

**Development Services**  
**DEPARTMENTAL SITE PLAN**  
**REVIEW APPLICATION**

**FEE: \$214.00**



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**303 First Street**  
**New Bern, NC 28560**

Date Submitted: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant Name (Please Print): \_\_\_\_\_

**REQUIREMENTS**

Submit **14 folded sets of complete site plans** and one CD containing electronic copies of submittal package in a PDF, TIFF or JPEG to the Office of Department Review Coordinator of the City of New Bern.

**PLEASE NOTE:** Department Review meetings & submission date can be downloaded and printed from:

[http://www.newbern-nc.org/files/1814/2495/4479/Department\\_Review\\_Schedule\\_-\\_2015.pdf](http://www.newbern-nc.org/files/1814/2495/4479/Department_Review_Schedule_-_2015.pdf)

The site plan review process must be completed prior to submitting applications for consideration by the Board of Adjustment.

Drawing Scale: 1" = 100' or larger

Drawing Sheet Size: 18" x 24" or larger for mylar

Site plans shall be prepared by a registered professional surveyor, landscape architect, architect or engineer. The plan shall contain the following information:

- \_\_\_\_\_ 1. Survey prepared by Registered Surveyor
- \_\_\_\_\_ 2. Name of project, clearly delineated boundaries, north arrow, scale, square footage or acreage of entire tract, as well as any proposed structures, and a site plan with vicinity map, including surrounding street system, existing uses and zoning classifications
- \_\_\_\_\_ 3. Name and address owner, developer and seal of architect or similar professional, if applicable
- \_\_\_\_\_ 4. Name of development, **plus all addresses supplied by E-911**, must be shown in order for application to be considered
- \_\_\_\_\_ 5. Names and addresses of all abutting property owners
- \_\_\_\_\_ 6. All existing and proposed lot lines, easement and rights-of-way
- \_\_\_\_\_ 7. Location of all existing building and structures

- \_\_\_\_\_9. Site plan of existing conditions including wooded areas, marshes, wetlands, etc.
- \_\_\_\_\_10. Other proposed rights-of-way and easements
- \_\_\_\_\_11. Proposed lot lines, lot numbers, building envelopes in the case of PUD's, and approximate dimensions
- \_\_\_\_\_12. Contour map-one foot intervals based on sea level data
- \_\_\_\_\_13. Proposed plantings, mini-parks, school sites, public open space, if applicable
- \_\_\_\_\_14. Provisions for the maintenance of open space and parks including draft of conversation easement, if applicable
- \_\_\_\_\_15. Profiles showing grade of streets, sewers, water lines, etc.
- \_\_\_\_\_16. Plans for proposed utilities, including water, gas, sanitary sewer, storm drainage, electric, tele phone, cable, etc.
- \_\_\_\_\_17. Proposed planting plan, including type and details of required screening
- \_\_\_\_\_18. Postal enumeration of each lot in subdivision
- \_\_\_\_\_19. Verification of submission of stormwater management and sedimentation erosion control plans, if applicable
- \_\_\_\_\_20. Statement by developer that wetlands are not present on site or that appropriate permits are being sought
- \_\_\_\_\_21. Site data chart containing: a) acreage in tract; b) acreage in open space, parks or schools; c) average lot size; d) total number of lots; and e) linear feet in streets

**Additional information may be required based on the results of staff plan review as set forth in section 15-49 of the New Bern Land Use Ordinance.**

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**Applicant Signature**

Questions may be directed to: Bradleigh Sceviour at (252) 639-7582 or email: [DRC@newbern-nc.org](mailto:DRC@newbern-nc.org).

Department Review Process Applicant Response should be directed to: [DRC@newbern-nc.org](mailto:DRC@newbern-nc.org).

FOR LANDSCAPING INFORMATION, PLEASE REFER TO

<http://www.newbern-nc.org/departments/development/forms-documents/>

FORMS & DOCUMENTS: **Plant plan sample and Plant list & symbols**