



Jackson County Planning Department

APPLICATION AND CHECKLIST FOR SUBMISSION OF SITE DEVELOPMENT PLANS AND SUBDIVISION REVIEW

Any person or firm seeking to develop property or a subdivision must comply with Jackson County's Subdivision Ordinance for grading, roadway standards, erosion control, etc. Please read the ordinance before completing the items included in this application. All items required in the ordinance should be completed prior to submittal of plans to the County. A copy of the COMPLETED application form must be submitted with your plans.

Pre-Application Conference:

It is recommended that a pre-application conference be scheduled with the Jackson County Plan Review Committee prior to the application for approval of a project. Please call the Permit Center at (828) 586-7560 to schedule an appointment with a representative from the Review Committee for a pre-application conference. At the conference, preliminary plans may be shown in order to receive general guidance but will not be submitted or accepted. General requirements of the Subdivision, Erosion Control, Stormwater Management, Zoning, Flood Damage Prevention, and Fire Prevention Ordinances will be discussed.

Submission Information:

Please enter all information requested. Place a mark in any check box [] applicable to your subdivision plans to indicate that the item has been completed.

Date: _____

Property Information: _____

Project / Subdivision Name: _____

Address/Street Location of Property: _____

PIN Number(s) of Property: _____

Contact Information:

Owner / Developer Name: _____

Address: _____

Phone and Email: _____

Surveyor/Engineer/Landscape Architect Name and Company Name: _____

Address: _____

Phone and Email: _____

Type of plans being submitted:

Site Development (No. of Units): _____

Major Subdivision (No. of lots): _____

For major subdivisions, preliminary plats shall be submitted 30 days prior to the next Planning Board Meeting.

Minor Subdivision (No. of lots): _____

Master Plan: (as part of a major subdivision submittal), Number of phases: _____

For major subdivisions, preliminary plats shall be submitted 30 days prior to the next Planning Board Meeting.

Plan Submission:

Please include the following in your submission:

Submit 3 copies of the complete "final" plans (no larger than 34 inches by 44 inches).

A digital version of the complete "final" plans (in pdf format) and (ACAD "Base" drawing).

A copy of the complete "final" plans reduced to 11"x 17".

Application fee.

Specifications for Plan Submission:

*The submitted plans shall include a **minimum** of the following information:*

1. All plans shall be clearly and legibly drawn at a scale of not less than **one inch = 60 feet** and shall be drawn on an appropriate standard sheet size.

2. *Title block.* A title block shall be included that shall contain the following (all sheets):

a. Name and address of owners and subdivider of record.

b. Name of subdivision.

c. Location (township, county, state).

d. Date of plans.

e. Graphic scale.

f. Name, address, telephone number, and proof of current registration (e.g., copy of license) of designing engineer, architect, landscape architect, or surveyor (i.e. licensed professional).

3. *Project data.* Project data shall include the following (cover sheet or site plan sheet):

a. Total area of tract to be subdivided.

b. Total number of lots.

c. Tract / lot density area (total).

d. Linear feet in roads (centerline).

e. Approximate delineation of wooded and open areas (total).

f. Tax parcel identification number, PIN(s).

g. Pervious vs. impervious area (total).

4. *Cover Sheet:*

a. Vicinity map with north arrow.

b. General project notes.

c. Construction sequence notes.

d. Index of plans.

e. Property Owner / Developer contact information.

5. *Site Plan / Site Layout:*

a. North arrow and bar scale.

b. Property lines.

- c. Proposed lot lines and lot numbers or unit numbers.
- d. Proposed building and landscape (if applicable) setbacks.
- e. Proposed and existing roadways, driveways and sidewalks (include roadway c/l curve radii).
- f. Proposed and existing right-of-ways and easements.
- g. Proposed open spaces and existing vegetation delineation.
- h. Signing and marking (if applicable).
- i. Curb and gutter locations.
- j. Proposed and existing building envelopes.
- k. Dimensions and curve data.
- l. Existing waterways (creeks, branches, rivers, etc.) and setbacks.
- m. Existing utilities (water, sewer, electrical, phone, etc.) if applicable.

6. *Grading and Storm Drainage Plan:*

- a. North arrow and bar scale.
- b. Property lines.
- c. Proposed lot lines.
- d. Proposed building and landscape (if applicable) setbacks.
- e. Proposed and existing roadways, driveways and sidewalks (clearing limits).
- f. Proposed and existing right-of-ways and easements.
- g. Proposed open spaces and existing vegetation delineation.
- h. Proposed and existing building envelopes.
- i. Proposed and existing contours (minimum 5' intervals).
- j. Proposed and existing storm drainage pipes, structures, ponds, easements, etc.
- k. Proposed storm structure table.
- l. Proposed wall information (elevations, etc.) if applicable.
- m. Existing waterways (creeks, branches, rivers, etc.) and setbacks.
- n. Existing utilities (water, sewer, electrical, phone, etc.) if applicable.
- o. Existing floodway and floodplain information (if applicable).

7. *Profile Sheet:*

- a. Profile sheet showing proposed and existing grades at proposed roadway c/l include storm and utility crossings.

8. *Erosion Control Plan:*

- a. North arrow and bar scale.
- b. Property lines.
- c. Proposed lot lines.
- d. Proposed and existing right-of-ways and easements (clearing limits).
- e. Proposed open spaces and existing vegetation delineation.
- f. Proposed and existing building envelopes.
- g. Proposed and existing contours (minimum 5' intervals).
- h. Proposed and existing storm drainage pipes, structures, ponds, easements, etc.
- i. Proposed erosion control measures (inlet protection, sediment traps, silt fence, etc.).
- j. Proposed disturbed area (delineated with line work and total area note).
- k. Proposed construction entrance.
- l. Existing utilities (water, sewer, electrical, phone, etc.) if applicable.
- m. Existing waterways (creeks, branches, rivers, etc.) and setbacks.
- n. Existing floodway and floodplain information (if applicable).

9. *Utility Plan:*

- public sanitary sewer (T.W.A.S.A.)
- community sanitary sewer system
- septic tanks (on each individual lot or shared)

- public water (T.W.A.S.A.)
- community water system
- wells (on each individual lot or shared)
- a. North arrow and bar scale.
- b. Property lines and lot numbers.
- c. Proposed lot lines.

- d. Proposed and existing right-of-ways and easements.
- e. Proposed and existing building envelopes.
- f. Proposed and existing roadways, driveways and sidewalks.
- g. Proposed and existing (to remain) storm drainage pipes, structures, ponds, easements, etc.
- h. Proposed and existing utilities (water, sewer, electrical, phone, etc.).
- i. Proposed sanitary sewer structure table (if applicable).
- j. Proposed sanitary sewer profile with conflict crossings (if applicable).
- k. Existing waterways (creeks, branches, rivers, etc.) and setbacks.

10. *Detail Sheets:*

- a. Appropriate Site details (typical sections for all roadway types).
- b. Appropriate Grading and Storm details.
- c. Appropriate Erosion Control details (with seeding notes).
- d. Appropriate Utility details.
- e. Special details and inset enlargements (if applicable).

Additional information that may be required upon request by the Planning Department:

- required not required – *Landscape Plan*
- required not required - *Slope Analysis Map*
- required not required - *Project Phasing Map*
- required not required - *Home Owners Association documents*
- required not required - *Off-site Easement agreements*
- required not required – *NCDOT Driveway permits*
- required not required – *NCDOT Encroachment permits*
- required not required – *Geotechnical Report*