>	2. Proposed Conditions	<u>Example Regular Site Plan</u>
	Proposed Grading and Contours (2 foot interval max)	Existing / Proposed Structures
	Existing / Proposed Impervious Surfaces	Existing / proposed Fences
	Existing / Proposed Utility Lines, including septic systems	Construction Staging Area
	Existing / Proposed Retaining Walls	Construction Dumpster
	Top Wall / Bottom Wall elevations for proposed retaining walls	Construction Entrance
	Location and <u>detail of Tree Protection Fencing (TPF)</u> , if required	Location of Silt Fence (SF)
	Location of Silt Fence Outlet, if required	Proposed ROW + Easements
	Call outs of distance between setback line and nearest edge of proposed structure for each setback.	
	Limits of Land Disturbance (LD). This area will include the following: <ul style="list-style-type: none"> • Grading and New Impervious Surfaces • 10 foot wide “Work Area” adjacent to all exterior areas where work is occurring • Staging Area and Dumpster, unless on an existing impervious surface • 10 foot wide path connecting staging area to work area(s) 	
	Tallies of the following areas: <ul style="list-style-type: none"> • Proposed Impervious Surface Area – include total existing impervious surface as baseline. • New Land Disturbance Area 	
<input checked="" type="checkbox"/>	2A. Projects in or adjacent to Resource Conservation District (RCD) or Jordan Riparian Buffer	
	Location of silt fence at limits of disturbance where it is near RCD or Jordan Riparian Buffer	
	Include this Plan Note: “Contractor will stake out location of Jordan Riparian Buffer / RCD and install silt fence at limits of disturbance. Town staff shall inspect and approve installation prior to land disturbing activity. Call Development Services at 919-969-5066 to schedule an inspection.”	

<input checked="" type="checkbox"/>	3. Drainage Plan / Detail Drawings	<u>Single Family/ Two Family Drainage Requirements.</u>
	Proposed Drainage Flow Arrows	Table showing roof area drained by each outlet
	Location of downspouts	<u>Detail Drawing of outlets showing dimensions</u>
	Location of roof drain outlets / dissipaters	<u>Detail Drawings for Erosion Control Measures</u>
	Drainage Conveyance (piping and swales)	<u>Detail Drawing for Driveway</u> , if applicable
	NOTE: Roof drain outlets may not be located in the Town Setbacks, ROW, RCD, or Jordan Buffer	

Were Other Approvals Required for this Property / Project? Include electronic copies of any preceding approvals and approved plans including the following: Certificate of Appropriateness, Variance, Minor Subdivision and Final Plat, Northside or Pine Knolls Concept Plan + Site Plan, or Duplex Approval.

➔ **Want the web version with links? Go to** <http://bit.ly/1lirErp>