

## Chapter 16. DEVELOPMENT PLAN REQUIREMENTS

### 16.1 Purpose and Intent

This Chapter describes the information required for all development activity to ensure compliance with the standards found in this Ordinance. The submission of a complete application in accordance with this Chapter is necessary prior to the scheduling of any review by the Administrator, Technical Review Committee, Planning Board, and/or City Council.

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### 16.2 Number of Plan Sets Required

Five (5) sets of each applicable plan type shall be submitted.

### 16.3 Schematic Plan Requirements

The Schematic Plan shall show in simple form the proposed layout of streets, lots, buildings, public open spaces and other features in relation to existing conditions based upon the size of the tract proposed for development. Schematic Plans shall be reviewed as binding documents for Zoning Permits, but shall be used for non-binding review for all other development application processes in which a Schematic Plan is required. All plans shall be submitted at a scale not less than 1 inch = 50 feet unless otherwise authorized by the Administrator.

Schematic Plans shall include the following information:

- A. A vicinity map, including north arrow, showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways.
- B. The name, address, and telephone number of the property owner.
- C. The name of the proposed development.
- D. The boundary lines of the property and total acreage.
- E. Proposed lot lines and street network.
- F. The existing and proposed land uses and the existing land uses of adjacent properties.
- G. If deemed necessary by the Administrator, existing topographic conditions shall be provided. Contours should not exceed 5 foot intervals. Rowan County or City of Salisbury topographic information may be used to fulfill this requirement.

- H. The location, names, and right-of-way width of any existing streets on or within 300 feet of the land to be subdivided.
- I. Lots of adjacent developed or platted properties.
- J. Zoning classification of the land and adjacent properties.
- K. Illustrative building elevations denoting general design elements and materials.
- L. If the Schematic Plan is being submitted for Zoning Permit review, then submission of Building Design Plans (Section 16.12) shall be required in lieu of illustrative building elevations.
- M. Watershed classification, if any.
- N. Floodplain and floodway delineation.
- O. Location of existing public water and/or sewer lines within 300 feet of the property.
- P. Location of existing or proposed thoroughfares within 300 feet of the property as shown on the City's currently adopted thoroughfare plan.

#### **16.4 Master Plan or Preliminary Plat Requirements**

The Master Plan or Preliminary Plat shall be drawn to the following specifications and shall contain or be accompanied by the information listed below. All plans shall be submitted at a scale not less than 1 inch = 50 feet unless otherwise authorized by the Administrator. Any Master Plan or Preliminary Plat shall be prepared by a licensed design professional with the appropriate statutory authority. ***No processing or review of a Master Plan or Preliminary Plat shall proceed to the Reviewing Authority without all of the following information:***

- A. A vicinity map, including north arrow, showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways.
- B. The name, address, and telephone numbers of the property owner.
- C. The proposed name of the development, street names, the names of adjoining subdivisions or property owners.
- D. The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract.
- E. Site calculations including total acreage of tract, acreage in recreational open space and other non-residential uses, total number and acreage of parcels, the total number of housing units, parking calculations, etc.
- F. Original and proposed contours at intervals of not greater than 2 feet for the entire area to be subdivided/developed and extending into adjoining property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property

and 10 feet at all other points of common project boundaries. Rowan County or City of Salisbury digital topography may be used to satisfy this requirement for original contours but should be field-verified to ensure accuracy. This requirement may be waived by the Administrator for developments smaller than one (1) acre or where insufficient topographic changes warrant such information.

- G.** Scale denoted both graphically and numerically.
- H.** Certification statements.
- I.** Date of plan preparation.
- J.** Zoning classification of the tract to be developed and of adjacent properties.
- K.** Building Design Plans (Section 16.12) shall be required of all Major Site Plans, but not of subdivisions (commercial or residential).
- L.** The location of:
  - 1. proposed buildings
  - 2. parking and loading areas
  - 3. streets and alleys with dimensions
  - 4. proposed utility, association, and/or other easements including existing easements
  - 5. lots
  - 6. parks or other recreational open space
  - 7. site reservations (i.e. school sites)
  - 8. property lines and building setback lines
  - 9. tentative lot dimensions
  - 10. building restriction areas (i.e. flood hazard areas, buffer locations, watershed protection districts, and/or jurisdictional wetlands).
- M.** Identify if any portion of the development is within the Watershed Protection Area per the Watershed Protection requirements of Section 6.6.
- N.** The following NPDES Phase II Storm Water requirements per Section 6.7:
  - 1. identify number of dwelling units per acre
  - 2. identify percent of built-upon area
  - 3. identify whether project is High or Low Density

4. show location of required BMPs if High-Density project
5. show location of required stream buffers
- O. Typical cross-sections of proposed streets and alleys. Cross-sections shall include the following information: right-of-way widths, pavement widths, curb and gutter profile, grass strip widths and locations, sidewalk widths and locations, underground utilities' widths and locations, and building setbacks.
- P. The proposed limits of construction for all proposed development activity.
- Q. Illustrative Landscape/Tree Plan
- R. Corporate limits and extra-territorial jurisdiction boundaries (where applicable).
- S. Phase lines (if applicable).
- T. Floodplain Development Permit and Certification application with supporting documentation as required by the Salisbury Flood Damage Prevention Ordinance (if applicable). (Application must be prepared for review, although not necessarily approved at the time of submittal of the Master Plan/Preliminary Plat documents.)
- U. Certificate of Appropriateness for historic properties (if applicable).
- V. Traffic Impact Analysis (if applicable).

### 16.5 Construction Document Requirements

The Construction Documents for Schematic Plans, Minor & Major Site Plans, Master Plans, and Preliminary Plats shall be submitted in accordance with the specifications of this section except where specifically noted. Construction Documents shall constitute the complete submittal requirements for Minor & Major Site Plans and Preliminary Plats required prior to construction.

Construction Drawings shall be drawn to the following specifications and shall contain or be accompanied by the applicable information listed below. All plans shall be submitted at a scale not less than 1 inch = 50 feet unless otherwise authorized by the Administrator. All Construction Documents shall be prepared by a licensed design professional with the appropriate statutory authority. All streets, utilities, and stormwater, and other infrastructure systems shall be designed and constructed in accordance with the adopted *Uniform Construction Standards* of the City of Salisbury. ***No processing or review of Construction Documents shall proceed to the Reviewing Authority without all of the following information:***

- A. A vicinity map, with north arrow, at a scale no smaller than 1 inch equals 1,200 feet showing the relationship between the proposed subdivision and surrounding area.

- B.** The proposed names of the development and streets, the owner's name and address, signature of the owner or owner's duly authorized agent, the surveyor's and/or engineer's name and seal, the names of existing and proposed adjoining subdivisions or property owners, and the names of the township, county, and state in which the development is located.
- C.** The date of preparation.
- D.** Zoning classification of the tract to be developed and of adjoining properties.
- E.** The boundary, as determined by survey, of the area to be subdivided with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, water courses, easements, bridges, or other significant features of the tract.
- F.** Site calculations including total acreage of tract, acreage in parks and other non-residential uses, total number and acreage of parcels, the total number of housing units, area of all mixed-use and non-residential buildings, gross project density per acre, linear feet of streets, and the accurate locations and descriptions of all monuments, markers, and control points.
- G.** Scale in feet denoted both graphically and numerically.
- H.** Existing topography and finish grading with contours drawn at two (2) foot intervals. This requirement may be waived for developments smaller than one (1) acre or where insufficient topographic changes warrant such information.
- I.** Proposed lot lines, lot and block numbers, and exact dimensions.
- J.** The future ownership (dedication or reservation for public use to a governmental body; for owners to duly constituted home owners' association; for tenant's remaining in subdivider's ownership of recreational open space lands).
- K.** The location of proposed buildings, parking and loading areas, streets, alleys, lots, reservations (i.e. school sites), property lines and building setback lines with street dimensions, lot dimensions, and the location of any building restriction areas (i.e. flood hazard areas, watershed protection districts, and/or jurisdictional wetlands).
- L.** The location and dimensions of all off-street parking and loading spaces, and walkways indicating the type of surfacing, size, angle of stalls, and width of aisles.
- M.** The location and dimensions of proposed recreational open space, and required amenities and improvements including the calculated area of all required recreational open space dedications in accordance with Chapter 7.
- N.** The location and dimensions of any sidewalks and/or curb and gutters to be installed along public street frontages, and other required street improvements designated in Chapter 9 of this Ordinance. Required right-of-way shall be drawn in the location shown on any official plan at the width specified in this Ordinance.

- O. Typical cross sections of proposed streets showing rights-of-way, pavement widths, grades, and design engineering data for all corners and curves. Where a proposed street is an extension of an existing street the profile of the street shall include 300 feet of the existing roadway, with a cross section of the existing street. Where a proposed street within the subdivision abuts a tract of land that adjoins the subdivision and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.
- P. The location of any existing or proposed demolition landfills in the site. Such sites shall not be used for building.
- Q. The plans for utility layouts, including sanitary sewers, storm drains, and water lines, illustrating connections to existing systems.
- R. The location and size of all utility lines, easements, and rights-of-way. Easements shall be provided on all Construction Documents as follows:
  - 1. **Utility Easements.** Easements for underground or above ground utilities shall be provided for and centered along rear or side lot lines, and shall be a minimum of 10 feet in width. Easements for water and sanitary sewer lines and sanitary sewers shall be centered on the pipe and a minimum of 30 feet in width or as required by Design Manual.
  - 2. **Drainage Easements.** Where a development is crossed by a stream or drainage way, an easement shall be provided conforming to the lines of such drainage way and in accordance with the adopted Uniform Construction Standards of the City of Salisbury.
  - 3. **Public Access Easements.** Public Access Easements shall be provided for sidewalks, trails, greenways, and other pedestrian and bicycle facilities that provide connections other than within public rights-of-way.
- S. **Non-Public/Private Water and sewer utilities:** Sewer and water utilities which do not come under the immediate supervision of the municipality shall comply with the following:
  - 1. **Community water systems.** An acknowledgment from the director, sanitary engineering division, state board of health to the city confirming their authorization for a community water system.
  - 2. **Central sewerage system.** An acknowledgment from the N.C. Board of Water and Air Resources to the city confirming their authorization for the installation of a central sewerage system.
  - 3. **Individual sewer and water system.** An acknowledgment from the health director in whose jurisdiction the subdivision falls indicating that the water supply and sewage disposal system installed or proposed for installation fully meets the requirements of the North Carolina State Board of Health.
- T. A copy of the soil erosion and sedimentation plans. A copy of the approval letter is not required until final approval is achieved.

- U. Corporate limits and extra-territorial jurisdiction boundaries (where applicable).
- V. Supplemental Plans, as applicable:
  - 1. **Landscape Plan** in accordance with Section 16.10.
  - 2. **Lighting Plan** in accordance with Section 16.11.
  - 3. **Building Design Plan** in accordance with Section 16.12.
  - 4. **Floodplain Development Permit** application and supporting calculations in accordance with Section 9.5.
  - 5. **Watershed Protection Permit** application and supporting calculations in accordance with Section 9.6.
  - 6. **NPDES Storm Water Permit** application and supporting calculations in accordance with Section 9.7.
- W. Where a proposed water and sewer system does not contemplate the use of facilities owned and operated by the City, the proposed facility plans as approved by the appropriate agency and their approval letter, shall be submitted with the Construction Documents.
- X. Where public or community water supply and/or sewerage systems are not available or to be provided, a written statement from the Rowan County Health Department shall be submitted with the Construction Documents indicating that each lot has adequate land area and soil conditions suitable to accommodate the proposed methods of water supply and sewage disposal.
- Y. Approval stamp requirements.

## 16.6 Final Plat Requirements

The final plat shall be prepared by a registered land surveyor, licensed to practice in the State of North Carolina and shall be drawn to a scale no less than 1 inch = 100 feet, and shall meet the requirements of the Rowan County Register of Deeds Office. The final plat shall constitute an entire phase as shown on the approved master plan. The size and number of completed applications shall be set by the Technical Review Committee.

No Final Plat shall be approved unless and until the subdivider has installed in the platted area all improvements required by this Ordinance or has posted Improvement Guarantees in accordance with Section 9.4, Improvement Guarantees. The Final Plat shall contain the following:

- A. A vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
- B. The name of the owner, the name, registration number, and seal of the registered surveyor under whose supervision the plat was prepared.

- C. The name of the subdivision.
- D. The date of the plat.
- E. The exact boundary of the tract of land being subdivided showing clearly the disposition of all portions of the tract.
- F. Scale denoted both graphically and numerically with north arrow and declination.
- G. Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street, alley line, lot line, building line, easement line, and setback line. All dimensions, bearings, and angles shall be in accordance with the Standards of Practice for Surveying in the State of North Carolina.
- H. The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, on-site demolition landfills and areas dedicated to public purpose with notes stating their purposes.
- I. All plats showing a regulated floodplain shall be noted with the following statement:

"Any construction or use within the Special Flood Hazard Area (SFHA) is subject to the restrictions imposed by the Salisbury Flood Damage Prevention Ordinance."

A minimum finished floor elevation shall be noted for all lots in the SFHA.
- J. The accurate locations and descriptions of all monuments, markers, and control points.
- K. Underground and aerial utility easements shall be shown.
- L. The exact location of stream corridor buffer boundaries including all buffer zones as well as all buffer requirements shall be specified on the record plat, on individual deeds, and in property association documents for lands held in common.
- M. As built drawings and plans of all water, sewer, and storm drainage system facilities, illustrating their layouts and connections to existing systems. Such plans shall show all easements and rights-of-way, to demonstrate that the facilities are properly placed and the locations of all fire hydrants, blow-off valves, manholes, pumps, force mains, and gate valves are indicated. This information shall not be placed on the final plat but shall be submitted at the time of request for final plat approval or release of any surety for required improvements, whichever comes later. In the case of projects where a guarantee is posted, the requirement shall be fulfilled prior to the release of the guarantee.
- N. Submittal of payment in lieu of dedicated recreational open space (if applicable).



**16.7 Final Plat Required Certifications**

A. All the following certifications must appear on the Final Plat:

<b>REQUIRED CERTIFICATIONS</b>	<b>Map for Recordation</b>	<b>Exception Plat Subdivision</b>	<b>Minor Subdivision</b>	<b>Major Subdivision</b>	<b>Master Plans w/o streets</b>
1. Survey Accuracy	If applicable	N/A	Yes	Yes	If applicable
2. Ownership and Dedication	N/A	N/A	2	2 & 2a.	2
3. Installation of Streets, Utilities, and Other Required Improvements	N/A	N/A	3a. or 3b.	3a. or 3b.	3a. or 3b.
4. Approval for Recording	Sec. 16.8	4a.	4b.	4c.	4b.
5. Review Officer Certification	Yes	Yes	Yes	Yes	Yes
6. NCDOT Certification	N/A	N/A	N/A	As required	N/A

<b>1. Certificate of Accuracy.</b> (As required under G.S. 47-30 as amended)	
_____, 20____ Date	_____ Registered Land Surveyor (Seal)

<b>2. Certificate of Ownership and Dedication.</b> I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I hereby adopt this plan of subdivision with my (our) free consent, establish minimum building lines, and dedicate all streets, alleys, walks, parks, and other sites to public or private use as noted. Further, I (We) certify the land as shown hereon is within the platting jurisdiction of the City of Salisbury.	
(2a to be included only when subdivision is located outside city limits)	
<b>2a. Certificate of Road Maintenance:</b> I (we) hereby certify that I (we) will maintain the roads to the standards set forth by the City of Salisbury until the respective governmental agency takes over this responsibility. (This does not include the removal of snow/ice).	
_____, 20____ Date	_____ Owner(s)/Developer



**5. Review Officer Certification.** State of North Carolina, County of Rowan  
I, \_\_\_\_\_, Review Officer of Rowan County, certify that the  
map or plat to which this certification is affixed meets all the statutory  
requirements for recording.

\_\_\_\_\_, 20\_\_\_\_  
Date Review Officer

**6. North Carolina Department of Transportation Certification.**  
**Division of Highways**

Proposed Subdivision Road  
Construction Standards Certification

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
District Engineer

### 16.8 Record Plat Requirement

The following certification shall be affixed to the map for recordation in such a manner as to ensure that said certificate will be legible on any prints made there from:

I hereby certify that this is a map for recordation and does not constitute a  
subdivision of land.

\_\_\_\_\_  
Subdivision Administrator (Date)

**16.9 Floodplain Development Permit Requirements**

Floodplain development plans shall be required when applying for a Floodplain Development Permit. All plans shall be submitted at a scale not less than 1 inch = 50 feet unless otherwise authorized by the Administrator. Application for a Floodplain Development Permit shall be made to the Administrator on forms furnished by him or her prior to any development activities proposed to be located within flood prone areas. Floodplain Development Permits shall be in accordance with the requirements of Section 9.5, Flood Damage Protection Ordinance.

**16.10 Landscape Plan Requirements**

- A. A landscape plan shall be required prior to any land disturbance for any proposed development plan. (Predevelopment site grading, or any land disturbing activity of one acre or more that is not regulated by a site plan previously approved by the City Council, shall be governed by the provisions of Section 9.4.)
- B. The plan shall contain the following information:
  - 1. Name of the project, name and address of owner, name and address of designer, scale, date, legend, and north arrow.
  - 2. An accurate, scaled drawing of property boundaries with zoning designations of proposed development and adjacent properties.
  - 3. A development summary including the total development acreage, proposed use(s), required parking and provided parking spaces, and total building square footage.
  - 4. The location of proposed buildings, signage, driveways, parking areas, required parking spaces, connections to existing streets, and traffic patterns.
  - 5. The location of all overhead and underground utilities.
  - 6. General location, type and quantity of existing plant materials.
  - 7. Existing plant materials and areas to be left in natural state.
  - 8. Methods and details for protecting the critical root zone (CRZ) of existing plant materials during construction.
  - 9. Locations, size, and labels for all proposed plants.
  - 10. Plant lists with common name, botanical name, quantity, and spacing and size at time of planting of all proposed landscape material.
  - 11. Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, lights, courtyards, walks or paved areas.
  - 12. Location and type of irrigation system, if applicable.

13. Planting and installation details as necessary to ensure conformance with all required standards as referenced in Chapter 8.
14. **Alternative Plans:** Alternate landscaping plans, plant materials, or planting methods, pursuant to Alternate Methods of Compliance, may be used where unreasonable or impractical situations would result from application of landscaping requirements, or where necessary to protect existing vegetation. Such situations may result from streams, natural rock formations, topography, or other physical conditions; or from lot configuration, utility easements, unified development design, or unusual site conditions.

### 16.11 Lighting Plan Requirements

- A. A Lighting Plan shall be required for site plans or application for zoning or sign permits to install outdoor lighting fixtures. The plan shall provide evidence that the proposed work will comply with the requirements of Chapter 11, Lighting.
- B. The lighting plan application shall include at least the following:
  1. A site plan drawn to scale showing building(s), landscaping, parking areas, and proposed exterior lighting fixtures.
  2. Location of all post, canopy, supports, and light fixtures, including the height of each fixture, for any building, structure, parking, display and loading areas.
  3. Specifications of the illuminating devices, lamps, supports, and other Devices, including designation as IESNA "cut-off" fixtures. This description may include but is not limited to manufacturers catalog cuts, enlarged or reduced to the correct scale of the site plan, and drawings including sections where required.
  4. Locations of all pole mounted and building mounted fixtures.
- C. An isolux lighting plan is also permitted in fulfillment of this section provided that it indicates the foot-candles at grade by contour diagram or grid points that cover the site.

### 16.12 Building Design Plan Requirements

- A. Building design plans shall be required for Zoning Permit approval in order to determine compliance with the building design requirements in the Ordinance.
- B. Building design plans shall depict architectural details of proposed buildings and shall consist of:
  1. All exterior wall elevations.
  2. Photos of existing conditions and surrounding structures and properties.
  3. Building Materials Schedule (material samples may be required).

**16.13 Transportation Impact Analysis (TIA)**

- A. Transportation impact analyses shall be required for a rezoning, subdivision plan, site plan, special use permit, certificate of zoning compliance, or preliminary plat for developments with an estimated trip generation of 3000 vehicles per day or greater as defined in Section 4.14 of this Ordinance.
  - 1. **Rezoning Transportation Impact Analysis Report:** Evaluates whether adequate transportation capacity exists or will be available within a reasonable time period to safely and conveniently accommodate proposed uses permitted under the requested land use or zoning classification.
  - 2. **Transportation Impact Analysis Report:** Required for certain permitted and special uses, subdivisions, and preliminary plats exceeding the specific trip generation threshold.
- B. The applicant shall provide the full rationale, from a North Carolina licensed engineer, to perform such duties to support the recommendations of this analysis. The submission shall include all pertinent traffic data and computations affecting the design proposal.
- C. The Rezoning Transportation Impact Analysis or the Transportation Impact Analysis Report shall contain the following:
  - 1. **Site Description:** A detailed report, containing illustrations and narrative, shall describe the site's characteristics, adjacent land uses, as well as any anticipated development within the site's vicinity influencing future traffic conditions.
    - a. A rezoning transportation impact analysis shall provide a description of the development's potential uses.
    - b. A transportation impact analysis report shall include access plans, staging plans, and land use / intensity information.
  - 2. **Study Area:** The report shall indicate the geographic location of the study area, roadway segments, critical intersections, and access points to be analyzed. The study area shall extend not less than one-half (1/2) mile from the site.
  - 3. **Existing Conditions:** An analysis of the existing transportation conditions, including all data used for the analysis shall be provided in the report, including:
    - a. Traffic count and turning movement information, including the date and source from which this information was obtained;
    - b. Correction factors used to convert collected traffic data into representative average daily traffic volumes;

- c. Roadway characteristics, including:
    - (1) Design configuration of existing or proposed roadways;
    - (2) Existing traffic control measures;
    - (3) Existing driveways and turning movement conflicts in the vicinity of the site.
  - d. Existing Level of Service (LOS) for roadways and intersections without project development traffic. LOS shall be calculated for the weekday peak hour, and in the case of uses generating high levels of weekend traffic, the Saturday peak hour.
4. **Horizon Year(s) and Background Traffic:** The report shall identify the horizon year(s) that were analyzed in the study, the background traffic growth factors for each horizon year, and the method and assumptions used to develop the background traffic growth. Unless otherwise approved by the Administrator, development impacts shall be examined for the first (1<sup>st</sup>) and tenth (10<sup>th</sup>) years after the development is completed.
5. **Trip Generation, Trip Reduction, and Trip Distribution:** A summary of projected a.m. and p.m. peak hour and average daily trip generation for the proposed development shall be provided in addition to projected trip distribution to and from the site. The factors used to determine trip generation, reduction, and distribution are also to be included in the summary.
6. **Traffic Assignment:** The report shall identify the projected roadway segment, intersection or driveway traffic volumes, with and without the proposed development, for the horizon year(s) of the analysis.
7. **Impact Analysis:** The report shall address the impact of projected horizon year(s) traffic volumes. It shall identify the methodology used to evaluate the impact. The weekday peak hour impact shall be evaluated as well as the Saturday peak hour for those uses exhibiting high levels of weekend traffic generation.
8. **Mitigation / Alternatives:** The report shall identify alternatives for achieving traffic service standards, including:
- a. Additional rights-of-way necessary to implement mitigation strategies.
  - b. Suggested phasing improvements necessary to maintain compliance with traffic service standards.
  - c. Other alternatives, including transportation management strategies.
  - d. Anticipated costs of recommended improvements.