

Preliminary Checklist for Start-Up, Construction, Expansion or Conversion of any land use activity, structure, parking lot, driveway or sign.

Location. Street address _____, Tax Parcel # _____

- _____ **Zoning.** Is the proposed use (industrial, commercial, office, residential) and improvement (structures/parking) allowed on the property? Is a special use permit required? Do Comprehensive Plan policies and recommendations, special area plans, or overlay zoning district standards apply to the site?
- _____ **Special Use Permit or Sec. 9-4-103 standards.** Are there special permit or other standards and conditions applicable to the existing/proposed use?
- _____ **Setbacks.** Does the existing and proposed structure(s) and parking lot(s) meet required right-of-way and perimeter lot line setbacks, bufferyards, and other dimensional standards?
- _____ **Parking Lot.** Is there a sufficient number of qualified spaces on-site for the intended use, and does the existing or proposed parking area layout (including stall dimensions and drive isles) comply with the surface material zoning requirement and design standards setout in the engineering manual?
- _____ **Driveways.** Is a driveway permit required? Does the existing and proposed driveway(s) comply with minimum spacing, maximum number, and engineering design standards? Will traffic mitigation measures such as roadway widening, turn, or deceleration lanes be required?
- _____ **Signs.** Does the existing and proposed location, number, and size of all freestanding (pole) and wall (building) signs comply with the sign regulations?
- _____ **Vegetation.** Does the property have the required amount of site vegetation (trees and shrubs), street trees, parking lot vegetation, and perimeter screening? Will proposed building/parking expansion or change of use require installation (retrofit) of vegetation in accordance with current standards?
- _____ **Greenways/Sidewalks.** Is the property subject to a greenway easement dedication requirement? Is installation of a public sidewalk required?
- _____ **Historic Property.** Is the property/structure a designated historic landmark, and/or is the property located within a designated historic district? Is the proposed activity subject to a minor works certificate or a Commission approved certificate of appropriateness (COA)?
- _____ **Stormwater Management and Control.** Is the development or use of property subject to stormwater controls including limitations on impervious surfaces, stormwater detention, stormwater discharge treatment, riparian buffer setbacks, or other best management practices (BMPs)?
- _____ **Soil Erosion and Sedimentation Control.** Does the use or development involve any land-disturbing activity subject to a soil erosion and sedimentation control plan? If so, has a land-disturbing permit been issued?
- _____ **Water Quality.** Is the property located within the Water Supply Watershed Protection overlay zone area? If so, does the development comply with use and impervious surface restrictions and open space requirements? Is the property subject to a Tar-Pamlico or Neuse River Stream Buffer setback?
- _____ **Wetlands.** Does the property contain any Federal 404 Wetlands? If so, has a wetland delineation been certified by the Army Corps of Engineers?
- _____ **Flood Hazard.** Is any portion of the property located within the 100 yr. flood plain of the Tar River or other stream system? If so, do the improvements meet minimum elevation and flood damage prevention standards, and has a flood certificate been obtained?
- _____ **Subdivision/Site Plan.** Has the property been subdivided and approved by the City as a building site? Has a site plan been approved for the proposed improvements?
- _____ **Cluster/Planned Unit Development Subdivision.** Special standards and setbacks will apply regardless of underlying zoning.
- _____ **Utilities.** Does the site have direct access to public water and public (GUC) sanitary sewer service?
- _____ **Septic Tank.** If public (GUC) sanitary sewer is not available, as determined by the City and GUC, has the County Environmental Health Dept. approved the use and location of a private on-site disposal system?
- _____ **Annexation.** If public (GUC) sanitary sewer service is requested or required, has the property been annexed to the City? Public sanitary sewer service is required within the City's jurisdiction except where such service is determined to be infeasible in accordance with ordinance procedure.
- _____ **Building Code.** Does the structure comply with the NC State Building Code including electrical, mechanical, plumbing, structural, and occupancy requirements?
- _____ **Housing /Occupancy Code.** If used for residential purposes, does the structure comply with the City's Minimum Housing Code? Is the existing and proposed unit density of the development and occupancy of any dwelling in accordance with district standards?
- _____ **Fire Protection.** Are all structures located within the minimum service radius of a GUC approved fire hydrant? Do all structures, including their use and occupancy, comply with the Fire Prevention Code?
- _____ **Easements.** Are there public or private easements including drainage, water/sewer, electric, gas, greenway, etc., on the property, wherein certain improvements and structures are prohibited?
- _____ **Streets.** Does the property have proper frontage/access on an approved public or qualified private street? Are "thoroughfare plan" street dedication, improvement, or increased setbacks required? Is the development subject to any street dedication/improvement requirement?
- _____ **Environmental.** Are there hazardous conditions on site, such as underground fuel tanks or chemical spills? Are State DENR or other State or Federal agency permits required?
- _____ **Privilege License.** Has application been made to the City or County for a business license?
- _____ **Restrictive Covenants.** Are there private deed restrictions applicable to the property?

Call the Community Development Department at (252) 329-4498 for specific information regarding the checklist items listed above. Note: Other unlisted items may apply.