

JOHNSTON COUNTY PLANNING & ZONING SITE PLAN APPLICATION



Application and Plan Submittal

In order to process the application the following items must be submitted:

1. There are no submittal deadlines
2. **7 copies of the site plan to include:**
 - a. Overall Site layout
 - b. Utility Plan
 - c. Stormwater Management Plan [if required]
 - d. Landscape Plan
 - e. Traffic Impact Analysis [if required]

Review Process

The Site Plan Review process generally takes two weeks. Plans will be submitted to Planning & Zoning for distribution. Planning Staff will submit copies of the site plan to:

- Public Utilities: for review of County Design Standards for connection to public water and sewer
- Stormwater Administration: for review of County Stormwater Design Standards
- Building Inspections: for review of NC Building Code for accessibility and NC Fire Code regulations
- Environmental Health: for review of a waste water disposal system (septic) and food sanitation requirements
- Fire Marshall: for review of NC Fire Code requirements
- NC DOT: to review the plan for driveway connections and transportation impacts
- Planning & Zoning: to review the plan for zoning, special use and subdivision requirements

Each review agent will provide comments and concerns to Planning Staff. Once Planning Staff has comments for each agent Staff will send notification to the Site Plan designer. If revisions are requested, the site designer shall make the requested changes and **submit 5 copies of the revised site plan** to Planning Staff. Once each review agent is satisfied with the site design then a Site Plan Approval Letter is sent to the site designer. Site Plan Approval is valid for 12 month from the date of approval.

Construction Drawings may be submitted concurrently to the County Building Inspections Department for the purpose of Plan Approval and issuing a Building Permit. However, changes to the Site Plan may be required affecting the Construction Drawings.

Site Development

No site development shall take place prior to Site Plan Approval, to include clearing, grubbing, and grading.

A Land Use Permit may be obtained with a Site Plan Approval Letter. The Land Use Permit is required before Environmental Health or Building Permits can be issued.

All required site and off-site improvements, such as landscaping, turn lanes, stormwater detention basins, and water and/or sewer facilities must be completed prior to the operation of the use.

SITE PLAN APPLICATION

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Johnston County Planning & Zoning
309 E. Market Street, Smithfield, NC 27577
Phone (919) 989-5150 Fax (919) 989-5426
www.johnstonnc.com/planning

PROJECT INFORMATION

Name of Project: _____
Site Address: _____
NC Pin #: _____ Zoning: _____

SITE DESIGNER INFORMATION

Design Firm & Designer's Name: _____
Mailing Address: _____
Telephone: _____ / _____ Fax: _____
Email: _____

DEVELOPER INFORMATION

Developer Name(s) _____
Mailing Address: _____
Telephone: _____ / _____ Email: _____

SUBMITTAL REQUIREMENTS

1. Completed Application
2. **(7) Copies** of the Site Plan
3. Stormwater Management Plan [if required]
4. Flood Plain, Wetlands, Streams, Riparian Buffers Denoted
5. Certified TIA required for developments with 100+ peak hour trips or 1000+ daily trips. Applicant's TIA must either be **performed** by the County consultant, or **reviewed** by the County's consultant. TIA fees and/or review fees must be paid by the applicant.

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I certify that all the information presented in this Site Plan is accurate to the best of my knowledge, information and belief. Further, I understand that no site activity can take place until this site plan is approved and a Land Use Permits is issued. Additionally, I allow county staff access to the property while conducting review of this petition.

OWNER / APPLICANT SIGNATURE:

DATE:

SITE PLAN SUMMARY

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Project Information

| | |
|----------------------|---------------|
| Project Name: _____ | |
| NC Pin #: _____ | Zoning: _____ |
| Site Designer: _____ | Phone: _____ |
| Email: _____ | Fax: _____ |

Site Usage Information

Use Type: (check/list all that apply)

| | | | | |
|---------------------------------------|---------------------------------|-------------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Office | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Retail | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Other: _____ | | | | |

Site Layout Information

| | | | |
|----------------------------|------------------------|--|--|
| Setbacks: | Street: _____ | Internal: _____ <small>If Adjacent to Commercial Zoning</small> | Internal: _____ <small>If Adjacent to AR Zoning</small> |
| Building Sq. Ft: _____ | Parking Spaces: _____ | Required: _____ | Provided: _____ |
| Parking Area Sq. Ft: _____ | Parking Setback: _____ | Street: _____ | Internal: _____ |

Accessibility Compliance - ADA

| | | | |
|---------------------|---|---|--|
| H/C Parking Spaces: | Required: _____ | Provided: _____ | |
| Details Provided: | <input type="checkbox"/> H/C Signage | <input type="checkbox"/> H/C Space Dimensions | <input type="checkbox"/> Wheel Stops |
| | <input type="checkbox"/> Sidewalk Turndowns | <input type="checkbox"/> Curb Cuts w/ Slope | |
| Shown on Plans: | <input type="checkbox"/> Accessible Route | <input type="checkbox"/> Building Exits | <input type="checkbox"/> Sidewalk Dimensions |

Fire Code Information

| | | | |
|---|-----------------|---|-------------------------|
| Building Sprinklers <input type="checkbox"/> Y <input type="checkbox"/> N | FDC Type: _____ | <input type="checkbox"/> FDC Located | # Building Floors _____ |
| Distance to existing hydrant: _____ | | # of new hydrants _____ | |
| <input type="checkbox"/> Fire Access Road | Width: _____ | <input type="checkbox"/> Access Road within 150' of all points along building | |

Building Layouts

| | |
|---|---|
| <input type="checkbox"/> Existing buildings to remain shown | <input type="checkbox"/> Distance between proposed and existing buildings |
| <input type="checkbox"/> Distance to property line | <input type="checkbox"/> Location of existing / proposed septic field |

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Utility Information

| | |
|---|---|
| Water System: _____ | Wastewater System: _____ |
| Existing or new water service: _____ | Existing or new wastewater service: _____ |
| Distance to public water line: _____ | Distance to public sewer line: _____ |
| Size of new water service: _____ | Will industrial wastewater be disposed on-site <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Provide details meeting Johnston County Standards for public water and sewer connections: water tap, water meter, cutoff valve, backflow preventer, RPZ, sewer tap, hydrant, etc. | Will the building have floor drains <input type="checkbox"/> Y <input type="checkbox"/> N |
| | <input type="checkbox"/> Provide estimated water usage based on State Design Criteria or 12 months of public water records |

Stormwater Management

| | |
|---|---------------------------------|
| Total area of disturbance: _____ | Total area of impervious: _____ |
| Parcel area: _____ | Percent impervious: _____ |
| Is this development located within the Environmental Sensitive Area (ESA): _____ | |
| Stormwater Management Plan required <input type="checkbox"/> Y <input type="checkbox"/> N | |

Landscaping

| | | |
|--|---|---------------|
| Landscape Buffer Class required: _____ | <input type="checkbox"/> Parking Area Buffer provided | |
| Number provided: Large Trees: _____ | Small Trees: _____ | Shrubs: _____ |

*Additional information may be required in order to process this application