

## Appendix D of the Pinehurst Development Ordinance

---

### Site Plan Information

#### Major and Minor Site Plans

##### Information required for major and minor site plans:

- A. Include the following on sheet(s) of 24 by 36 inches with a scale no less than one (1) inch equals fifty (50) feet for all major and minor site plans (an index plan shall be used if multiple sheets are needed):
1. A title block showing the name, address, telephone, email and fax numbers of the developer and designer, North arrow and scale of drawings;
  2. A map of the entire tract, including the boundary of the entire tract by metes and bounds tied to North Carolina grid and the location and dimension of all onsite and adjacent offsite easements, including but not limited to drainage, utility, public access, aerial utility, and permanent and temporary construction easements;
  3. The location and dimension(s) of all existing and proposed building(s) on the site. Show the finished floor elevations for the existing building(s) and the proposed floor grades, including basement, for each floor of the proposed building(s), if applicable;
  4. The location and dimension(s) of all proposed or existing impervious surfaces on the site, including but not limited to driveways, sidewalks, parking lots, loading and other vehicle use areas, and curb and median cuts;
  5. Indicate front, side, and rear setbacks for all existing and proposed structures;
  6. Provide a Development Data Block or Chart listing of the following data:
    - a. Owner of the tract;
    - b. Zoning of the tract;
    - c. Area of the tract;
    - d. Existing and proposed gross square footage of buildings;
    - e. Amount of square footage utilized in parking and loading areas (see landscape standards section 9.5);
    - f. Number of parking spaces proposed and required;
    - g. Number of handicapped parking spaces proposed and required;
    - h. Required and proposed minimum landscape area square footages;
    - i. Residential uses: indicate maximum density allowed and the proposed density;
    - j. Indicate the amount of impervious area existing and proposed;
    - k. Indicate the proposed linear footage of roads;
    - l. The conditional zoning and special use conditions, if applicable;
  7. Indicate the owner, address, current zoning and present use of all contiguous properties (including property on opposite side of adjoining streets);
  8. Show locations, size and configuration of common open space for residential development, if applicable.
  9. Location of permanent dumpsters and service areas.
  10. Indicate location and method of screening of all existing and proposed propane tanks, HVAC, mechanical systems, dumpsters and any other structures or facilities that require screening as per section 9.5;
  11. Vicinity map showing location of tract at scale of not less than one (1) inch equals five hundred (500) feet;
  12. Proposed location of all stormwater facilities and appropriate calculations in accordance with the Engineering Standards and Specification Manual by a qualified design professional;
  13. Submit drawings of building elevations showing the proposed exterior building materials and colors, height of proposed building, number of stories, and grade of each story, including basement, height and location;
  14. Provide a topographic survey of the site certified by a registered land surveyor showing existing site features, existing contour lines at a minimum interval of two (2) feet that are field verified, and all proposed contours. All proposed contours shall be tied to North Carolina grid.
  15. Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of or record of the last instrument in the chain of title;
  16. Plan of each floor of parking garage, if applicable;

17. Utility plan showing the sizes, composition and location of all existing and proposed underground and overhead utilities such as water, sanitary sewer, gas, electric, and telephone cables, fire protection infrastructure, etc. both within the property and in adjacent streets, where practical;

18. Show all road improvements required in conformance with thoroughfare plan, including any right-of-way dedications and traffic control devices;

19. Submit a plan showing the location and specifications for all outdoor lighting with calculations showing compliance with section 9.8.

20. Submit a plan showing the location and design of all landscaping improvements and landscaped areas, include data relative to credits for existing trees and required and supplemental planting;

21. Provide a tree survey showing the location of any buffers and trees therein required under the provisions of this Ordinance and the location of any special environmentally sensitive areas affecting the property, including a foraging study for the Red-cockaded Woodpecker, wetlands, floodplains, and also showing specimen trees as defined in Section 9.5.1.8.

22. Trip generation based on ITE Standards and the Village Engineering Standards and Specifications Manual for the proposed uses along with proposed roadways/signal improvements for the development proposal.

23. Approved street names and property numbers;

24. A statement on whether the site is in a watershed and, if so, which watershed.

25. Delineate area and boundary of floodplains, floodways, wetlands, and watershed areas.

26. ISO calculations based on the approximate square footage of each type of use.

27. Proposed fire hydrant and fire lane locations.

28. Documentation from public utility provider concerning ability to serve the proposed development with water and sanitary sewer.

29. Plan approval signature block on all pages of submittal sheets.

30. Indicate driveway connections on adjacent properties along and across adjacent rights-of-way.

31. Any other information the Village Planner may deem necessary to determine compliance with this Ordinance.

**B. Number and type of plans to be submitted**

1. Minor site plans:

- a. For initial review by Village Planner - 3 prints (sketch plan)
- b. For review by Village Planner and Technical Review Committee - 7 prints (minor site plan)
- c. For Village File after approval - 5 prints (minor site plan)

2. Major site plans:

- a. For initial review by Village Planner - 3 prints (sketch plan)
- b. For review by Village Planner and Technical Review Committee - 7 prints (general concept plan)
- c. For review by the Planning and Zoning Board - 14 prints (general concept plan)
- d. For review by the Village Council - 10 prints (general concept plan)
- e. For Village File after approval - 1 copy and a computer disc in AutoCAD 2000 or later format.

(Ord. 14-35, passed 09-24-2014)