

City of New Bern Planning Department

Departmental Site Plan Review Application



Date Submitted: _____ Date of Review: _____

Development Name: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

Applicant Name (Please Print): _____

- Site plan review is required for all commercial development projects involving the construction, exterior alteration, relocation, occupancy, or change in use of any building.
- The Departmental Review Committee is composed of Planning, Building Inspections, Fire, Public Works, Engineering, Police, and Public Utilities, working together to render decisions on applications as a single decision-making body.

REQUIREMENTS

- Applications shall be submitted at least eleven (11) calendar days prior to the regularly scheduled meeting and must include 3 sets of folded site plans and one electronic copy of the submittal package.
- The site plan review process must be completed prior to submitting applications for consideration by the Board of Adjustment.
- Site plans shall be prepared by a registered professional surveyor, landscape architect, architect or engineer.
- Drawing Scale: 1" = 100' or larger, Drawing Sheet Size: 18" x 24" or larger for mylar.
- Site Plan checklist. The site plan must clearly illustrate distances from property lines for existing structures and proposed structures and include the following:

- _____ 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. Plans for proposed utilities, including water, gas, sanitary sewer, storm drainage, electric, cable, telephone, etc.
- _____ 6. Names and addresses of all abutting property owners.
- _____ 7. All existing and proposed lot lines, easement and rights-of-way.

- _____ 8. 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, telephone, 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

Signature of Applicant/Date

Printed Name of Applicant

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. If you have questions, please call 252-639-7582 or email: drc@newbernnc.gov

For landscaping information please refer to the New Bern Land Use Ordinance [Appendix E. - Guide for Landscaping](#)

PLEASE NOTE: This application excludes utility planning and/or approval nor does it create any right to utility service; electric, water, wastewater, natural gas, telecommunications and/or cable service.