



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
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[www.townofzebulon.org](http://www.townofzebulon.org)

## SITE PLAN APPLICATION

### GENERAL INFORMATION:

A Site Plan in accordance with Section 2.2.17 of the Unified Development Ordinance is to establish a consistent and predictable process for the review of proposed development, through a graphical representation of the proposal. Site plan review is an analysis to ensure that allowable development is configured in accordance with the standards in this Ordinance, not a consideration of whether or not a proposed development is allowed.

### INSTRUCTIONS:

**PRE-APPLICATION MEETING:** A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site, or sketch plan to Planner II Aaron Chalker ([achalker@TownofZebulon.org](mailto:achalker@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

**ANNEXATION REQUIREMENTS:** If a property or portion thereof subject to this site plan request is outside the corporate limits and ETJ, an annexation petition is **required** to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.

**APPLICATION PROCEDURE** – The applicant requesting Site Plan Approval must submit an application through the Town of Zebulon IDT Web Portal. As noted below some materials must be brought in person to the Zebulon Planning Department to complete the application process. Access to IDT can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.idtplans.com/secure/>)

- **Materials to Submit through the Town of Zebulon IDT Web Portal:**

- Completed Application Form
- PDF Plan Set (see site plan checklist)
- One (1) Legal Description (metes and bounds) of subject property
- Owner's Consent Form
- Transportation Impact Analysis (if required)
- Utility Allocation Checklist

- **Materials to Submit in Person with the Town of Zebulon Planning Department:**

- 2 Full Size Plan Sets
- Petition Fee (Please See Fee Schedule)  
(Can be paid online but applicants must let Planning Staff know prior to paying)

**TRC REVIEW** – The Technical Review Committee shall review the request in accordance with Section 2.2.17.G. of the Unified Development Ordinance and shall provide notice of decision in accordance with Section 2.3.9. Application deadlines for TRC review are available on the Town's Website.



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<b>PART 1. DESCRIPTION OF REQUEST/PROPERTY</b>		
Street Address of the Property:	Acreage:	
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:	Number of Dwellings Proposed:	
Existing Use of the Property:	Proposed Use of the Property:	
Details of Site Plan:		

<b>PART 2. APPLICANT/AGENT INFORMATION</b>		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note:</b> If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.

<b>PART 3. PROPERTY OWNER INFORMATION</b>		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
<b>Signature of Applicant:</b>  	<b>Print Name:</b>  	<b>Date:</b>  
<b>Signature of Owner:</b>  	<b>Print Name:</b>  	<b>Date:</b>  





**SITE PLAN REQUIREMENTS**

Every applicant requesting Site Plan approval shall submit **8 copies** and **1 pdf (e-mail or USB Drive)** of a concept plan drawing with the application for a Site Plan. The concept plan shall contain sufficient information to adequately determine the type of development being proposed. The concept plan drawing shall include, at a minimum, the following features unless otherwise specified by the Planning Department:

<b>Cover Sheet Checklist Items</b>			
#	Item	Notes	
1	Index of Titled Drawing Sheets	All sheets are to be titled in a descriptive manner (i.e. Site Layout Plan, Landscape Plan, etc.).	
2	Vicinity Map	Map showing location of property and adjacent streets within a maximum of a ½ mile radius.	
3	Show any public recreation requirement. Required formatting is located after Required Notes in this application.		
4	List & label UDO Supplemental Standards.		
5	List & label any variance conditions.		
6	Project Data (tabular format)-requirements below:		
a.	Name, address(s) and parcel ID(s) of the project		
b.	Preparer's name, address, phone number, fax number and e-mail address		
c.	Owner's name, address, phone number, fax number and e-mail address		
d.	Contract purchaser's name, address, phone number, fax number and e-mail address		
e.	Annexation number(s) for property		
f.	Zoning of the property; if conditional use or conditional zoning, list all rezoning conditions		
g.	Current Future Land Use Map classification		
h.	Proposed Future Land Use Map classification		
i.	Area of tract(s)		
j.	Required front, side, and rear yard setbacks		
k.	Open Space Required		
l.	Open Space Provided		
m.	Indicate if the site contains a FEMA designated 100-year floodplain.		
n.	Indicate % of total lots to be graded prior to first plat		

<b>Existing Conditions Sheet Checklist Items</b>			
#	Item	Notes	
1.	Provide boundaries of the site in metes and bounds		
2.	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades		
3.	Call out location of slopes equal to or steeper than 3:1 and rock outcroppings.		
4.	Provide tree survey locating all specimen (hardwood) trees at 18" caliper and larger within open space and buffers on site.	Must also show all 18" or greater caliper trees on neighboring properties within 50' of your property line.	
5.	Document that all proposed open space and preservation areas by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos or aerial photographs. Aerial	



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		photographs are not an acceptable stand-alone means of documentation for trees.	
6.	Document that existing buffers meet the required “A”, “B”, “C”, “D”, or “E” type standards by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester’s or certified arborist’s report referenced to-scale digital photos or aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees in buffers	
7.	Show location of wetlands as determined by a licensed soil scientist, the Army Corps of Engineers, or the NCDEQ.		
8.	Show location of all creeks, streams, ponds and dams		
9.	Show required riparian buffers on both sides of perennial and intermittent streams, including the location of the top of bank on both sides of the stream. Riparian	Riparian buffers on perennial streams are measured 100’ from the top of the bank on both sides of the stream. Riparian buffers on intermittent streams are measured 50’ from the top of bank on both sides of the stream.	
10	Show location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements	If not applicable, certify that there is no FEMA floodplain on the subject property by giving FIRM map number and date. Provide non-FEMA flood study information on floodplains, floodways, flood fringes and flood hazards at the construction plan stage of plan review.	
11.	Provide location of existing fencing, roads and structures.		
12.	Provide locations of significant site elements.	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, rock outcroppings and cemeteries	
13.	Indicate clearly on the plans the location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements.	Accurately survey existing utilities; approximate locations will not be accepted. Include size and material.	
14.	Identify location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks or similar structures.		

### SUBDIVISION LAYOUT SHEET CHECKLIST ITEMS

#	Item	Notes	
1.	Base Items		
2.	North Arrow		
3.	Roads and Driveways	List names of proposed roads. Road names must be pre-approved by Wake County and the Town of Zebulon	
4.	Vehicle Use Areas		
5.	Buildings		
6.	Detention, retention, or natural ponds	Please label each SCM with a number	
7.	Creek, streams, ponds, and dams		
8.	Location and dimensions of all Open Space or preservation areas	Open Space and Preservation areas must be recorded as a separate lot from the residential building lots. Include a metes and bounds description of the proposed areas on Final Plat.	
9.	All Public and Private Easements	Including sign easements	
10.	Fences and decorative or retaining walls	Include TOW and BOW or TOF	
11.	Location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements		
12.	Residential building lots		
13.	Square footage & dimensions of each lot		
14.	Zoning, ownership, and current use of all adjacent tracts		
15.	Boundary of entire tract by metes and bounds		
16.	Location of retaining walls	Label each wall and include TOW and BOW measurements	
17.	Location and dimensions of existing and proposed driveways or curb cuts on site and adjoining properties	Include properties on opposite side of adjoining streets and existing/proposed lane striping on all streets.	
18.	Location of entrances/exits and general internal circulation	Include lane striping, crosswalks, pavement markings, and signs.	



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19.	Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways	Show widths of all features.	
20.	Turning radii to ensure that emergency vehicles are accommodated		
21.	Streets and rights-of-way showing existing and proposed dimensions in accordance with the Town's Transportation Plan and Spec Book	Connections must be made to existing stubs on adjacent property. Indicate location and dimensions of pavement, curbs and gutters and sidewalks. Where development abuts or includes a State maintained road, design must be submitted and reviewed concurrently with NCDOT.	
22.	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	
23.	List proposed speed limit for each public street	No streets can be proposed less than 25 mph.	
24.	Location of emergency access		
25.	Location and dimensions of setbacks	On corner lots, where the dwelling can face either street, provide building setback lines for each possible configuration. If the front of the dwelling is limited to face only one street, then provide the appropriate building setback lines and add the word "FRONT" to indicate the front yard.	
26.	Location and dimensions of parks, recreation areas and greenways or proposal for fee in lieu		
27.	Location of mail kiosks	Approval of the proposed mail kiosk/CBU locations must be provided to Planning prior to Master Subdivision Plan approval.	

### STAGING & DEMOLITION PLAN CHECKLIST ITEMS

#	Item	Notes	
1.	Identify which existing trees will be saved and which will be removed.		
2.	Location of tree protection fencing.	Fencing must be one (1) ft. away from the tree trunk for every one (1) in. caliper of the tree.	
3.	Location and type of additional protective measures.		
4.	Show proposed staging areas or dirt/material/equipment storage areas.		
5.	Location of construction entrance.		
6.	Location of temporary emergency vehicle access		
7.	Location of temporary utilities		
8.	Provide any necessary traffic management plan for the time frame that the site is being constructed	Includes, but not limited to, road or pedestrian barricades, emergency vehicle access, detours or safety devices that may be required.	
9.	Show road or sidewalk barricades		
10.	If buildings will be demolished, a Demolition Application must be submitted before demolition may begin.		

### GRADING PLAN CHECKLIST ITEMS

#	Item	Notes	
1.	Base Items	See Subdivision Layout Items	
2.	Provide FFE for all structures		
3.	Indicate % of total lots to be graded.		
4.	Provide a Final Rough Grading sheet that shows drainage of lots.		
5.	Indicate % of the pre-development drainage areas have been preserved within their natural basins.		
6.	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades		
7.	If there will be fill within a floodplain, a Letter of Map Revision based on Fill LOMR-F is required to be obtained		
8.	Indicate all slopes equal to or steeper than 3:1 and show required stabilization measures		



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9.	Location and type of soil and erosion control measures.		
10.	Location of existing trees to be saved and removed	Show type and caliper of trees.	
11.	Provision for the adequate disposition of storm water in accordance with Town standards indicating location, sizes, types and grades of ditches, catch basins and pipes with connections to existing drainage system(s).		
12.	Location of Tree Protection Fencing.		
13.	Location of retaining walls. Indicate height of wall and area of disturbance. Non-decorative walls are required to have facing (i.e. stucco). Top of wall and bottom of wall spot elevations must be provided.		
14.	All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area shall be contained entirely on site.	Protected areas are defined as but are not limited to, open space areas, tree save areas, buffers, and critical root zones of trees, public utility easements and rights-of-way.	
15.	No site development activity, including but not limited to testing, clearing, installation of S&E measures or grading, shall occur until required protection fencing has been installed and inspected.	A protection fencing installation permit may be obtained at the Planning Department or online. Tree Protection Fencing Application	
16.	Site elements required to satisfy recreational requirements must meet any applicable standards found in the TOZ Standard Specifications and Standard Details and the requirements of the TOZ Parks and Recreation Department	Site elements include but are not limited to play fields and greenway trails.	
17.	Indicate location, size and materials used for stormwater (drainage) lines		
18.	Indicate location and width dimension of easements required for stormwater (drainage) lines and culverts. Include permanent and temporary construction easements.		

## UTILITY PLAN CHECKLIST ITEMS

#	Item	Notes	
1.	Base Items	See the Subdivision Layout Sheet	
2.	Indicate location and width dimension of easements required for utilities.	Include permanent and temporary construction easements.	
3.	Indicate clearly on the plans the location of all existing and proposed utilities above and/or below ground. Co-location of dry utilities is preferred.	Utilities include water, sewer, natural gas, electric, telephone, cable, fiber optic, etc. If the site is encumbered by existing utility easements then the applicant should provide a letter from the utility company indicating the acceptability of the site improvements.	
4.	Slopes shall not be steeper than 3:1 where underground electric utility lines are proposed.		
5.	Show proposed locations of service corridors, transformers and meters and ensure that all point of delivery issues are coordinated with Duke-Progress Energy	Note that for any electric service routes, you must provide an easement clear of buildings, pavement, landscaped areas, or similar protected areas.	
6.	Indicate location, size, and materials used for water sanitary sewer lines and force main lines. Show water meter and clean out connections from building(s) to public lines. Include size and material of appurtenances.	Please use City of Raleigh Public Utility Department (CORPUD) Specifications	
7.	Indicate locations of utility poles, fire hydrants, transformers, light poles, light fixtures, etc.		
8.	If a pump station (lift station) is proposed, show layout of the station according to the CORPUD Standard Specification and Standard Details manual.		
9.	Provide utility identifiers (naming conventions) for all proposed water, sewer and stormwater structures, lines and appurtenances.		

10.	Location of fire lane striping and signage. Use 2" of SF 9.5A pavement and 8" of ABC stone properly layered and compacted anywhere a fire lane is required.		
11.	If a sprinkler system is required, show layout of system to the building, the location of the FDC (Fire Department Connection) and the location of the backflow assembly.		
12.	Location of existing trees to be saved and removed.		
13.	Location of tree protection fencing.		
14.	Location of recreational elements such as greenways in utility easements.		

**LANDSCAPE PLAN CHECKLIST ITEMS**

#	Item	Notes	
1.	Base Items	See the Subdivision Layout Sheet	
2.	Graphic symbols used to depict trees and shrubs must accurately reflect the average mature spread		
3.	Indicate location, width and type of required buffers	Existing plants to be saved and new plant material must be located and identified within the buffer	
4.	Indicate location of any reforestation areas		
5.	Indicate all slopes equal to or steeper than 3:1 and provide appropriate landscaping and/or slope retention devices (no turf grasses) required to stabilize these areas		
6.	Number of plants along street based on total square footage of the streetscape buffer		
7.	Show sight triangles with dimensions	Sight triangles are typically 10'x70'	
8.	Type of trees, located near overhead or underground utility lines	If plant material encroaches into the easement, express written consent of the utility company is required	
9.	Show required building landscaping.	Include a notation for residential lots	
10.	Planting details for new plant material installation		
11.	Permanent protection for plants near vehicular use areas	Permanent protection consists of curbs, wheel stops, walls or fences.	
12.	Location and type of plant material in vehicular use areas with planting area dimensions indicated. Location and dimensions of landscape islands.		
13.	Enclosures and/or vegetative screening of loading and service areas, dumpsters and recycling bins, HVAC, mechanical and utility units.		
14.	Show location of light poles		
15.	Show all utility lines and easements, including house hookups.		
16.	Indicate screening for vehicular use area from off-site view.		
17.	Location, height and type of fencing and retaining walls. Show elevation and construction detail.		
18.	Show all Tree Protection Fencing.		
19.	Plant list summary table with the following information:		
20.	Key identifying proposed plant material using botanical and common names		
21.	Quantity of each plant material		
22.	Size, height, caliper, and spacing of plant material		

**DETAILS SHEET CHECKLIST ITEMS**

#	Item	Notes	
1.	Detailed drawing of tree protection fencing		
2.	Detailed drawing of retaining wall including handrails and/or guardrails	Include colors and materials.	
3.	Detailed drawing of subdivision features including benches, fences, curb and gutter, wheel stops, etc.	Include colors, materials and manufacturers where applicable.	



4.	Detailed drawing of each type of accessible curb cut or ramp utilized on the project and located on private property.	The detail must include the minimum width of the walking surface and the maximum slopes of each surface. The detail must conform to and reference the N.C. Accessibility Code	
5.	Detailed drawing of accessible parking delineation which includes the minimum dimensions and maximum slopes.	The detail must conform to and reference the N.C. Accessibility Code and must not include and ground painted symbol.	
6.	Detailed drawing of accessible parking and signage conforming to and referencing the N.C. Accessibility Code		
7.	Detailed drawing of bicycle parking		
8.	Detailed drawing of dumpster/recycling bin enclosure		

### TRAFFIC IMPACT ANALYSIS CHECKLIST ITEMS

#	Item	Notes	
1.	Subdivision Plan or at a minimum, a land use plan, indicating conceptual access points to the external roadway system.		
2.	Vicinity map showing the location of the property and adjacent streets within the approved study area.		
3.	Peak-hour volumes from a recent count, no more than one (1) year old, at the time of submittal unless otherwise approved by Town staff.		
4.	Average daily and peak hour vehicular trips generated by the proposed development.	Please contact the Town at least 60 days prior to starting a TIA.	
5.	Trip distribution allocation on all roads and intersections within the study area approved by the Town		
6.	Intersection geometry and traffic control devices.		
7.	Capacity analyses for all anticipated conditions (existing, no-build and build) including phasing milestones unless otherwise approved by Town staff.	Anticipated conditions include existing, no-build and build.	
8.	Documentation of data and assumptions.		
9.	Proposed road improvements in accordance with the UDO requirements for a Traffic Impact Analysis (TIA).	Upload to IDT and provide 2 hardcopies at first submittal. Anticipated review time 4 to 6 weeks.	

### SITE ANALYSIS REPORT CHECKLIST ITEMS

Required only upon request of the Planning Department.

#	Item	Notes	
1.	Report by a certified arborist, forester or horticulturist indicating the general health and condition of site vegetation and/or specimen trees.	Information to be included: type of trees and vegetation, size range and average sizes, density, general health and conditions, special vegetation and any noxious vegetation.	
2.	Report by a design professional (architectural, engineering, etc.) related to any other relevant existing site features (ponds/dams, wetlands, structures, etc.)	Report should indicate the general condition of the feature.	
3.	Proposal for protecting existing vegetation and site features such as structures, wetlands, floodplains, floodways, etc.		
4.	Any reports requested by Planning staff to ensure site features do not pose a threat to the health, safety and welfare of the Town's residents		
5.	Show decibel levels for generators, chillers, HVAC units, etc.		
6.	Detailed elevation sheets of mixed use or non-residential Structures	Information to be included: Materials, design, dimensions, percentage of opacity, lighting specifications, and other applicable features.	