



TOWN OF CLAYTON

Planning Department
 111 E. Second Street, Clayton, NC 27520
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PLAN REQUIREMENTS

Pursuant to Article 7, Section 155.706 of the Unified Development Code, applications requesting a public hearing or administrative approval process shall submit a plan set to the Planning Department. These plans may include Master Plan, Site Plan, Regulating Plan, Architectural Elevations, Landscape Plan, Photometric/Lighting Plan, Engineering Plans, and Survey. The plan requirements shall be based on the type of development application or approval process.

PLAN FORMAT

These standards are established to provide information pertaining to the graphic and format presentation of plans. The following is required for all types of plans, except where otherwise noted:

- All plans and architectural elevations shall be limited to 24" x 36" in size, and folded to an 8.5" x 11" format.
- Plans are to be drawn at the same engineering scale of 1" = 20'; 30'; 40'; 50'; 60' (architectural elevations and details are exempt from this requirement) with north oriented in the same direction.
- Plans may be drawn at an engineering scale of 1" = 100', if approved by the Planning Department or the Technical Review Committee (TRC).
- Architectural plans and elevations shall be drawn at an architectural scale of 1" = 3/32', 3/16', 1/8', 1/4', or 3/8'.
- All drawings, except elevations, isometric drawings, and renderings, shall be in two dimensional plan views.
- All text shall be clear and legible.
- Line weight hierarchy on all plans shall be consistent with common drafting standards.
- Multiple sheets shall be consecutively numbered (e.g. Sheet 1 of 4).
- All numerical references shall be rounded up to a maximum of two decimal points.

PLAN ELEMENTS AND GRAPHIC DATA

The following items include general and project information. This information is required to be present on all plans, except where otherwise noted.

PROVIDED

YES NO N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project/Application Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type of Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature and Professional Seal (landscape plans, architectural elevations, engineering plans, surveys)

Plan Elements and Graphic Data Continued...

PROVIDED			
YES	NO	N/A	
_____	_____	_____	Revision Date
_____	_____	_____	Sheet Number
_____	_____	_____	Location Map (site plan only)
_____	_____	_____	Site Data
_____	_____	_____	North Arrow
_____	_____	_____	Graphic Scale (engineering or architectural graphic and written scale)

The following elements are specific to each property and application request, and shall be shown graphically on the specific plan types listed below. These graphics shall be supported by text, labeling, and dimensional information (width, length, and depth.

SURVEY

PROVIDED			
YES	NO	N/A	
_____	_____	_____	A signed and sealed boundary survey (not more than a year old unless otherwise approved by the Planning Department) with the azimuth or courses and distances of every property line shown. Distances shall be in feet or meters and decimals thereof. The number of decimal places shall be appropriate to the class of survey required. The survey must include any and all easements of record (referenced by Deed Book and Page) and must be prepared by a surveyor registered in the State of North Carolina.
_____	_____	_____	The existing topographical conditions of the property with a two foot contour interval.
_____	_____	_____	The existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100 feet of project boundary.
_____	_____	_____	The existing structures located on the subject property.
_____	_____	_____	The existing structures within 100 feet of project boundary.
_____	_____	_____	The existing utilities (including inverts of pipe, rim elevations, wells and septic tanks, etc.) within 100 feet of project site.
_____	_____	_____	The existing trees identified by caliper and species (if required by the Planning Department).

SITE PLAN

The items listed below are required to be delineated (in a tabular format) on the site plan:

Provided			
YES	NO	N/A	
_____	_____	_____	Name of project (AKA names if applicable)
_____	_____	_____	Parcel identification number (Tag number)
_____	_____	_____	Property size (acres and square feet)
_____	_____	_____	Property location (Town limits or ETJ);
_____	_____	_____	Existing/proposed zoning district;
_____	_____	_____	Overlay (if applicable)

_____	_____	_____	Existing use
_____	_____	_____	Proposed use
_____	_____	_____	Number of seats/students/fueling positions (if applicable)
_____	_____	_____	Existing density (housing types and number of units)
_____	_____	_____	Proposed density (housing types and number of units)
_____	_____	_____	Existing intensity (gross floor area)
_____	_____	_____	Proposed intensity (gross floor area)
_____	_____	_____	Floor area ratio
_____	_____	_____	Building coverage (as percentage of total site)
_____	_____	_____	Pervious surface area (square feet and as percentage of total site)
_____	_____	_____	Impervious surface area (square feet and as percentage of total site)
_____	_____	_____	Building height (number of stories and in feet)
_____	_____	_____	Required/proposed parking
_____	_____	_____	Required/proposed accessible parking
_____	_____	_____	Required loading space(s)

Other site plan elements:

YES	NO	N/A	
_____	_____	_____	Identify adjacent property owners, their parcel ID number, current zoning and present use.
_____	_____	_____	Identify the affected area for minor amendments to previously approved projects.
_____	_____	_____	Identify the location of lots, buildings and structures with finished floor elevations and applicable setbacks.
_____	_____	_____	Provide boundaries of Resource Conservation Areas (see UDC Section 155.500).
_____	_____	_____	Provide an off-street parking and loading layout (with details, dimensions and access location). Accessible parking requirements are listed in NCSBC Volume 1C, 1999 edition.
_____	_____	_____	Provide queuing details for drive-up/drive-thru facilities (if applicable).
_____	_____	_____	Provide the locations and dimensions of existing and proposed sidewalks.
_____	_____	_____	Provide the location and details of refuse collection areas.
_____	_____	_____	Provide the location, size and orientation of signs.
_____	_____	_____	Identify the location and nature of all recreational facilities and common areas (if applicable)
_____	_____	_____	Identify alternative modes of transportation including school stops, pedestrian connections bicycle paths and associated racks.
_____	_____	_____	Identify proposed phasing (phasing lines) of construction (if applicable).

CONCEPTUAL ENGINEERING PLANS

Note: Conceptual engineering plans are deemed preliminary in nature. Review and approval of public infrastructure construction plans is a separate process performed by Public Works Engineering Division.

Provided

YES	NO	N/A	
_____	_____	_____	Identify proposed streets and roadways (public and private) with dimensions and cross sections.

_____	_____	_____	Identify the curve radii for all internal and external vehicular use areas.
_____	_____	_____	Identify access to the project.
_____	_____	_____	Identify proposed traffic control signs and stripping.
_____	_____	_____	Identify the proposed water distribution system (including size) with location of fire hydrants and point of connection.
_____	_____	_____	Identify the proposed sanitary sewer collection system (including size) and point of connection. If a municipal sewer connection is not available, please provide documentation from Johnston County Department of Environmental health that the location of septic tank and drain field is acceptable.
_____	_____	_____	Provide preliminary wastewater allocation calculation.
_____	_____	_____	Identify soil erosion control measures including impoundment structures.
_____	_____	_____	Indicate method of slope stabilization measures for all slopes steeper than 2.5:1.
_____	_____	_____	Identify the proposed storm water management system with location of inlets, piping and positive outfall along with the typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.

Fire Rescue (information to be shown on conceptual engineering plans)

Yes	No	N/A	
_____	_____	_____	Identify fire hydrant distribution (distance of hose lay).
_____	_____	_____	Identify the sprinkler connection locations and size (if applicable).
_____	_____	_____	Identify fire lane designations and circulations around buildings (stripe fire lanes and show minimum stabilized access around all structures).
_____	_____	_____	Identify the emergency evacuation route (access in and out of the property).
_____	_____	_____	Identify fire apparatus turning radius
_____	_____	_____	Verify the location of the fire hydrants is not interfering with required landscaping (must be 24" clearance of landscaping from bottom of steam fitting)
_____	_____	_____	Identify the Lock/Box/Knox Box locations.
_____	_____	_____	Identify placard locations for hazardous materials (if applicable).

LANDSCAPE PLAN

Provided			
Yes	No	N/A	
_____	_____	_____	Provide a landscape plan identifying the location of all proposed landscaping (must be prepared by a landscape architect registered in North Carolina)
_____	_____	_____	Indicate the location, width and type of all required buffers.
_____	_____	_____	Indicate the location, width and type of landscaping within vehicular use areas.

_____	_____	_____	Indicate the location, width and type of landscaping used to screen drive-thru areas, service areas, loading areas, mechanical equipment and above ground utilities
_____	_____	_____	Provide a plant list summary table which includes: 1. A planting key identifying the various planting elements. 2. The quantity of each type of plant material proposed. 3. The size, height, caliper and spacing of plant material. 4. The Botanical and common names of plant material proposed.
_____	_____	_____	Verify/identify clear sight distances at project ingress/egress points
_____	_____	_____	Provide an irrigation note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor."
_____	_____	_____	Provide a landscape maintenance note which states: "All landscaped areas shall be maintained in an attractive and healthy condition. Dead or diseased plantings shall be removed and replaced in a timely fashion."
_____	_____	_____	Identify and list any existing plant material which will be used to satisfy landscape requirements.

LIGHTING PLAN

Provided			
Yes	No	N/A	
_____	_____	_____	Provide a lighting/photometric plan which identifies light fixture locations, height and foot candle dispersion. Foot candle dispersion shall be shown throughout the site and to the property lines.
_____	_____	_____	Identify the light source and provide a detail of the fixture.
_____	_____	_____	Identify the proposed height of the fixtures.

ARCHITECTURAL ELEVATIONS AND FLOORPLAN

Provided			
Yes	No	N/A	
_____	_____	_____	Provide floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per North Carolina Building Code prepared by a professional architect registered in North Carolina.
_____	_____	_____	Indicate the height and number of stories for each structure.
_____	_____	_____	Indicate the location and screening method for all roof mounted structures or equipment.
_____	_____	_____	Provide color chips arranged on 8 1/2" x 11" sheet(s) of paper for all proposed materials.