

Development Services
DEPARTMENTAL SITE PLAN
REVIEW APPLICATION

FEE: \$214.00



Land & Community
Development Administrator
(252) 639-7582
DRC@newbernnc.gov
Fax: (252) 636-2146
303 First Street
New Bern, NC 28560

Date Submitted: _____ Date of Review: _____

Development Name: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

Applicant Name (Please Print): _____

REQUIREMENTS

Submit **3 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:
https://www.newbernnc.gov/departments/development_services/departmental_site_plan_review.php

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.

Applicant Signature

Questions, please call: (252) 639-7582 or email: DRC@newbernnc.gov.

Department Review Process Applicant Response should be directed to: DRC@newbernnc.gov.

FOR LANDSCAPING INFORMATION, PLEASE REFER TO

<http://www.newbernnc.gov/departments/development/forms-documents/>

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