

(Please type or print)

1. Name of development: _____
2. Name, address, telephone number, and fax number of owner(s)/developer(s): _____

3. Name, address, telephone number, and fax number of surveyor/engineer: _____

4. Name, address and e-mail address of person to whom comments should be sent: _____

5. Telephone number of person to whom comments should be sent: _____
Fax: _____
6. Location of development: _____
7. Cabarrus County P.I.N.#: _____
8. Current zoning classification: _____
9. Total acres: _____ Total lots: _____

REQUIRED ATTACHMENTS/SUBMITTALS

1. A fee of \$100.00 for land less than 2 acres, \$200.00 2-10 acres, \$300.00 10-25 acres, \$ 400.00 for more than 25 acres shall accompany the application.
2. Legal deed description of the property.
3. Six (6) **FOLDED** black/blue line copies of the plan are required for internal staff review, at the time of submission. Sixteen (16) **FOLDED** black/blue line copies of the plan (showing all corrected comments) will be required for Planning and Zoning Commission review.
4. One (1) set of colored renderings/elevations of the building(s) that will be located on site for internal staff review, at the time of submission. Sixteen (16) **FOLDED** copies (showing all corrected comments) will be required for Planning and Zoning Commission review.
5. List of surrounding property owner's information.
6. Completed checklist (Optional)

Date

Signature of Owner/Agent

NOTE: By affixing his or her signature hereto, the sub divider acknowledges understanding of and agreement to comply with all provisions of the Concord Subdivision Regulations which include, but are not limited to, the requirement to pay costs of construction inspections of improvements to be owned and maintained by the City of Concord as conditions precedent to approval of the final plat for recording.

Staff Use Only:

Fee: _____ Received by: _____ Date: _____

Plan Review Checklist (Optional)

This form is for reference only. Completion and submittal is not required; however, it is strongly recommended that it be utilized and submitted with plans to avoid possible delays in the review process. It includes basic information Development Services will be checking when reviewing new construction plans. Other departments may require additional information.

CASE # _____ ZONING _____ BUILDING AREA _____ SIZE OF TRACT _____

PROJECT NAME: _____

LOCATION _____ P.I.N. # _____

DIMENSIONAL/DENSITY REQUIRIEMENTS (Article 7)

Required Lot Size _____ Proposed Lot Size _____

Permitted Density _____ Proposed Density _____

Maximum Building Height Permitted _____ Proposed Building Height _____

Setbacks

Front _____ Interior _____

Street Side _____ Rear _____

Adjoining Property Use

Meets Requirements? Yes No

OFF STREET PARKING (ARTICLE 10)

Minimum Spaces Required _____ Maximum Spaces Allowed _____

Required Number of Spaces _____ Proposed Number of Spaces _____

Typical Bay Width _____ Typical Stall _____ Interior Aisle Width _____

Wheel Stops required? Yes No

For every 25 parking spaces, 1 accessible space is required. One in every 8 accessible parking spaces shall be van accessible. If only 1 accessible space is required, it must be van accessible.

Accessible Required _____ Van Accessible Required _____ Accessible Proposed _____

Meets Requirements? Yes No

OFF-STREET LOADING/UNLOADING (ARTICLE 10)

Required Space(s) _____ Proposed Space(s) _____

Loading docks shall not be visible from a thoroughfare or collector street right-of-way. Loading areas shall be screened from adjacent residentially-zoned property or developed property (Section 10.4).

Additional Screening Required? Yes No

Meets Requirements? Yes No

DUMPSTER LOCATION AND SCREENING (Section 12.1.2.2)

- Screening to be built with same materials as building.
- Shall not be located in front yard, street yard, or buffer yard.

Details for dumpster screening shown? Yes No

Materials for screening match the building? Yes No

Meets Requirements? Yes No

IMPERVIOUS SURFACE CALCULATIONS (ARTICLE 7)

Calculation: Total Lot Area _____ x _____ ratio = _____ Total Impervious Surface Permitted
 Proposed Building Footprint(s) _____ + Parking _____ + Existing Building Footprint(s) _____
 + Existing Parking _____ + Other _____ = Total Impervious Surface Proposed _____

Meets Requirements? Yes No

FLOOD HAZARD DATA (ARTICLE 4)

Is proposed project located in the 100-Year Floodplain? Yes No

Flood Map Panel _____ Date _____ Flood Zone(s) _____

Required Finished Floor Elevation _____

Is proposed project located in Wetlands area? Yes No

GRADING/EROSION CONTROL (ARTICLE 4)

Does the proposed project disturb 1 acre or more of area? Yes No

If yes, have the appropriate permits been obtained? Please Mark as Appropriate:

	Yes	No
NCDENR (if applicable)	___	___
CABARRUS COUNTY EROSION CONTROL	___	___
CITY OF CONCORD GRADING PERMIT	___	___

PROPERTY SPLITS/CITY LIMITS (ARTICLE 5)

Is the property located in the City limits of Concord? Yes No

Are new property lines shown on the site plans? Yes No

Do new lot lines meet city subdivision/zoning standards? Yes No

Is plat recorded? Yes No Deed Book Reference _____

Plat must be recorded. If not recorded, site plan is put on hold until plat is recorded and a copy received by the Plan Review Service Center. Contact Planning Services for additional information regarding Plat Approval Process.

CONDITIONAL USE (TABLE 7.6-1, §3.3 OR §6.2)

Is this a Conditional Use Project? Yes No

If yes, has it been through review and approval? Yes No Case Number _____ Approval Date _____

If a Conditional Use Permit has not been issued, please complete a Conditional Use Permit application and submit the application to Planning Services to be placed on the next available Planning and Zoning Commission Agenda. Contact Planning Services for further details.

OVERLAY DISTRICT STANDARDS (ARTICLES 7 & 15)

Is the proposed project located in Overlay District? Yes No
If yes, which one(s)? _____

Please complete as applicable:

Does the project meet the district design standards? Yes No
Comments _____

Does the building material meet the design requirements? Yes No
Comments _____

Is access requested off a thoroughfare? Yes No
Comments _____

Elevations submitted for architectural review? Yes No
Comments _____

Landscape requirements met for district? Yes No
Comments _____

YOU MAY BE REQUIRED TO SUBMIT BUILDING PLANS AND COLOR RENDERINGS FOR ARCHITECTURAL REVIEW. SEE ARTICLE 15 FOR DETAILS. ALSO NOTE THAT SOME OVERLAY DISTRICTS EXCLUDE CERTAIN USES.

ADDITIONAL REQUIREMENTS (ARTICLE 4)

Does project meet criteria in (Article 4) Grading and Conservation Plan? Yes No
Comments _____

Does project meet criteria in the Flood Prevention Plan (§4.7)? Yes No
Comments _____

Does the project meet criteria for Vegetation Protection (§4.6) Yes No
Comments _____

Additional requirements placed on project (CUP, Rezoning Request, etc.) Yes No
Comments _____

DRIVE-WAY/CURB CUTS (ARTICLE 11) – ENGINEERING & FIRE

Number of Proposed Drive-Way(s) _____ Drive-way Width(s) _____

Will the driveway connect to a thoroughfare? Yes No

Does the project require a driveway permit from the City of Concord? Yes No

Sidewalks required for project? Yes No Sidewalks shown? Yes No

Fire Lanes Shown as Required Yes No

Meets Requirements? Yes No

LANDSCAPE REQUIREMENTS (ARTICLE 7)

PARKING LOT YARD (1 shade or 2 ornamentals + 8 shrubs per 10 spaces is required)

Total parking spaces proposed _____ / 10 = _____

Required: Shades = _____ Ornamentals = _____ Shrubs = _____

Provided: Shades = _____ Ornamentals = _____ Shrubs = _____

Planting islands meet minimum (no less than 8 feet in width—150 sf for ornamentals, 300 sf for shades)? Yes No

Spaces within 60 feet of trees? Yes No

Points for Individual Plants:

Shade Tree = 12 Large Shrub = 3
Ornamental = 6 Medium Shrub = 2
Small Shrub = 1

STREET YARD(s)

Yard Type:

Class 1 B-1, O-I, C-1, multi-family residential, single-family attached, institutional and civic, Professional office/business service uses

Class 2 C-2, CD, PID, retail trade uses, wholesale trade uses

Class 3 I-1, I-2, manufacturing and industrial uses, transportation, warehousing and utilities uses

Table 9.7-1: Street Yard Landscaping Requirements

Street Yard Level	Minimum Width	Min. Required Shade* or Ornamental Trees	Min. Required Points per Linear Foot
1	8'	1 per 75' or 2 per 75'	0.4
2	8'	1 per 50' or 2 per 50'	0.5
3	12'	1 per 50' or 2 per 50'	0.6

* Shade trees may not be planted under over-head power lines.

Street # 1: Location _____ Linear Feet _____

Street Yard Level _____ Min. Width Req'd _____ Min. Points Required = _____

Required: Shades = _____ Ornamentals = _____ Min. Points = _____ points x _____ linear feet = _____ points

Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ large _____ medium _____ small Points = _____

Street # 2: Location _____ Linear Feet _____

Street Yard Level _____ Min. Width Req'd _____ Min. Points Required = _____

Required: Shades = _____ Ornamentals = _____ Min. Points = _____ points x _____ linear feet = _____ points

Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ large _____ medium _____ small Points = _____

Street # 3: Location _____ Linear Feet _____

Street Yard Level _____ Min. Width Req'd _____ Min. Points Required = _____

Required: Shades = _____ Ornamentals = _____ Min. Points = _____ points x _____ linear feet = _____ points

Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ large _____ medium _____ small Points = _____

Street # 4: Location _____ Linear Feet _____

Street Yard Level _____ Min. Width Req'd _____ Min. Points Required = _____

Required: Shades = _____ Ornamentals = _____ Min. Points = _____ points x _____ linear feet = _____ points

Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ large _____ medium _____ small Points = _____

BUILDING YARD(s)

Yard Type:

- Category 1** Less than 2,500 square feet GFA (gross floor area)
- Category 2** 2,500 square feet to 9,999 square feet GFA
- Category 3** 10,000 square feet to 99,999 square feet GFA
- Category 4** 100,000 square feet GFA and over

Table 9.5-1: Building Yard Landscaping Requirements

Building Yard Category	Minimum Width	Min. Required Shade Trees	Min. Required Ornamental Trees	Min. Required Small or Medium Evergreen Shrubs	Min. Required Points per Linear Foot
1	6 feet	N/A	1 per 30 lin. ft.	8 per 30 lin. feet	0.4
2	8 feet	N/A	1 per 30 lin. ft.	8 per 30 lin. feet	0.5
3	12 feet	1 per 50 lin. ft.	1 per 50 lin. ft.	12 per 30 lin. feet	0.8
4	16 feet	1 per 50 lin. ft.	1 per 50 lin. ft.	16 per 30 lin. feet	1.0

Building Side # 1: Location _____ Linear Feet _____
 Building Yard Category _____ Min. Width Req'd _____ Min. Points Required = _____
Required: Shades = ____ Ornamentals = ____ Shrubs = ____ Min. Points = ____ x ____ *lin feet* = ____ points
Provided: Shades = ____ Ornamentals = ____ Shrubs = ____ *large* ____ *medium* ____ *small* Points = _____

Building Side # 2: Location _____ Linear Feet _____
 Building Yard Category _____ Min. Width Req'd _____ Min. Points Required = _____
Required: Shades = ____ Ornamentals = ____ Shrubs = ____ Min. Points = ____ x ____ *lin feet* = ____ points
Provided: Shades = ____ Ornamentals = ____ Shrubs = ____ *large* ____ *medium* ____ *small* Points = _____

Building Side # 3: Location _____ Linear Feet _____
 Building Yard Category _____ Min. Width Req'd _____ Min. Points Required = _____
Required: Shades = ____ Ornamentals = ____ Shrubs = ____ Min. Points = ____ x ____ *lin feet* = ____ points
Provided: Shades = ____ Ornamentals = ____ Shrubs = ____ *large* ____ *medium* ____ *small* Points = _____

Building Side # 4: Location _____ Linear Feet _____
 Building Yard Category _____ Min. Width Req'd _____ Min. Points Required = _____
Required: Shades = ____ Ornamentals = ____ Shrubs = ____ Min. Points = ____ x ____ *lin feet* = ____ points
Provided: Shades = ____ Ornamentals = ____ Shrubs = ____ *large* ____ *medium* ____ *small* Points = _____

BUFFER YARD(s)

Yard Types:

- Class 1** AG, RE, RL, RM-1, RM-2, *residential uses – single-family detached and duplex only*
- Class 2** RV, RC, *residential uses – other than Class 1*
- Class 3** B-1, O-I, C-1, *institutional and civic uses, professional office/business services uses*
- Class 4** C-2, CD, PID, *retail trade uses, wholesale trade uses*
- Class 5** I-1, I-2, *manufacturing and industrial uses, transportation, warehousing and utilities uses*

Table 9.4-1: Buffer Yard Chart

Buffer Yard Types For Adjacent Land Use Classes					
Land Use Class	1 EXISTING	2 EXISTING	3 EXISTING	4 EXISTING	5 EXISTING
1 PROPOSED	N/A	N/A	N/A (B ²)	N/A (C ²)	N/A (D ²)
2 PROPOSED	A	A	B	C	D
3 PROPOSED	B ¹	B ¹	A	A	C
4 PROPOSED	C ¹	C ¹	B ¹	A	B
5 PROPOSED	D ¹	D ¹	C ¹	B ¹	N/A

¹ Complete visual separation is required through the use of densely planted landscaping that would provide complete visual separation within three (3) years of planting. See Section 9.4.4.8 regarding visual separation.

² New single-family subdivisions shall provide the required buffer yard, if they abut existing non-residential developments which were constructed before the adoption of this Ordinance and lack the required buffer yard. If an adjacent non-residential development includes the required buffer yard, none shall be required of the residential subdivision.

Table 9.4-2: Buffer Yard Landscaping Requirements

Buffer Yard Type	Minimum Width	Min. Required Shade Trees	Min. Required Ornamental Trees	Min. Required Large Evergreen Shrubs	Min. Required Points per Linear Foot
A	8'	1/100'	Optional	Optional	0.2
B	15'	1/75'	1/100'	Optional	0.7
C	20'	1/50'	1/75'	Optional	1.0
D	50' or 25' w/ 6' high berm	1/50'	1/50'	Optional	1.2 or 0.9 w/ 6' high berm

Buffer Yard # 1: Location _____ Linear Feet _____
 Street Yard Level _____ Min. Width Required _____ Min. Points Required = _____
Required: Shades = _____ Ornamentals = _____ Min. Points = _____ x _____ *linear feet* = _____ points
Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ *large* _____ *medium* _____ *small* Points = _____

Buffer Yard # 2: Location _____ Linear Feet _____
 Street Yard Level _____ Min. Width Required _____ Min. Points Required = _____
Required: Shades = _____ Ornamentals = _____ Min. Points = _____ x _____ *linear feet* = _____ points
Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ *large* _____ *medium* _____ *small* Points = _____

Buffer Yard # 3: Location _____ Linear Feet _____
 Street Yard Level _____ Min. Width Required _____ Min. Points Required = _____
Required: Shades = _____ Ornamentals = _____ Min. Points = _____ x _____ *linear feet* = _____ points
Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ *large* _____ *medium* _____ *small* Points = _____

Buffer Yard # 4: Location _____ Linear Feet _____
 Street Yard Level _____ Min. Width Required _____ Min. Points Required = _____
Required: Shades = _____ Ornamentals = _____ Min. Points = _____ x _____ *linear feet* = _____ points
Provided: Shades = _____ Ornamentals = _____ Shrubs = _____ *large* _____ *medium* _____ *small* Points = _____

Meets Requirements? **Yes** **No**

SITE PLAN REQUIREMENTS (ARTICLE 5)

Are the drawings prepared to the correct scale? Yes No

Checklist Items

The following information shall be shown on all site plans:

- ___ Title
- ___ Revision number
- ___ Legend
- ___ Vicinity map depicting the location of the site relative to the municipal limits and the surrounding area
- ___ Boundaries of wetlands, floodways, and one-hundred-year floodplains
- ___ Existing structures

Parcel Information

- ___ Existing tract boundaries shown by a heavy line along with all bearings and distances
- ___ Legal or deed description of the property
- ___ Proposed lot lines with scaled dimensions and lot numbers

Right-of-way and Easement Information

- ___ For PUD, TND, TOD or MX districts and conditional uses, total acreage of open space, including subtotals for acreage of passive and active open spaces.

Zoning Related Data

- ___ Zoning classification and district lines on the site and adjoining properties.