

CITY OF GREENVILLE, NORTH CAROLINA
LAND DEVELOPMENT ADMINISTRATIVE MANUAL

BUILDING PERMIT PROCESS

PURPOSE

This Process has been developed to help the local landowner, architect, engineer, developer, and other interested parties understand and appreciate all phases of the building permit process in Greenville. Our staff is aware that not everyone is familiar with the numerous codes, policies and procedures involved in securing a building permit. Therefore this guide is designed to make the permit process more easily understandable while providing staff adequate opportunity to insure compliance with applicable regulations.

GOAL

To provide a "One Stop Review Center" whereby the public and construction industry have one location to obtain information and guidance on submitting plans for approval. The Community Development Department (Planning Coordinator) is responsible for obtaining approvals from other agencies before a building permit application is processed or occupancy is permitted. Depending upon the location, occupancy and proposed construction, review and approval may be required from the following agencies:

1. Greenville Community Development Department (zoning, subdivision, historic properties, greenways, water supply watershed)
2. Greenville Engineering and Inspections Divisions of the Public Works Department (building code, storm drainage, grading, erosion control, flood hazard and driveway permits)
3. Greenville Fire-Rescue Department (fire protection facilities)
4. Greenville Public Works Department (residential garbage/trash collection method and public facilities maintenance)
5. Greenville Recreation and Parks Department (recreation area/facility)
6. Greenville Utilities Commission (water, sanitary sewer, electric and gas systems)
7. Pitt County Environmental Health Department (private waste water (septic) system)
8. Pitt County Drainage (service area storm drainage management)

9. Greenville Planning and Zoning Commission (zoning/subdivision ordinance text and map amendment, preliminary subdivision)
10. Greenville Subdivision Review Board (final subdivision)
11. Greenville Board of Adjustment (zoning ordinance interpretation, variance and special use permit)
12. Greenville Historic Preservation Commission (certificate of appropriateness)
13. North Carolina Department of Insurance (construction plans when applicable)
14. North Carolina Department of Environmental Protection (use and storage of hazardous materials)
15. Various other local, state and federal agencies

WHEN ARE PERMITS REQUIRED?

1. Single family residential - improvement in excess of \$5,000 and/or any work classified as structural/load-bearing or involving plumbing, heating/air conditioning (HVAC) or electrical, including accessory buildings, carports, garages, decks, porches, swimming pools, etc.
2. Duplex, multi-family, commercial, industrial - improvement in excess of \$100.
3. Roofing - all structures regardless of improvement costs.

WHO MAY PERFORM WORK?

1. Owner of the subject property may secure permits for all work to be performed by the owner.
2. Contractor holding proper license(s) including a valid privilege license.

INITIAL CONTACT PERSON

The Permit Officer coordinates the "One Stop Review Center" which is located on the first floor of the Municipal Building, 201 W. Fifth Street. Permit applications are accepted between 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding city holidays. Free temporary parking is available for your convenience.

FEES

Site plan and other applicable fees shall be required at the time of initial application in accordance with the Manual of Fees.

Building permit fees shall be required at the time of permit issuance.

PERMIT EXPIRATION AND RENEWAL

1. Building Permit Expiration.
 - (a) Building permits shall expire 180 days after issuance if work has not commenced. A request may be made to extend the expiration date, and upon proper approval, the permit may be renewed *prior* to expiration one (1) time up to an additional 180 days under the terms established in the original permit.
 - (b) If after commencement, the work is discontinued for a period of 12 months, the permit shall immediately expire.
2. New Building Permits Following Expiration.
 - (a) No new building permit shall be issued unless the development or incomplete portion thereof previously subject to such expired permit conforms to the restrictions or requirements currently in effect.
3. Site Plan Approval.
 - (a) Building Permit(s) Required.

When site plan approval has been given to a development that does require a building permit, such approval shall confer upon the developer the right for a two (2) year period from the date of approval that the terms and conditions under which the site plan was approved will not be changed for such development. If the physical improvements shown on the approved site plan are not completed or permit for such improvements are not obtained within the two (2) year period, the improvements or portion thereof which have not been completed or permitted shall be subject to revision and compliance with the restrictions and requirements currently in effect. See Section 9-4-34. Completion of Nonconforming Projects; Vested Rights - Zoning.

- (b) No Building Permit(s) Required.

When site plan or zoning compliance approval has been given to a development or use that does not require a building permit, such approval shall be valid for 180 days from the date of approval and shall not be renewed. The 180 days provision shall not be construed

to exempt or exclude applicable zoning ordinance restrictions relative to land use.

(c) Renewal.

No new site plan or zoning compliance approval shall be given unless the development conforms to the restrictions and requirements currently in effect.

4. Conflict with State Building Code.

(a) Nothing in this section shall be deemed to conflict with current NC State Building Code requirements.

REQUIRED REVIEWS

1. MINOR REVIEW.

The Permit Officer may immediately issue the following permits, provided the permit address is not in a local historic district or is not a locally designated landmark. See also NOTE below:

(a) Heating/Air Conditioning (HVAC)

(b) Plumbing

(c) Electrical

(d) Roofing

NOTE: Approval of the Planning Coordinator will be required for all work involving historic properties, major repair (i.e. fire damage and the like), vacant structures or exterior renovations in the central business district, greenways, water supply watershed, change-of-use, and alterations, remodeling and repair permits not involving expansion or enlargement.

2. MAJOR REVIEW

The Permit Officer may issue the permits listed below following the review and approval of the Planning Coordinator and Chief Building Inspector. The General Building Permit/Site/Construction Plan Review Procedure is outlined on the attached flow chart for your information and reference.

NOTE: The timetable listed below indicates minimal review time for each project. The complexity of the project will determine the amount of additional review time necessary.

REVIEW TIMETABLE - Minimum Working Hours for review of the original submission and each resubmission.

- A. Single family dwelling/mobile home on an individual lot.
- B. Duplex on an individual lot.
- C. Accessory building(s), addition(s), carports, garages, decks, porches, swimming pools, alteration and repair to (A) and (B) above.
- D. Driveway(s) for (A) and (B) above.
- E. Multi-family dwellings within previously approved preliminary group housing projects.
- F. Sign(s), Temporary use (i.e. Christmas tree sales, tent sales and the like).

minimum working hours - 8

- G. Office/Commercial/Industrial development.
- H. Multi-family dwellings containing three (3) or more units on an individual lot.
- I. Accessory building(s), addition(s), alteration and repair to (E), (G) and (H) above.
- J. Driveway(s) for (E), (G) and (H) above (not previously approved).
- K. Change of use.
- L. Speculative principal building(s)--unknown use/occupancy; nonresidential only.

minimum working hours - See site plan process Review Cycles (page 11 of 21)

REQUIRED INFORMATION - In Addition to Application.

(A) (C) (E) above: tax parcel identification number, (septic tank approval when applicable)

(B) above: tax parcel identification number, 2 copies of a sketch plan (septic tank approval when applicable)

(G) (H) (I) (J) above: tax parcel identification number, final site plan, (septic tank approval when applicable)

(D) above:

1. single family - application only, provided however, additional information may be required in the particular case due to special standards (i.e. R6N zoning or multiple driveways location and spacing).
2. duplex - tax parcel identification number, sketch plan

(F) above: tax parcel identification number and two (2) copies of a sign plan/temporary use plan indicating the following:

(a) Wall Sign Plan (1 thru 4)

1. property boundary lines and dimensions (survey, approved site plan, plot plan, etc.)
2. location and dimensions of the existing building(s) and signs
3. location of proposed sign(s)
4. graphic illustration of each proposed sign indicating the dimensions of the sign and the total area

(b) Freestanding Sign Plan (1 thru 6)

1. property boundary lines and dimensions (survey, approved site plan, plot plan, etc.)
2. adjacent street rights-of-way and sight distance triangles
3. adjacent easements indicating width and use
4. location and dimension of existing building and signs
5. location and dimension of proposed sign(s);
6. graphic illustration of each sign proposed indicating total area, height, width, length, depth and distance to adjacent structures, drives, parking areas, street lines, and rights-of-way

(c) Temporary Use Plan (1 thru 12)

1. property boundary lines and dimensions (survey, approved site plan, plot plan, tax map photo copy)
2. location and dimension of existing building/structures and signs; sign plan for proposed wall and/or freestanding signs (see (a) and (b) above)
3. location and dimension of all proposed temporary structures, tents, activity areas and equipment; proposed use(s) indicated
4. location and dimension of existing and proposed driveways; include adjacent and opposite drives
5. location of all public sidewalks and on-site pedestrian walkways
6. fire lanes indicated
7. location and dimension of available/proposed parking areas (for exclusive use of the temporary activity) including drive isles and parking stalls
8. restroom facility(ies) for employees and patrons; portable restrooms shall be located on the plan; written permission from the (provider) property owner shall be required when the temporary use proposes to share restroom facilities with another existing use
9. electric service requirement; indicate method and point of service
10. applicable health department permits attached
11. written description of all associated activities including stock-in-trade, material storage, method of product and/or service delivery and hours of operation
12. written permission from the property owner authorizing the proposed temporary use

(K) above: tax parcel identification number, final site plan (site plan shall not be required if a previously approved plan remains in effect and/or no addition, alteration or other change including parking, driveway(s) or other facility is proposed or required).

(L) above: tax parcel identification number, preliminary site plan, (septic tank approval when applicable), fifteen (15) copies and final site plan, fifteen (15) copies as provided herein.

NOTE:

1. Final and Preliminary Site Plan requirements are listed herein.
2. Sketch plan requirements are listed herein.
3. Your request for a building or use permit may be subject to preliminary and/or final subdivision plat approval, special use permit approval, variance approval, zoning district reclassification and/or annexation. The Planning Coordinator shall contact the applicant if one (1) or several of these conditions exist.

GENERAL BUILDING PERMIT/SITE/CONSTRUCTION PLAN PROCEDURE

INQUIRIES - process / codes / regulation / requirements

PLANNING DIVISION STAFF	329-4498
ENGINEERING DIVISION STAFF	329-4467
INSPECTION DIVISION (PERMIT OFFICER) STAFF	329-4466
GREENVILLE UTILITIES COMMISSION STAFF	752-7166

APPLICANT - submits required information -----

C - 1. PERMIT OFFICER - accepts building permit application/information

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2. PLANNING COORDINATOR - accepts site plan information; Technical

Review Committee (TRC)

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A. package/transmit
information -----

REVIEW AGENCIES

B. receive/analyze
comments -----
review development plan

C. notify applicant of necessary revisions -----
approves site plan and notifies Permit Officer-----

P
L
A
N

-----BUILDING INSPECTOR - approves construction plan

PERMIT OFFICER - prepares building permit -----

APPLICANT - pays building permit fees and obtains permit

PERMIT OFFICER - monitors inspections and issues occupancy permit

FILE/RECORD

SITE PLAN REVIEW PROCESS

CLASSIFICATION OF SITE PLANS

A. MINOR SITE PLAN

- involves:
1. No erosion control plan required - Less than one (1) acre of disturbed area no portions of the property in the floodway.
 2. No storm water management plan required -, and
 3. No storm water management plan modification, and
 4. No public water main extension, and
 5. No public sanitary sewer main extension, and
 6. No vegetation plan retrofit required - constitutes less than a twenty (20) percent expansion in either lot coverage (i.e. building footprint) or parking and/or drive area(s) or any combination thereof (i.e. total impervious area).

B. STANDARD SITE PLAN

- involves: Any project not otherwise classified as a minor or major site plan.

C. MAJOR SITE PLAN

- involves:
1. Sanitary sewer pump/lift station construction and/or improvement, or gravity or water main larger than 10 inch diameter, or
 2. Twenty (20) or more acres of disturbed area, or
 3. Five hundred thousand (500,000) or more square feet of impervious area. (new construction)

REVIEW CYCLES

A. **MINOR SITE PLAN** Submission/Resubmission Deadline.

Site plans shall be submitted to the Community Development Department (Planning Coordinator) at or before 12:00 Noon each Monday. Where a scheduled City/GUCO holiday falls on Monday, the submission deadline shall be at or before 12:00 Noon on the preceding work day.

1. **SCHEDULE.**

a. **MINOR SITE PLANS.**

<u>Work Days</u>	<u>Steps</u>
1st (Monday)	1. Applicant submits forms, fee and map/plan copies to Planning Coordinator - 12:00 Noon
1st (Monday)	2. Technical Review Committee meeting - 3:00 PM. (Disseminate Site Plans for Review)
2nd (Tuesday) to 3rd (Wednesday)	3. <u>Review Period</u> (2 working days)
4th (Thursday)	4. Review agencies return comments to Planning Coordinator - 12:00 Noon
4th (Thursday)	5. Review comments available for transmission to applicant for revision and <u>resubmission</u> or site plan approval issued - 4:00 PM
5th (Friday)	6. If approved, Planning Coordinator transmits notice of site plan approval to the Inspections Division (Permit Officer) - 12:00 Noon

B. **STANDARD** and **MAJOR SITE PLAN** Submission Deadline.

All site plans for initial review shall be submitted to the Community Development Department (Planning Coordinator) on the first (1st) and third (3rd) Monday of each month at or before 12:00 Noon. Where a scheduled City/GUCO holiday falls on Monday, the submission deadline shall be at or before 12:00 Noon on the preceding work day.

1. **SCHEDULES.**

a. **STANDARD SITE PLANS**

<u>Work Days</u>	<u>Steps</u>
1st (Monday)	1. Applicant submits forms, fee and map/plan copies to Planning Coordinator - 12:00 Noon
1st (Monday)	2. Technical Review Committee meeting - 3:00 PM (Disseminate Site Plans for Review).
2nd (Tuesday) to 8th (Wednesday)	3. <u>Review Period</u> (7 working days)
6th (Monday)	4. Technical Review Committee meeting - 3:00 PM
9th (Thursday)	5. Review agencies return comments to Planning Coordinator - 12:00 Noon
9th (Thursday)	6. Review comments available for transmission to applicant for revision and <u>resubmission</u> or site plan approval issued - 4:00 PM
10th (Friday)	7. If approved, Planning Coordinator transmits notice of site plan approval to the Inspections Division (Permit Officer) - 12:00 Noon

RESUBMISSION - All revised standard site plans shall be submitted to the Community Development Department (Planning Coordinator) at or before 12:00 Noon each Monday. Where a scheduled City/GUCO holiday falls on Monday, the submission deadline shall be at or before 12:00 Noon on the preceding work day. The review period may be the same as the initial submittal, depending upon the complexity of the requested revision(s).

b. **MAJOR SITE PLANS**

<u>Work Days</u>	<u>Steps</u>
1st (Monday)	1. Applicant submits forms, fee and map/plan copies to Planning Coordinator - 12:00 Noon
1st (Monday)	2. Technical Review Committee meeting - 3:00 PM (Disseminate Site Plans for Review)
2nd (Tuesday) to 23rd (Wednesday)	3. <u>Review Period</u> (22 working days)
21st (Monday)	4. Technical Review Committee meeting - 3:00 PM
24th (Thursday)	5. Review agencies return comments to Planning Coordinator - 12:00 Noon
24th (Thursday)	6. Review comments available for transmission to applicant for revision and <u>resubmission</u> or site plan approval issued - 4:00 PM
25th (Friday)	7. If approved, Planning Coordinator transmits notice of site plan approval to the Inspections Division (Permit Officer) - 12:00 Noon

RESUBMISSION - All revised major site plans shall be submitted to the Community Development Department (Planning Coordinator) at or before 12:00 Noon each Monday. Where a scheduled City/GUCO holiday falls on Monday, the submission deadline shall be at or before 12:00 Noon on the preceding work day. The review period may be the same as the initial submittal, depending upon the complexity of the requested revision(s).

STORMWATER MANAGEMENT AND SOIL EROSION AND SEDIMENTATION CONTROL PLAN SUBMISSION

Stormwater Management and Soil Erosion and Sedimentation Control Plans, as required, shall accompany the initial site plan submission or be submitted directly to the Engineering Department prior to the initial site plan submission. Site plans that are submitted and do not follow this format will not be accepted for review. A copy of the

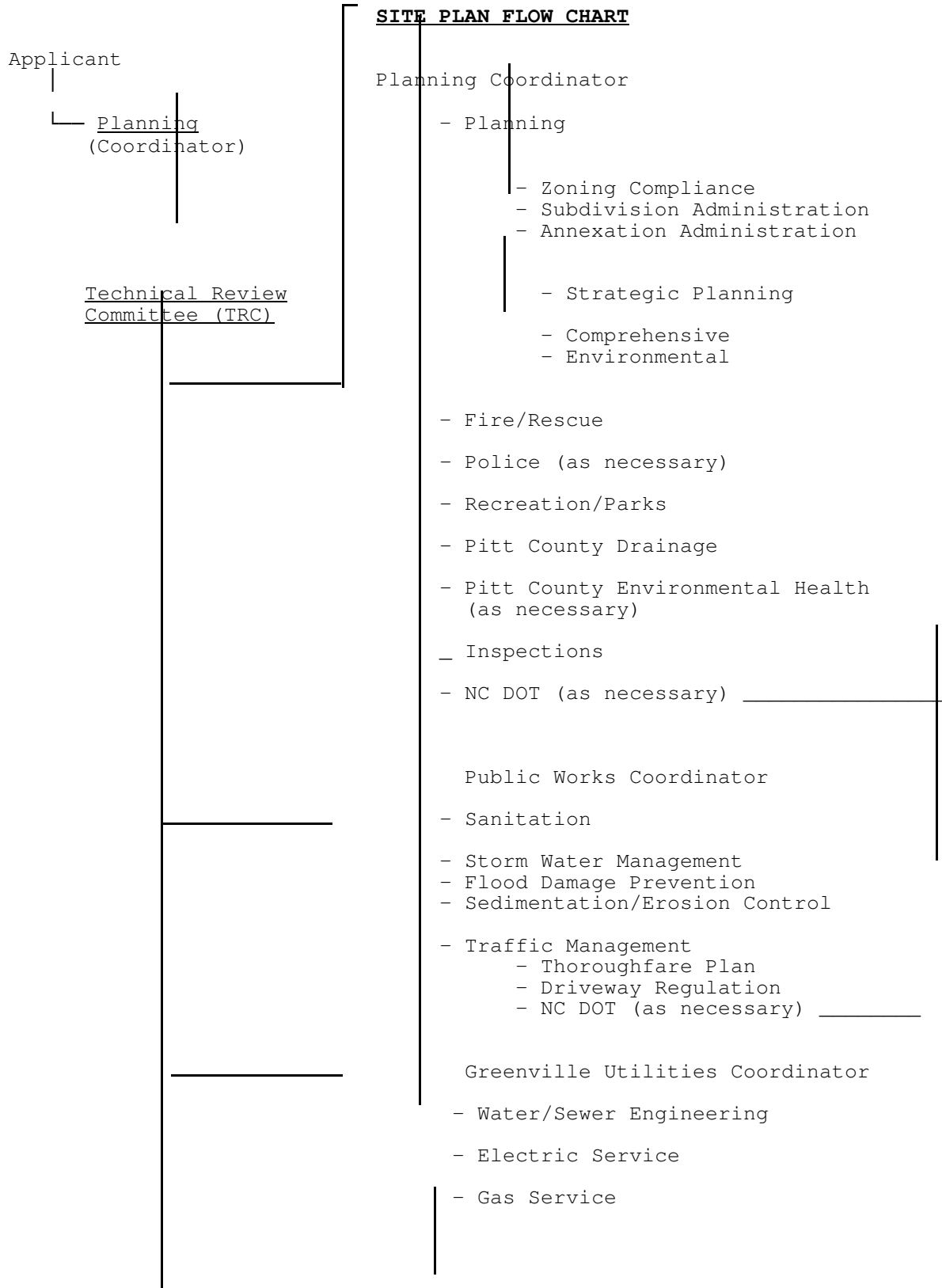
check lists for both stormwater management and soil erosion and sedimentation control are attached.

TECHNICAL REVIEW COMMITTEE (TRC):

Committee composed of plan review coordinators from the various site plan review agencies.

The TRC meeting is a regularly schedule staff meeting among the plan review coordinators to discuss current site plans and related matters.

The TRC is not an approval board. Individual review agency comments and approvals shall be issued in accordance with the operating procedures listed above.



FINAL SITE PLAN SUBMISSION REQUIREMENT

All applications for final site plan approval shall be submitted to the Planning Coordinator in accordance with the following final site plan submission requirements.

A. FORMAT.

- ___ 1. Scale of 1" = 60' or larger.
- ___ 2. Drawn in ink or pencil.
- ___ 3. Size shall be a minimum of 8 2" X 11" and a maximum of 30" x 42".
- ___ 4. Property lines distinctly and accurately represented, all bearings and distances shown, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730. Must include sufficient data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of- way line, easement, building line, setback line, or other facility or improvement.
- ___ 5. Elevation and bench marks shall be referenced to National Geodetic Vertical Datum (NGVD). If assumed elevations are used, it must be clearly noted on the plan.
- ___ 6. Prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.
- ___ 7. Multiple sheets shall be collated and stapled. Match lines shall be clearly indicated.
- ___ 8. Copies.
 - (a) fifteen (15) paper copies folded to 8 2 X 11 at the time of original submission for agency review; and
 - (b) two (2) paper copies folded to 8 2 X 11 for each review agency requiring revisions upon request of the Planning Coordinator.
- ___ 9. Names of adjoining property owners indicated and their current mailing addresses. Such list shall be obtained from the current Pitt County tax record.

B. INFORMATION.

- ___ 1. Name, address, and telephone number of land owner(s).
- ___ 2. Name, address, and telephone number of the developer.
- ___ 3. Name, address, and telephone number of the person/firm preparing the plan.

- ___ 4. North Carolina registration number and seal as listed per three (3) above.
- ___ 5. Locational vicinity map, at a scale of 1" = 1000' showing the development in relation to major and minor roads or streets, natural features, existing city limit lines and other obvious references.
- ___ 6. Date of original preparation and/or revision(s) - clearly identifying revisions.
- ___ 7. Number of sheets (i.e. sheet 1 of 1).
- ___ 8. Scale denoted both graphically and numerically.
- ___ 9. North arrow.
- ___ 10. Political subdivision(s) including city limit lines, township boundaries, county lines and extraterritorial jurisdiction boundaries.
- ___ 11. Existing streets, their names and numbers (if state marked routes) shown and designated as either "public" or "private", indicating right-of-way and/or easement widths, pavement widths, including sight distance triangles.
- ___ 12. All streets indicated on the City of Greenville Thoroughfare Plan shall be shown with indicate future right-of-way widths. Bufferyards, MBL's and sight distance triangles shall be set off the future right-of-way.
- ___ 13. Location of all existing buildings with exterior dimensions including heights, number of stories, distance to lot lines, private drives, public rights-of-way and easements.
- ___ 14. Minimum building setback lines.
- ___ 15. Bufferyard setback areas dimensioned.
- ___ 16. Existing zoning classification(s) of adjoining property within one hundred (100) feet.
- ___ 17. Recreation area(s) as required and pursuant to the City Code.
- ___ 18. Existing property lines, public and private streets, right-of-way and/or easement widths, pavement widths, easements, utility lines, hydrants, driveways, recreation areas or open spaces on adjoining property.
- ___ 19. The name and location of any property within the proposed development or within any contiguous property that is listed on the National Register of Historic Places, or that has been designated by ordinance as a local historic property.
- ___ 20. Location(s) and dimension(s) of all vehicular entrances, exits, and drives.
- ___ 21. Location, arrangement and dimension of all automobile parking spaces, width of

aisles, width of bays, angle of parking and number of spaces. Typical pavement section and/or surface type. Signs conforming to MUTCD. H/C Standards: Signs, ramps, accessible route.

___ 22. Location arrangement and dimension of all truck unloading docks, ramps and spaces.

___ 23. Refuse collection method. (public or private service)

Cardboard is not accepted by the landfill.

Cardboard (recycle) container sites (pads) or other outside storage/stacking (recycle) areas shall be located.

(a) Residential: public service required per Title 6, Chapter 3 of the City Code.

(b) Non-Residential: private service only. The applicant shall, at the time of application, specify the method of private refuse disposal. Serviceable container sites (pads) shall be located for immediate or future use regardless of the disposal option.

The location(s) and design details for such container sites (pads) shall be approved by the City Engineer in accordance with the Manual of Standards, Designs and Details.

___ 24. Location and dimension of all fences, walls, docks, ramps, pools, patios, and impervious areas.

___ 25. Location(s) and size(s) of all public utility lines (water, sanitary sewer, storm sewer and gas) within all adjacent rights-of-way and easements.

___ 26. Location of water tap(s) denoting size(s) of line(s) and meter location(s).

___ 27. Location of sewer tap(s) denoting size(s) of line(s).

___ 28. Environmental Health Department approval attached if public water and sewer systems are not available.

Distance to and location of public water and sewer systems if such facilities are not available.

___ 29. Location of existing and proposed fire hydrant(s). Where a hydrant is not shown within the development site the nearest hydrant providing service shall be denoted with dimensions to the property line.

All portions of all buildings shall be located within an acceptable distance of a fire hydrant installed in accordance with the GUCO Design Manual and subject to approval of the Chief of Fire/Rescue.

___ 30. Location of electrical service connection(s), meter(s), transformer base and pole(s).

Overhead electric lines shall be denoted as to type: transmission; distribution; service drop.

- ___ 31. Drainage plan, including site surface drainage, pipe size(s) with direction of flow, yard drain(s), catch basin(s), curb inlet(s), BMP(s), ditches, and topographic features. Ditches requiring 48" pipe or less shown to be piped. BMP's with easements as required.
- ___ 32. Topography (existing and proposed) at a contour interval of one (1) foot, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and referenced to the National Geodetic Vertical Datum (NGVD).
- ___ 33. Existing and proposed water courses, their names, direction of flow, centerline elevations, cross sections and any other pertinent datum.
- ___ 34. Floodway zone and flood fringe zone shown, indicating base flood elevations (minimum finish floor elevation) for all lots adjoining such zones. If site located within Zone A, show location of FEMA floodway and flood hazard limits.
- ___ 35. Easements, including but not limited to, electric, water, sanitary sewer, storm sewer, drainage, private street, gas or other service delivery easements including their location, width and purpose.
- ___ 36. Water supply watershed boundary indicated.

Where any portion of land proposed for development lies within a watershed protection district a certificate of watershed protection compliance signed and sealed by a professional engineer shall be included on all site plans. Such certificate shall read as follows:

Certificate of Watershed Protection Compliance

I, _____, hereby
certify that the site development plan shown
hereon complies with the Water Supply Watershed Overlay
District standards in accordance with Title 9, Chapter 4, Zoning of the
Greenville City Code.

Signature

Date

SEAL:

- ___ 37. Water courses, railroads, bridges, culverts, storm drains, wooded areas, marshes, swamps, rock outcrops, ponds or lakes, stream or stream beds, ditches or other natural or improved features which affect the site.

____ 38. The following in tabular form:

- (a) Total area in site.
- (b) Total area disturbed.
- (c) Current zoning.
- (d) Subdivision name, block and lot number; Tax Map Number and Parcel Number; and street address if applicable.
- (e) Acreage in common area(s).
- (f) Acreage in recreation area(s) and the like.
- (g) Total number of units/bedrooms.
- (h) Gross floor area.
- (i) Building lot coverage (existing and proposed).
- (j) Building height in feet and stories.
- (k) Total number of parking spaces (required and provided).
- (l) Total number of handicap parking spaces (required and provided).
- (m) Total square feet of impervious area (existing and proposed).
- (n) Vegetation Requirements; site data and notes per Article P, of the Zoning Regulations:

Site data.

- a. Total per acre requirement by category.
- b. Total street tree requirement by category for each public and/or private street frontage.
- c. Total screening requirement by category for each individual bufferyard.
- d. Proposed vegetation by category and total number of materials to be located within each individual public utility or drainage easement.

Notes.

- a. Minimum plant sizes shall be in accordance with the Zoning Regulations as follows:

Planning Material Type	Minimum Planting Size
1. Large tree	
single stem	10 feet (height) and 2 inch caliper
multi-stem clump	10 feet (height)
2. Small tree	8 feet (height) and 1 2 inch caliper
3. Shrub	18 inches (height), except as provided under section 9-4-267(a)

- b. All required plant material (large and small trees, scrubs) located in a screening bufferyard (C, D, E & F) shall be evergreen.
- c. Existing substitute vegetation materials have been noted including their specific location(s), type(s) and size(s).
- d. Existing substitute material shall be protected from site development activities in accordance with Section 9-4-265(f). [If applicable]
- e. No portion of any parking area, including any driveway, parking space, drive isle, or turning area, shall be located more than thirty (30) feet from an on-site small tree or more than seventy-five (75) feet from an on-site large tree. For purposes of this section, the measurement shall be from the farthest edge of the subject area to the center of the base of the closest qualifying tree.
- f. Site plan approval from the respective easement holder shall be construed as approval of all noted encroachments as shown on this plan.
- g. The following vegetation materials, as listed by common name, shall constitute not more than twenty-five (25) percent of the total requirement for the specific category:

- | | |
|--|---|
| (1) Large tree category -
River Birch. | (3) Evergreen shrub category -
Red Tip Photinia. |
| (2) Small tree category -
Aristocrat Pear,
Bradford Pear,
Capitol Pear, and
Cleveland Select Pear. | |

- g. All container pads shall be enclosed on three (3) sides in accordance with Section 9-4-268(h).
- h. All parking areas shall be screened in accordance with Section 9-4-268(L)(9) of the City Code. Vegetation materials shall be evergreen.

____ 39. Preliminary vegetation plan which illustrates the location of all qualified existing and proposed vegetation materials. Preliminary vegetation plans shall not require plant material identification by scientific or common name, only by category.

____ 40. The following as notes.

- (a) City or NCDOT driveway permit required.
- (b) An unused driveway must be closed in accordance with the City of Greenville's driveway ordinance.
- (c) Contractor must notify ONE - Call Center, Inc. (NC ONE-CALL) (1-800-632-4949) at least 48 hours prior to the start of excavation or trenching to have all underground utilities located.
- (d) All required improvements shall conform to the City of Greenville Manual of Standard Designs and Details (MSDD).
- (e) Contractor shall notify Public Works, Street Maintenance Division 48 hours prior to making connections to existing storm drains located within public storm drainage easements or right-of-way.
- (f) Flood Hazard Zone (A,B,C, etc...), BFE (if applicable), the map number and effective date.
- (g) Lane closures on thoroughfare roads are only permitted between the hours of 9:00AM and 4:00PM, Monday through Friday, unless otherwise permitted by the City Engineer. In addition, there will be no lane closures on holidays including the day before or after said holiday. A traffic control plan prepared in accordance with the NCDOT Manual of Uniform Traffic Control Devices is required for all

lane closures and must be approved by the City Engineer.

- ___ 41. When property outside the existing city limits is developed and sanitary sewer service is requested or required an annexation petition and required maps shall be submitted to the Planning Office prior to final site plan approval. No occupancy permit shall be issued until the property containing the proposed development has been annexed into the City of Greenville. Delay of the effective date of annexation as established by ordinance of City Council shall not delay issuance of applicable occupancy permit(s).

- ___ 42. Any land disturbing activity which will uncover more than one (1) acre, or if any portion of the property is located in the floodway, shall obtain Soil Erosion and Sedimentation Control Plan approval of the City Engineer prior to initiation of such activity.

STORMWATER MANAGEMENT PLAN SUBMISSION REQUIREMENTS

(A) 2 copies of the Storm Water Management Plan and Narrative showing:

1. General:

- ___ Vicinity Map
- ___ Legend, North arrow and scale
- ___ Title Block with development name, owner, engineering firm, engineer's seal, and signature
- ___ Existing and proposed contours at not more than 2' intervals
- ___ Flood boundaries identified
- ___ Existing and proposed improvements (built upon area)
- ___ Existing and proposed ground cover

2. Drainage:

- ___ Existing and proposed drainage patterns and structures (BMP's, pipe systems, ditches/streams, ponds, etc.)
- ___ Size, length and grade of pipes and swales
- ___ Drainage area map
- ___ Soil types

3. Calculations:

- ___ First Flush
- ___ Attenuation of 1-year, 24-hour storm
- ___ Underdrain calculations (if necessary)
- ___ Sizing of treatment area
- ___ Pipe/swale sizing calculations

4. Maintenance:

- ___ BMP maintenance agreement
- ___ Check to record agreement (Pitt County Register of Deeds)

- _____ Maintenance plan
- _____ Adequate access to perform required maintenance
- _____ Easement (if required)

5. Erosion Control:

- _____ Construction sequence
- _____ Location of BMP erosion control measures (if necessary)

(B) 2 copies of the Storm Water Detention Narrative showing:

- (1)
- _____ Description of project
 - _____ Calculations of runoff
 - _____ Calculations for design of stormwater impoundment facility
 - _____ Staging of the project
 - _____ Soil conditions:
 - _____ Soil type
 - _____ Susceptibility to erosion and preventive measures
 - _____ Seeding formula

SOIL EROSION AND SEDIMENTATION CONTROL PLAN SUBMISSION REQUIREMENTS

(A) Application for Land Disturbing Activities.

(B) 3 copies of Soil Erosion and Sedimentation Control Plan showing:

- _____ Vicinity Map
- _____ Tax Map and Parcel Number
- _____ Proposed and existing topography. (also plan and profile for roadways)
- _____ Project limits, property boundaries and lot numbers
- _____ Off-site conditions: adjacent property use, drainage areas entering site, adjacent lakes and watercourses
- _____ Easements, buffer areas, flood zones, and roads (names, widths, type and surface treatment)
- _____ Unique site conditions: wetlands, seeps or springs, etc.
- _____ Storm drainage network: inlets, culverts, swales, ditches, natural watercourses, lakes detention basins, etc. (Top elev., invert elev., size and slope)
- _____ Borrow, spoil and stockpile areas: located or specified
- _____ All proposed improvements: roads, buildings, parking areas, grassed, landscaped and natural areas
- _____ Disturbed area: Clearly identify all limits of disturbance
- _____ Temporary sediment controls: locations and dimensions of gravel entrances, diversions, slit fences, sediment basins, etc.
- _____ Permanent sediment controls: locations and dimensions of dissipaters, ditch linings, armoring, retaining walls, etc. (Rip-Rap dissipaters should be specified on plans by dimensions rather than tonnage)

- _____ Detail drawings: sections, elevations, and perspectives of measures sufficient for construction as designed
- _____ Construction sequence: Must be specific to the project and specify installation of critical erosion control measures prior to clearing of site.
Construction sequence must include construction and implementation of necessary erosion control devices
- _____ Specifications: seed bed preparation, soil amendments, seeding, etc.
- _____ Notes: as necessary to spell out procedures to be followed plus the following standard notes:

- _____ No person may initiate a land-disturbing activity before notifying the City of Greenville of the date that the land-disturbing activity will begin.

- _____ No land disturbing activity beyond that required to install appropriate erosion control measures may not proceed until erosion control measures are inspected and approved by the City

- _____ Scheduling of a preconstruction conference with the erosion control inspector is required prior to initiating land disturbing activities. For inspection please call 329-4467. 24-hour notice is required

- _____ Seed or otherwise provide ground cover devices or structures sufficient to restrain erosion for all exposed slopes within 15 working days of completion any phase of grading

- _____ Contractor shall inspect and maintain as needed all erosion control devices on a weekly basis and after each major storm event. Failure to keep erosion control devices in good working order may result in issuance of a stop work order or civil penalties up to \$5000 per day of violation. Sites utilizing sediment traps must also specify a maximum depth of sediment prior to clean out

- _____ The City Engineer reserves the right to require additional erosion control measures shall the plan or its implementation prove to be inadequate

- _____ Acceptance and approval of this plan is conditioned upon your compliance with Federal and State water quality laws, regulations, and rules. In addition, local city and county ordinances or rules may also apply to this land-disturbing activity. Approval by the City does not supercede any other permit or approval.

- _____ Scale, legend, north arrow, seal and signature

(C) 3 copies of the Sedimentation and Erosion Control Narrative to containing:

- _____ Description of project including type of construction, total disturbed area, duration of project, project phasing and any other pertinent details

- _____ Description of any unique site characteristics such as soil type, erosion potential and other special considerations

- _____ Drainage calculations for the following:

- _____ Temporary devices: Storage capacity and Q10 capacity

- _____ Ditches, swales and channels: Q10 velocity and capacity

- _____ Storm drain outlets: Q10 discharge velocity
- _____ Dissipaters: Q10 velocities
- _____ Culverts and inlets: Q10 capacity

(D) **Financial Responsibility/Ownership:** original, completed, signed and notarized
PRELIMINARY SITE PLAN SUBMISSION REQUIREMENTS

All applications for preliminary site plan approval shall be submitted to the Planning Coordinator in accordance with the following preliminary site plan submission requirements.

A. **FORMAT**

- _____ 1. All information required for final site plans.

B. **INFORMATION**

- _____ 1. All information that is necessary for each review agency to insure future compliance; not to exceed final site plan requirements.

C. **STANDARDS**

- _____ 1. Due to the unknown nature of any future use, the most restrictive requirement(s) applicable to any possible use within the appropriate zoning district shall apply.

D. **PERMITS**

- _____ 1. Following preliminary site plan approval a "shell permit" may be issued for construction of those improvements not requiring further final site plan approval.
- _____ 2. The owner/developer shall declare the intended use(s) at the time of final site plan application.
- _____ 3. Following final site plan approval, a "finish permit" may be issued for construction of all remaining improvements.

E. **OCCUPANCY/USE/UTILITY SERVICE**

- _____ 1. The City of Greenville and the Greenville Utilities Commission reserves the right to withhold occupancy, use and/or other applicable permits including requested and/or required utility service for any development where a substandard or nonconforming condition is found to exist prior to final site plan approval.

SKETCH PLAN REQUIREMENTS

All applications for sketch plan approval shall be submitted to the Planning Coordinator in accordance with the following sketch plan submission requirements.

Either A and C or B and C

A. FORMAT (Subdivision Map Available)

- ___ 1. Photo copy of lot.
- ___ 2. Copies - two (2) paper.
- ___ 3. Prepared by the property owner, building contractor, land surveyor, professional engineer, architect or landscape architect.

B. FORMAT (No Subdivision Map Available)

- ___ 1. Scale of 1" = 30' or larger.
- ___ 2. Drawn in ink or pencil and reproducible.
- ___ 3. Size shall be a minimum of 8 2" x 11" and a maximum of 30" x 42".
- ___ 4. Prepared by the property owner, building or paving contractor, land surveyor, professional engineer, architect, or landscape architect.
- ___ 5. Copies - two (2) paper.

C. INFORMATION

- ___ 1. Name and telephone number of the land owner(s) or developer.
- ___ 2. Name and telephone number of the person/firm preparing the plan.
- ___ 3. Scale denoted numerically.
- ___ 4. Property boundary lines and dimensions, street width, catch basin/drop inlet locations, easements, etc.
- ___ 5. Location of proposed building (i.e. staking plan) or building envelope including proposed setbacks.
- ___ 6. Location and dimension of proposed driveway(s). Also include adjacent and opposite drives.
- ___ 7. Location and dimension of proposed driveway and/or garage or carport parking areas.
- ___ 8. Surface material for driveway.

Note: Where a common parking area is proposed for two (2) or more units a parking lot plan shall be submitted for final site plan review.

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