



TOWN OF CLAYTON
PLANNING DEPARTMENT
111 E Second Street
Clayton, NC 27520
919-553-5002

SITE PLAN COVER SHEET

Name of Project: _____ Date: _____

Applicant Name: _____

The following checklist to be completed by applicant. All materials must be submitted in PDF format.

Pre-Application Meeting on: _____

Note: Pre-application meeting must be held no more than 6-months prior to submittal.

- Review Fee
- Completed Application
- Owner's Consent Form
- Traffic Impact Analysis, as applicable
- Wastewater Allocation Request, as applicable
- Site Plan, meeting minimum requirements of application checklist and UDO

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Site Plan Application

www.ClaytonNC.org/Fees
Applicable Fees: Site Plan Application

SITE INFORMATION

Name of Project: _____

Acreage of Property: _____ Zoning District: _____

County Tag #: _____ NC Pin #: _____

Address/Location: _____

Existing Use: _____ Proposed Use: _____

Is this Site Plan associated with any Conditional Rezoning Concept Plan, Planned Development Master Plan, or Special Use Permit? Yes No

If you answered “Yes” to the question above, please specify the associated project name(s) and number(s):

Note: A copy of associated Approval Documents is required to be submitted.

Are you submitting the application under the ordinances and policies in effect at the time of the application for review by the Town of Clayton? Yes No

If you answered “No” to the question above, please specify the ordinance(s) and/or policy(ies), including version(s), under which the application is being submitted: _____

Note: Supporting Documentation is required to be submitted.

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

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PROPERTY OWNER INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____ **Fax:** _____

Email Address: _____

EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

Site Plan Application Checklist

Site Plans shall be submitted pursuant to the Unified Development Code. All site plans shall be subject to the minimum requirements outlined in the below checklist. Plan submissions will be reviewed in accordance with these requirements and failure to comply with these elements may result in additional review comments.

Site Plan Checklist			
		For each listed item, check (√) if provided, write “n/a” if the feature does not exist or is not proposed, and write “w” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.	Staff Use Only
√, n/a, or w	A	Application Submittal Requirement	√, n/a, or w
A	1	Documents to be Submitted	
	1	This checklist, completed by applicant	

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	2	Application	
	3	Application fee	
	4	PDF copy of all plan and supplemental materials	
	5	Voluntary Annexation Petition, if applicable. Final Site/CD approval will not be issued until annexation occurs.	
	6	Transportation Impact Analysis, if required	
	7	Approval of any encroachments (e.g. powerline easements, etc.), if applicable	
	B	Base Information for Each Plan Sheet	
	1	Name, address, telephone number, and fax number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans.	
	2	Date of drawing preparation and all revision dates	
	3	Sheet number and title	
	4	North arrow (except detail and elevation sheets)	
		All numerical references shall be rounded up to a maximum of two decimal points	
	5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 20' and larger than 1" = 100' is recommended (except detail & elevation sheets). Architectural plans and elevation shall be drawn on an architectural scale of 1"=3/32', 3/16', 1/8', 1/4', or 3/8'.	
	6	Seal and signature of Registered Design Professional registered in the State of North Carolina	
	7	Name of the proposed development in title block	
	8	Project & file number in lower right corner of each sheet (number assigned once project submitted)	
	9	A 3x3 box on each sheet for Planning to insert their approval stamp in the future.	
	C	Cover Sheet	
	1	Name of proposed development, Project # (assigned by TOC after 1 st submittal), and "Site Plan"	
	2	Associated project numbers. For example, if this project is a phase of a Conditional Zoning Concept Plan please indicate the original CZ project # on the cover sheet as well.	
	3	If this project is associated with an approved SUP or CZ, please include conditions of approval from those original approvals on the cover sheet	
	4	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
	5	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project site	
	6	All general notes	
	7	Sheet Index (Note: The plan must be in the same order as this checklist)	
	D	Existing Conditions Boundary Survey	
	1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.	

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	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Jurisdictional boundaries	
	5	Adjoining current land uses	
	6	Right(s)-of-way or easement(s) e.g. street, railroad, and utility	
	7	Street name, right-of-way width, public or private, and state road number	
	8	Water, sewer, natural gas, and other utility lines	
	9	Existing structures (buildings, fencing, etc.)	
	10	Topographic contours (cite source) with two-foot contour interval. Topographic contours extended 50 feet beyond project limits.	
	11	Surface waters (label top of bank)	
	12	Riparian buffers (label zone 1 & 2)	
	13	FEMA 100-year floodplain and floodway boundaries including FIRM number	
	14	Outline of generally forested areas (note any significant stands of trees)	
	15	Wetlands	
	16	Rock outcroppings	
	17	Cemeteries	
	18	Streets and driveways within 500' of the project site	
	19	Other significant existing features	
	E	Site Plan Sheet	
	1	Property lines and distances per the Existing Survey Sheet	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Adjoining current land uses	
	5	Jurisdictional boundaries	
	6	A Site Data Table containing the following:	
		Name of current property owner	
		Name of developer	
		Acreage of parcel (with and without thoroughfare right-of-way dedication)	
		County Parcel Identification Number (PIN) and County TAG Number	
		Required Parking per UDO and Proposed Parking (regular spaces and HC spaces)	
		Dimensional Standards (front, side, rear, and street side setbacks, minimum building separation, maximum building height, maximum lot coverage, minimum lot width, and minimum lot size).	
		Existing and Proposed Density (number of units per acre)	
		Zoning (current and proposed) including any overlay districts	
		Current principal and accessory use(s) and gross floor area	
		Proposed use(s) and gross floor area	
		Required number of parking spaces and proposed number of parking spaces	
		Lot coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials	
		Name of Utility Providers (water, sewer, electric)	
	7	Location and dimensions of existing and proposed driveways and curb cuts on site to be developed and on adjacent properties. Must show all cuts within 500 feet if a full access driveway is proposed	

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	8	Location and width of existing and proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties	
	9	Location and width of existing and proposed public/private greenway(s) and access easement(s). Label all proposed easements as public or private.	
	10	Location and width of existing and proposed rights-of-way and road widths, including road names and State Road (SR) number	
	11	Road Names (road names must be approved by Johnston County)	
	12	Location and width of existing and proposed median(s) (Measured from back of curb)	
	13	Location, width, and type of each perimeter buffer	
	14	Location and width of minimum setbacks	
	15	Location and width of minimum and maximum build-to lines	
	16	Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s), if not proposing to use curbside pickup	
	17	Number of parking spaces per row, if surface parking proposed	
	18	Width and depth of parking bays, if surface parking proposed	
	19	Location and dimensions of accessible parking spaces, if surface parking proposed	
	20	Width of drive aisle(s) , if surface parking proposed	
	21	Pedestrian walkways or landscaped dividers , if surface parking proposed	
	22	Turning radius at entrances and traffic islands, if applicable	
	23	Location and width of fire lane, if applicable	
	24	Length of fire access roadway(s) with any required turnarounds, if applicable	
	25	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
	26	Location of Open Space/Common Areas, with acreage noted and “active” vs. “passive” labeled.	
	27	Location of crosswalks and ADA ramps at all intersections and other crossings	
	28	Location of Cluster Mailbox Unit(s) (CBUs)	
	29	Proposed construction phasing lines	
	30	Identify Steep Slopes and impacts proposed	
	F	Conceptual Engineering Plan Sheet <i>Note: Conceptual engineering plans are deemed preliminary in nature. Review and approval of public infrastructure construction plans is a separate process. Construction Drawings will be required.</i>	
	1	Identify proposed streets and roadways (public and private) with dimensions and cross sections	
	2	Identify the curve radii for all internal and external vehicular use areas	
	3	Identify access to the project	
	4	Identify tree conservation areas	
	5	Show proposed traffic flow	
	6	Identify proposed traffic control signs and striping	
	7	Identify proposed water distribution system (including size) with location of fire hydrants and point of connection.	
	8	Identify 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 Environmental Health that the location of septic tank and drain field is acceptable.	
	9	Provide preliminary wastewater allocation calculation	
	10	Identify proposed grease traps, if applicable	
	11	Identify backflow prevention, if applicable	

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12	If a pool is present, show drainage plan. Pumping into the storm drain is not permitted.	
13	Identify soil erosion control measures including impoundment structures.	
14	Indicate method of slope stabilization	
15	Identify proposed storm water management system with location of inlets, piping, and positive outfall along with 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 Details		
1	Identify fire hydrant distribution (distance of hose lay)	
2	Identify sprinkler connection locations and size, if applicable	

3	Identify fire lane designations and circulation around buildings (stripe fire lanes and show minimum stabilized access around all structures)	
4	Identify emergency evacuation route (access in and out of the property)	
5	Identify fire apparatus turning radius, including streets and cul-de-sacs	
6	Verify location of fire hydrants not interfering with required landscaping (must be 24" clearance of landscaping from bottom of steam fitting)	
7	Identify placard locations for hazardous materials	
8	Identify lock box/knox box locations	
G Preliminary Grading and Drainage Plan Sheet		
1	An overall drainage and grading plan shall be provided showing existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas.	
2	Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material and slope	
3	Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb/pavement corners and grade changes, high points, tie-in points, swales, etc.	
4	One (1) foot contour line	
5	Building entrances, corners, curb/pavement corners, and grade changes, high points, tie-in points, swales, etc.	
6	Location of all existing and proposed utilities (screened), and blow-up of utilities conflicts	
7	All existing and proposed easements, labeled as public or private	
8	FEMA 100-year floodplain and floodway boundaries including FIRM number	
9	Surface waters (show and label top of bank) and wetlands	
10	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
11	Show all building roof leaders with note	
Preliminary Stormwater Layout Design		
1	Location and size of pipes, culverts, and other storm drain system elements	
2	Stormwater Table- drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure	
3	<ul style="list-style-type: none"> Drainage easement for all pipe collecting water from right-of-way 	
4	Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse	
5	Any private drainage easements needed to ensure discharge into natural watercourse	

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		Stormwater Quality/Quantity Stormwater Control Measures (SCMs), if required. <i>Each SCM must have an individual plan sheet with associated SCM specific plan & profile/section views, and all applicable construction details</i> Include a table of pertinent design parameters specific to each SCM with columns indicating Existing/Required, Design/Provided, and As-Built columns including, but not limited to: <ul style="list-style-type: none"> a) Drainage Area (sf) b) Surface Area of BMP (sf) (per BMP Manual requirements) c) Land use Areas (sf) (Impervious, Open Space, Woodlands, etc.) d) Design Storm Flows (Q₁, Q₂, Q₁₀, Q₂₅ & Q₁₀₀) e) Design Storm Water Surface Elevations f) Free Board Other pertinent BMP specific parameters	
	H	Preliminary Utility Plan Sheet	
	1	Property lines distinctly and accurately represented.	
	2	Fire flow for building or project.	
	3	Add following note to each Utility Plan sheet: “All Town of Clayton utility construction shall be performed in accordance with Town of Clayton Standard Specifications and Details in effect at time of utility permitting.”	
	4	Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals	
	5	Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets.	
	6	Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tie-backs, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements.	
	7	Include any proposed requests for oversized line(s) and label as such.	
		Wastewater System	
	1	Indicate projected sewer flow (gpd) (adf) for development submitted. List the total linear footage of proposed sanitary sewer line.	
	2	Provide sewer plan and profile (include pipe material, line size, length, slope, stationing utility separations, ground elevation and manhole inverts in, inverts out, and top elevations, diameters).	
	3	Show existing and proposed easements for all sewer lines, indicate status of easement acquisition across any off-site properties. Verify easement width for proposed depth.	
	4	Show sewer line services and cleanouts (first cleanout required at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main.	
	5	If a pump station is being considered, it is suggested you discuss this in advance with the Town of Clayton Engineering staff.	
	6	Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement.	
	I	Landscape Plan Sheet	
	1	Property lines per the Existing Survey Sheet	
	2	Adjoining Zoning districts – boundaries and names	
	3	Adjoining current land uses	
	4	Location, species, and size of all existing vegetation within proposed perimeter and streetyard buffers(s) to be used towards required buffer screening	
	5	Location of intersection sight distance areas for all road and driveway intersections	
	6	Location, width, and type of all utility easements	

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7	Location of all buildings	
8	Location of roadways and driveways and associated rights-of-way and easements	
9	Location of surface vehicle parking lots	
10	Location of sidewalk(s) and greenway(s) and associated easements	
11	Location of plantings with key symbol	
12	Plant Schedule that includes:	
13	Plant type (canopy, understory, shrubs, & groundcover/grasses)	
14	Key symbol (e.g. "AR" for Acer Rubrum")	
15	Quantity	
16	Scientific name	
17	Common name	
18	Caliper at planting	
19	Height at planting	
20	Root (e.g. B&B)	
21	Spacing	
22	Location (streetyard, VUA, foundation etc.)	
23	Location, width, and type/option of perimeter and streetyard buffer(s)	
24	Table for each perimeter and streetyard buffer that includes:	
	Length (linear feet) of buffer	
	Number of required plantings (including supporting calculation)	
	Number of provided plantings	
	Location, height, material, and graphic of fences/walls proposed as buffer screening	
	Location, width, and height of proposed berms	
25	Location and width of perimeter landscaping strips between Vehicle Use Areas (VUAs) and adjacent streets and property lines	
26	Location, height, and material of any fence, berm, and wall existing or proposed	
27	Location of planting islands within and between parking bays	
28	Location and depth of foundation planting areas	
29	Location of planting strips and/or tree pits proposed to contains required street trees	
30	Tree Protection Areas	
31	Location and width of perimeter site landscape buffers, labeled with Type in accordance with UDO	
32	Detail of perimeter landscape buffers by Type	
33	Identify any existing plant material to remain on-site that will be used to satisfy landscape requirements. Approximate height and species mix must be noted. Note: existing vegetation subject to site inspection and authorization by the Planning Department to determine adequacy in meeting the requirements to serve as a required buffer.	
34	The following note: All landscaping shall be maintained in perpetuity	
35	The following note: All hotboxes and other on ground/free standing mechanical equipment shall be screened with vegetation prior to the issuance of a Certificate of Compliance/Occupancy	
36	Detail of screening mechanism for HVAC or other ground/free standing mechanical equipment	
37	Location of waste areas and screening mechanism	
38	Provide 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".	

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	J	Lighting Plan Sheet	
	1	Location of proposed lighting fixtures. Pole details, including height, color, and manufacturer	
	2	Fixture details, including color, graphic, shape, wattage, IESNA cutoff classification, lumen rating, and manufacturer. This includes both pole and fixtures affixed to building.	
	3	Footcandles	
	4	Streetlight pole locations	
	5	Maintenance factor (<i>Not required on public streets</i>)	
	6	Streetlight pole locations (This does include thoroughfares adjacent to the project)	
	K	Details Sheet	
	1	Fence details	
	2	Standard details	
	L	Architectural Elevations Sheet	
	1	Label all building materials and colors (façade, cornices, awnings, storefronts, etc.)	
	2	Label each side of the building labeled at north, south, east, west. Specify which façade is the primary, secondary, and/or tertiary	
	3	Label the number of stories	
	4	Label the overall building height and the height of each story	
	5	The height of structures above the roofline (e.g. parapets and towers)	
	6	The scale of the elevations	
	7	Location of each on-building light fixture	
	8	Location of roof-mounted mechanical equipment including proposed screening and a shadow (height and width) of the equipment	
	9	Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment	
	10	Detail of commercial container enclosure(s), including the opaque screening	
	11	Location of all utilities attached to the building	

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APPLICANT AFFIDAVIT

I understand that by signing this application I am legally bound to the representation, terms, and conditions herein. By signing below, I certify that I was technically able to read and had a reasonable opportunity to read this disclosure. I further acknowledge that I am authorized to submit this application, and any subsequent revisions thereto, and confirm having obtained permission from the property owner/occupant for the application and the Town's entry onto the property, if applicable. I further authorize Town of Clayton representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws, policies, and manuals. I hereby certify that all of the information provided in this application and any attached documents is true, accurate, and complete to the best of my knowledge. I understand that any false information may result in rejection of the application or revocation of the permit or plan. I understand this submittal with its related materials and all attachments become official records of the Town of Clayton, North Carolina, and will not be returned.

I understand this application and any communication, approval, or resulting permits issued as a result of this application are subject to disclosure pursuant to the North Carolina Public Records Act. I also acknowledge that, pursuant to NCGS § 143-755(b1), failure to respond to Town comments or holding the permit application on hold for six consecutive months or more will result in the cessation of review and forfeiture of all application fees, requiring a new application under current regulations. I shall not hold the Town of Clayton, its officers, employees and agents liable for any claims, losses, liabilities, expenses, charges or damages arising from or relating to incomplete, inaccurate, or false applications, or any additional supplemental applications, with respect of any cause arising out of, resulting from, or in connection with the application or permit.

Print Name

Signature of Applicant

Date

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