



QUESTIONS?
 Call or email us!

Residential Express/Minor Site Plan Checklist

When do I need to submit an Express Site Plan?

- New Impervious surface area <500 and <1500 SF
- Land Disturbance <1500 and <5000 SF
- Grading and new foundations / building footprint
- Projects > 5 feet from a special protection area

What if my project is over these thresholds or in a Special Protection Area?

- Submit a [Regular Site Plan](#)

What if my project is under these thresholds?

- Submit a site drawing showing applicable information from section 1.

<input checked="" type="checkbox"/>	1. Basic Site Plan Information All Zoning Applications			Example Express 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
	Septic system, if applicable	Existing Impervious Surfaces		Proposed Impervious surfaces
	Existing Structures	Proposed Structures		Construction Staging Area
	Limits of Land Disturbance (LD) including: <ul style="list-style-type: none"> • Grading and new impervious surfaces • 10 foot wide “Work Area” • Path connecting staging to work area 			Tallies of the following areas: <ul style="list-style-type: none"> • Existing Impervious Surface Area • Proposed Impervious Surface Area • New Land Disturbance Area
	Call outs of distance between each setback line and nearest edge of proposed structure.			

<input checked="" type="checkbox"/>	2. Grading / Erosion Control Information Include when grading is proposed		
	Existing / Proposed Contours (2’ interval)		Location of Silt Fence
	Location of silt fence outlet, if applicable		Detail Drawings for Erosion Control Measures
	Top Wall and Bottom Wall elevations for proposed / modified retaining walls		
<input checked="" type="checkbox"/>	2A. Projects 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 Information Include if new roof area / footprint is proposed			View Requirements.
	Existing Drainage Flow Arrows		Proposed Drainage Flow Arrows	
	Location of new/modified roof drain outlets		Table showing roof area drained by each outlet	
	Drainage Conveyance (piping and swales)		Detail Drawing of outlets showing dimensions	

➔ **Want the web version with links? Go to** <http://bit.ly/1Nx7Fw>