



Jackson County Planning Department

TOWN OF SYLVA – PLAN SUBMITTIAL CHECKLIST

Any person or firm seeking to develop property or a subdivision must comply with the Town of Sylva Zoning Ordinance for site design, grading, roadway standards, erosion control, landscaping, 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 Zoning Permit, appropriate fee's and this COMPLETED checklist 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 in the Town of Sylva Zoning Ordinance will be discussed.

Submission Information:

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

Date: _____

Zoning District of Property: _____

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: _____

Plan Submission:

Please include the following in your submission:

- Submit 3 copies of the complete "final" plans (no larger than 30 inches by 42 inches).
- A digital version of the complete "final" plans (in pdf format) and (ACAD "Base" drawing, if available).
- one (1) copy of the complete "final" plans reduced to 11"x 17".
- Application fee (Zoning Permit).

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 owner.
 - b. Name of subdivision or project.
 - c. Location (township, county, state).
 - d. Date of plans.
 - e. Graphic scale.
 - f. Name, address, telephone number and email of the 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.
 - b. Total number of lots (if applicable).
 - c. Tract / lot density area (total)(if applicable).
 - d. Approximate delineation of wooded and open areas.
 - e. 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 (if applicable).
 - d. Proposed building and landscape setbacks (if applicable).
 - 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. Site signing and pavement marking (if applicable).
 - i. Curb and gutter locations.
 - j. Proposed and existing building envelopes.
 - k. Dimensions and curve data for proposed roads and driveways.
 - l. Existing waterways (creeks, branches, rivers, etc.) and setbacks.
 - m. Existing utilities (water, sewer, electrical, phone, etc.) if applicable.
 - n. Parking calculations.
 - o. Dumpster location and form of screening.

6. **Grading and Storm Drainage Plan (Required when existing or proposed site has grades of 15% or greater):**

- a. North arrow and bar scale.
- b. Property lines.
- c. Proposed lot lines (if applicable).
- d. Proposed building and landscape setbacks (if applicable).
- 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 retaining 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. **Erosion Control Plan:**

Erosion Control Plans will be reviewed by the Jackson County Erosion Control Staff

8. **Landscape Plan:**

- a. North arrow and bar scale.
- b. Property lines.
- c. Proposed lot lines and lot numbers or unit numbers (if applicable).
- d. Proposed building and landscape setbacks (if applicable).
- e. Proposed and existing roadways, driveways and sidewalks.
- f. Proposed and existing right-of-ways and easements.
- g. Proposed open spaces and existing vegetation (to remain) delineation.
- h. Proposed building envelopes.
- i. All proposed planting locations and labeling (trees, shrubs, flowers), species list, mulching, etc.
- j. All underground utilities (storm sewer, sanitary sewer, water lines, etc.)

9. **Utility Plan:**

Utility Plans may be reviewed by the Tuckaseegee Water and Sewer Authority

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

- 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 (if applicable).
- c. Proposed lot lines (if applicable).
- 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. 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).

11. *Additional Required information:*

- a. Zoning and Sign permits and fees.
- b. Building elevations for non-residential projects.
- c. Type of exterior building materials.
- d. Paint color of exterior buildings.
- e. Proposed exterior signage location with plan and dimensions.

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

- 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*
- required not required - *Special Condition / Conditional Use Permit*