



TOWN OF WILSON'S MILLS
**COMMERCIAL SITE CONSTRUCTION PLAN
APPLICATION**

Planning Department
PO Box 448, Wilson's Mills, NC 27593
Phone: (919) 938-3885 Fax: (919) 938-1121

PROCESS INFORMATION:

Submissions: A construction plan is intended to provide a full and complete set of engineered drawings necessary for final permitting and construction. All plans for review by the Development Compliance Officer must conform to any applicable provision of the WMDO. Two (2) paper copies and a digital copy of the plans must be submitted for review along with a complete application.

Review: Per the Wilson's Mills Development Ordinance (WMDO), the Technical Review Committee (TRC) is charged with reviewing all site construction plans for their compliance and consistency with the WMDO and other adopted plans and policies. Allow 45 days for this review.

Permit validity. Approval shall be valid for two (2) years from the date of approval.

GENERAL INFORMATION:

- _____ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- _____ Two (2) paper copies and a digital copy of the plans at a scale not less than 1 inch = 50 feet (digital copies of the plan sheets should be emailed after submission of paper copies).
- _____ Remittance of associated fee(s)* to accompany the application. (*See *Town of Wilson's Mills fee schedule*)
- _____ Vicinity map & north arrow on all sheets.
- _____ Layout standards, certificates & details from all appropriate governmental agencies.
- _____ Proposed name of subdivision which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within Johnston County's jurisdiction.
- _____ The application must be signed by the owner or by an authorized agent of the property. The Owner's Consent Form is required if applicant and owner are different.

APPLICANT INFORMATION:

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Plan Preparer: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PROJECT INFORMATION:

Proposed Land Use (Specific): _____

Project Name: _____

Project Address / Location: _____

Building Size (if applicable): _____

Number of lots/units (if applicable): _____ Zoning District: _____

Size of Property (in acres): _____ Johnston Co. Parcel Id #: _____

Special Flood Hazard Area: _____ Yes _____ No (*if Yes, a Floodplain Development Permit may be required*)

Watershed Information: _____ Critical _____ Protected

Project Impervious Surface Area (sf): _____ Town Jurisdiction: _____ In-Town Limits _____ ETJ

ACKNOWLEDGEMENT:

I / we do hereby certify that all information given above is true, complete and accurate to the best of my / our knowledge. I also authorize the Town of Wilson’s Mills or a contractor on behalf of the Town to conduct a site inspection to ensure compliance to this application. **If owner is different from application, the Owner Consent Form must also be submitted.**

Applicant Print Name

Applicant Signature

Date

REQUIRED PLAN INFORMATION:

All plans shall be prepared by a registered architect, engineer, landscape architect, and/or land surveyor licensed in the State of North Carolina for the work in which the professional is trained and licensed to perform.

Existing Conditions

- _____ Location of existing and proposed utilities, including easements associated with both
- _____ Property boundaries with dimensions
- _____ Depiction or description of natural features on and immediately adjoining the site, including streams and other water bodies, steep slopes, areas covered by tree canopy, etc.
- _____ Existing cemeteries or burial grounds
- _____ Location of adjacent streets/roads including existing right-of-way and/or easement(s)
- _____ Location of existing structures, bridges, culverts, etc.
- _____ Location of adjoining properties and both the current zoning designation and use of these properties
- _____ Names and addresses of adjoining property owners
- _____ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

Cover & Site Plan Sheet Information

- _____ Site data information (i.e. zoning, land use, tax pin number, setbacks, acreage).
- _____ Development calculations & illustrations of density, lot lines, sizes & dimensions, & impervious surface area calculations.
- _____ Location of sidewalks and pedestrian ways;
- _____ Proposed plan & illustration of useable and natural open space areas per WMDO & means of ownership & maintenance.

- _____ Location, description and height of all retaining walls & fences;
- _____ Property lines & setback lines;
- _____ Watercourse, land use & screening buffer areas;
- _____ Landscaping & Street Tree plan
- _____ Location & dimensions of all easements on & abutting the property;
- _____ Location of all Special Flood Hazard Areas (if applicable);
- _____ Location of existing and proposed stormwater detention, retention, collection, and conveyance facilities
- _____ Location of existing structures and either proposed structures or proposed building envelopes
- _____ Location of existing and proposed driveways and/or streets (not for individual lots)
- _____ Location of adjoining properties and both the current zoning designation and use of these properties
- _____ Number of stories and overall height of all existing and proposed structures (not required for single-family lots)
- _____ Location of existing and proposed dumpster and means for trash collection
- _____ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

Street & Traffic Information

- _____ Location and design of proposed streets including cross-sections in accordance with the Wilson’s Mills Technical Standards & Specifications Manual or NCDOT with centerline profile(s), and the proposed right-of-way.
- _____ Street and/or right-of-way locations with street sections & names.
- _____ Provisions & designs of all on & off site roadway improvements.
- _____ All traffic control signage.
- _____ Plan-profile drawings at a scale of 1 inch = 50 feet showing street grades & cross sections (if applicable).
- _____ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

Utility & Grading Information

- _____ A grading plan showing existing and proposed contours demonstrating both positive drainage characteristics and smooth grade transitions to avoid abrupt “v” ditches, swales and other disruptions to the landscape, particularly between dwellings. The use of crawl-space construction techniques in detached residential structures and professional landscape design is required to meet this characteristic of site development.
- _____ Location of existing and proposed stormwater detention, retention, collection, and conveyance facilities
- _____ Linear footage of all storm drainage facilities;
- _____ Detailed storm water, grading & erosion control information;
- _____ Detailed water & sewer information;
- _____ Tree Save Areas & protection measures.
- _____ All other infrastructure system details per the Town of Wilson’s Mills Specifications, Johnston County, NCDOT or utility provider.
- _____ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

PLANNING DEPARTMENT USE ONLY

Date Received: _____ Complete: Y N Fees Collected: _____ Date Paid: _____

Reviewed By:

Engineer _____ Comments Sent: Y N DCO _____ Comments Sent: Y N EM _____ Comments Sent: Y N

Approved ____ Denied ____ Date: _____

Letter/Email sent on _____ by _____.