

CITY OF GREENVILLE, NORTH CAROLINA

LAND DEVELOPMENT

SITE PLAN REVIEW MANUAL

TECHNICAL REVIEW COMMITTEE (TRC) 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 land development process in Greenville. Our staff is aware that not everyone is familiar with the numerous codes, policies and procedures involved in securing all development permits. Therefore this guide is designed to make the process more easily understandable while providing staff adequate opportunity to insure compliance with applicable regulations.

GOAL

To provide a "One Stop Review Center" for Site Plan Review whereby the public and construction industry have one location to obtain information and guidance on submitting site plans for approval. The Planning and Development Services Department, Development Coordinator heads this committee and is responsible for obtaining approvals from all other agencies before final approval is given. Depending upon the location, occupancy and proposed construction, review and approval may be required from the following agencies:

1. Greenville Planning and Development Services Department (building code, zoning, subdivision, historic properties, water supply watershed)
2. Greenville Engineering Department (storm drainage, grading, greenways, erosion control, flood hazard, traffic, and driveway permits)
3. Greenville Fire-Rescue Department (fire prevention code)
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 (electric, water, sanitary sewer, and natural 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 Transportation (NCDOT)
15. Various other local, state and federal agencies

WHO MAY SUBMIT THE SITE PLAN?

1. Land Development Professional or Owner of the subject property may submit the Site Plan Application (includes electronic site plan information).

FEES

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

Site Plan Review:

City Staff Reviews

1. Greenville Planning and Development Services Department
Inspections Division (Building Code review)
Planning Division
zoning (subdivision, historic properties, water supply watershed)
vegetation
2. Greenville Engineering Department
storm drainage (grading, greenways, driveways)
erosion control
flood hazard
traffic
3. Greenville Fire-Rescue Department (fire prevention code)
4. Greenville Public Works Department
residential garbage/trash collection method
public facilities maintenance
5. Greenville Recreation and Parks Department (recreation area/facility)
6. Greenville Utilities Commission
electric
water
sanitary sewer
natural gas systems
7. Pitt County Environmental Health Department (private waste water “septic system”)
8. Pitt County Drainage (service area storm drainage management)
9. North Carolina Department of Transportation (NCDOT)
10. Possible various other local, state and federal agencies depending on the specialized project

Inspections Division Permit application Review:

City Staff Reviews

1. Greenville Planning and Development Services Department
 Inspections Division (Construction drawing reviews)
 Planning Division
 zoning (ensure site plan or plot plan is approved, sometimes only general zoning review)

2. NC Department of Insurance (for specific projects that meet the following:

**SECTION 104
 ADMINISTRATION**

104.1 North Carolina Department of Insurance, Engineering Division.

TABLE 104.1
 NORTH CAROLINA DEPARTMENT OF INSURANCE, ENGINEERING DIVISION DOCUMENT APPROVAL FOR NEW CONSTRUCTION AND
 ADDITIONS

OCCUPANCY GROUP	BUILDING PLANS TO BE APPROVED
Section 403 – High Rise ¹	All buildings
Section 402 – Covered Mall Buildings ¹	All buildings
City/county owned	All buildings 20,000 sq. ft. or greater as required by G.S. §58-31-40
Group A ^{1, 2}	Occupant load over 1,000
Group E ¹	Over 2 stories or over 20,000 sq. ft./story
Group H ¹	Occupant load over 100
Group I ¹	Over 3 stories or over 10,000 sq. ft./story
Group R ¹	Over 4 stories or over 100 units/building

For St. 1 square foot = 0.0929 m².

1. Plans and specifications are not required by the Engineering Division on buildings, except city/county owned, that are located in a city or county inspection jurisdiction approved to perform plans review.
2. Except temporary bleachers.

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)

Technical Review Committee is available for standing meeting time (in person or by other means) - 3:00 PM each Monday (Should the Monday be a scheduled holiday, the committee may elect to meet the following business day)

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

Site plans shall be submitted electronically to the Planning and Development Services Department via the Energov (CSS) portal.

1. **SCHEDULE.**

a. **MINOR SITE PLANS.**

Work Days

Steps

1st 1. Applicant submits electronic application, fee and map/plan into Energov and upon initial Review Coordinator approval, Site Plan Review is initiated.

2nd to 3rd 2. Review Period (2 working days)

4th 3. Review agencies return comments to Review Coordinator

5th 4. Review comments available on-line via Energov CSS system for applicants (revision and resubmission) or (site plan approval issued)

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

Site plans shall be submitted electronically to the Planning and Development Services Department via the Energov (CSS) portal.

1. **SCHEDULES.**

a. **STANDARD SITE PLANS**

Work Days

Steps

1st 1. Applicant submits electronic application, fee and map/plan into Energov and upon initial Review Coordinator approval, Site Plan Review is initiated.

2nd to 8th 2. Review Period (7 working days)

9th 3. Review agencies return comments to Review Coordinator

10th 4. Review comments available on-line via Energov CSS system for applicants (revision and resubmission) or (site plan approval issued)

RESUBMISSION - All revised standard Site plans shall be submitted electronically to the Planning and Development Services Department via the Energov (CSS) portal.

The review period may be the same as the initial submittal, depending upon the complexity of the requested revision(s).

b. **MAJOR SITE PLANS**

Work Days

Steps

1st 1. Applicant submits electronic application, fee and map/plan into Energov and upon initial Review Coordinator approval, Site Plan Review is initiated.

2nd to 23rd 2. Review Period (22 working days)

24th 3. Review agencies return comments to Review Coordinator

25th 4. Review comments available for transmission to applicant for revision and resubmission or site plan approval issued and enters approvals in permitting system.

RESUBMISSION - All revised standard Site plans shall be submitted electronically to the Planning and Development Services Department via the Energov (CSS) portal.

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.

REQUIRED REVIEWS

1. MINOR REVIEW

The Inspections Division 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 will be required by the Planning Staff responsible 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

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

REQUIRED INFORMATION - In Addition to the Site Plan Application.

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

(B) above: tax parcel identification number, electronic plot 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, plot plan

(F) above: tax parcel identification number and electronic copy of 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
- 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), Electronic final site plan,

NOTE:

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.

FINAL SITE PLAN SUBMISSION REQUIREMENT

All plans submitted for final site plan approval shall be submitted in accordance with the following requirements.

A. FORMAT.

- ___ 1. Scale of 1" = 60' or larger.
- ___ 2. Submit electronically in PDF or other City of Greenville approved format.
- ___ 3. Sheet Size shall be a minimum of 8 1/2" 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. 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:

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:

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

- 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.

PRELIMINARY SITE PLAN SUBMISSION REQUIREMENTS

All applications for preliminary site plan approval shall be submitted to the Planning and Development Services Department / Planning Division 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.

PLOT PLAN REQUIREMENTS

All applications for plot plan approval shall be submitted to the Planning Division staff in accordance with the following plot plan submission requirements.

Either (A and C) or (B and C)

A. FORMAT (Subdivision Map Available)

- 1. Photo copy of lot.
- 2. Electronic submittal of plot.
- 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. Electronic PDF or other City approved format.
- 3. Size shall be a minimum of 8 1/2" 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.

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.