



# SITE PLAN SUBMITTAL CHECKLIST

Planning Department  
 108 E. Front Street  
 P.O. Box 65, Lillington, NC 27546  
 Phone: (910) 893-7525 Fax: (910) 893-2793

**Project Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

	Correct	Incorrect	N/A
<b>TITLE BLOCK INFORMATION</b>			
Name of Project & Date (Including all Revision Dates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant/Owner(s) Contact Information (Name, Address, & Phone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveyor/Engineer Contact Information (Name, Address, & Phone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parcel ID Number/Tax ID of Tract(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deed Reference of Tract(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Classification of Tract(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location (Including Township, County, & State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Plain Depicted & Noted (Zone, Map Number, & Effective Date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watershed District Noted & Extent of Coverage Depicted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Use Classification of Tract (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GENERAL REQUIREMENTS</b>			
Map Size 18" X 24" & Scale 1"=200' or Larger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Point, Graphic Scale, & Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name(s) & Location(s) of Adjacent Property Owner(s) & Use(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Boundaries of Tract(s) Showing Bearings & Distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gross Acreage of Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name(s) & Right(s)-of-way of Streets & State Road Number(s), Including Notation of Public or Private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name, Location, Width, & Acreage of Additional Easement(s) & Right(s)-of-way Within or Adjacent to Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Envelope & Required Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage Location, Easement, Type, & Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughfare Plan Notation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Structure(s) Located on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands Delineated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements, Open Space, & Areas Other Than for Residential Use with Explanation of Purpose & Maintenance Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN</b>			
Topography (Max Contour Levels of 5')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hydrant(s) & Street Light(s) Noted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plan Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours & Days of Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impervious Surface (% Coverage of Lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials to be Stored on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Mechanical Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Trash Containment Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Utility Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Lot Material & Space Typical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parking areas on site (Based on Type of Business and/or Sq. Ft.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Fencing, Screening, Gate(s) and/or Dock(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

