

Guilford County Community Development

Change of Occupancy

Project Name: _____
 Proposed Use: _____
 Project Contact: _____
 Contact Address: _____

 Contact Phone #: _____

Initial Staff Contact: _____ Date _____
 Review Status: Initial Second _____
 Interoffice Routing: _____ Planning
 _____ Erosion Control
 _____ Watershed Protection
 Planning Team: _____

The Items Checked Below Shall Be Addressed Before Site Plan Approval

Title Block & Site Data

- Name of development, company or business.
- Name of map or plan (site plan, preliminary plan, etc.).
- Owner's name with address & daytime phone #.
- Location (including address, city, township, county & state).
- Scale of drawing in feet per inch, not less than 1"=100'.
- Bar graph.
- Name, address, & telephone # of preparer of map, if different from owner.
- Developer's name, address & telephone # if different from owner.
- Property zoning.
- Proposed land use within property & existing land use on adjacent properties.
- Plat book or deed book reference.
- Tax map, block, & parcel(s) number.
- Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner) at a scale of 1" = 2000'.
- Square footage of lot if under one acre or acreage if over.
- North arrow, not oriented towards the bottom of map.

Planimetric

- Corporate limits, county lines, & other jurisdiction lines.
- Source of property boundaries.
- Boundaries of the tract to be developed distinctly & accurately represented & showing all distances.
- Location of all monument, markers, & control corners.
- Dimensions, location & use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to closest property line.
- Note if property or building is on the National Register of Historic Places or locally designated historic property.
- Railroad lines & rights-of-way.
- Water courses, ponds, lakes, or streams.
- Location of existing well, septic tank, & septic area.
- Location of existing public water & sanitary sewer lines.
- Location, dimension & type of all easements.

Parking

- Show dimension & location of all parking areas.
- Total # of spaces provided & minimum required # of spaces.
- Square footage of building & # of employees on largest shift.
- Show driveways, service areas, off-street loading facilities & pedestrian walkways.
- Within parking area clearly indicate each parking space, angle of parking, & typical size.
- One handicap space must be provided that is 8' in width with an 8' access aisle and labeled as "Van Accessible".
- Indicate type of parking & driveway surface, paved or gravel.

Street Data

- Existing right-of-way lines within & adjacent to property.
- Existing right-of-way width dimension.
- Existing right-of-way width dimension from centerline of road.
- Existing street showing pavement or curb lines.
- Existing street showing pavement width dimension.
- Existing cul-de-sac pavement radius.

Landscaping

- Existing trees & shrubs.
- Location of exterior lighting.
- Location & screening of dumpsters/compactors (show pad dimension).

Miscellaneous

- Location and dimension of central mail structure(s).
- Existing & proposed signs (sign permit may be required).

Comments from Planning

- Resubmit _____ copies of revised site plan to Commercial Permit Facilitator.
- Additional comments...

Contact _____ at: _____

Comments from Erosion Control

- Conference requested.
- Grading Permit required, Grading Permit fee & surety due before Grading Permit issuance.
- Grading Permit not required, Install devices before building permit issuance.
- Submit erosion control plan.
- Additional comments...

Contact _____ at: _____

Comments from Watershed Engineer

- No Watershed Review Required.
- Located in General Watershed: _____
- Located in Watershed Critical Area, Tier _____
- Use not allowed in Watershed Critical Area.
- Proposed development does not meet Guilford County protection requirements. Contact person listed below.
- Additional Comments...

Contact _____ at: _____