



# Brunswick County

## Commercial Development Checklist

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This checklist is a tool for applicants, design professionals as well as Brunswick County Reviewers to ensure the completeness of non-residential development plans submitted. This form must be filled out **completely**. Incomplete applications may delay the permitting and project approval process and will incur additional fees. Using this checklist can expedite the review process and yield faster approvals.

*If a section is not applicable to the project, indicate by checking "☐ N/A". In addition to the commercial development application, checklist, and site plan, a review fee must be submitted at time of submittal based upon the following schedule:*

| COMMERCIAL DEVELOPMENT FEE SCHEDULE<br><u>INITIAL SUBMITTAL AND SUBSEQUENT RE-REVIEWS</u> |                |
|---|----------------|
| Building Size (sq. ft.)   | Fee            |
| <50,000 sq. ft.   | \$150.00       |
| 50,000 sq. ft. -- 100,000 sq. ft.   | \$300.00       |
| >100,000 sq. ft.  | \$650.00       |
| <b>**3<sup>rd</sup> AND SUBSEQUENT SUBMITTALS (EACH)**</b>                                | <b>\$50.00</b> |

For more comprehensive information related to planning and zoning requirements, check out the *Brunswick County Unified Development Ordinance (UDO)*. The UDO is available online at: [www.brunswickcountync.gov](http://www.brunswickcountync.gov) → Departments → Planning → [Unified Development Ordinance](#) (click on link in the center of the page). A hard copy may be purchased in person at the Brunswick County Planning Department.

### NOTE:

- Sections of the UDO that pertain to specific items on the checklist are noted for reference purposes. The referenced section to the UDO will appear throughout the checklist as such: **(5.2.3)**
- A comment section is available on every sheet for any additional information the applicant would like to provide for staff. This section should be used for clarification, questions, additional comments, etc.
- Be sure that all plans are fully compliant with the Brunswick County UDO.
- An online permit must be submitted. Plans will then be reviewed by all Departments, including Planning, Engineering, Stormwater Engineering, Code Administration (Fire, Commercial Plan Review, Floodplain) Environmental Health, Utilities, and Department of Environmental Quality - Coastal Area Management Act (CAMA) (if applicable).



# Commercial Development Application

|           |          |  |             |      |
|-----------|----------|--|-------------|------|
| APPLICANT | Name:    |  | Phone:      |      |
|           | Email:   |  | Alt. Phone: |      |
|           | Address: |  |             |      |
|           | City:    |  | State:      | Zip: |

|                |   |  |             |      |
|----------------|---|--|-------------|------|
| PROPERTY OWNER | <input type="checkbox"/> Check box if Property Owner is the Applicant and skip this section |  |             |      |
|                | Name:   |  | Phone:      |      |
|                | Email:  |  | Alt. Phone: |      |
|                | Address:  |  |             |      |
|                | City:   |  | State:      | Zip: |

|   |  |                   |          |      |
|---|--|-------------------|----------|------|
| PROPERTY INFORMATION  | Tax Parcel(s):   |                   |          |      |
|   | Address:   |                   |          |      |
|   | *If new construction, leave address box blank so that Brunswick County GIS can assign an address |                   |          |      |
|   | City:  |                   | State:   | Zip: |
|   | Current Zoning:  |                   | Acreage: |      |
|   | Name of Proposed Establishment (If Applicable):  |                   |          |      |
|   | See Use Table (5.2.3)  | Current Use:      |          |      |
|   |  | Proposed Use:     |          |      |
|   |  | Secondary Use(s): |          |      |
|   | Are there any existing nonconformities currently on the property?                                |                   |          |      |
| Who is the Water/Sewer Provider?                              |  |                   |          |      |
| Are there any new modifications to existing outdoor lighting? |  |                   | Yes      | No   |

With my signature, I certify that I have shown on the submitted plan set by identifying and/or labeling all the information contained in this Commercial Development Site Plan Checklist. I understand that incomplete applications will result in a delayed review of the project and may increase the associated fees.

\_\_\_\_\_

(Please Print Name)
Signature
Date



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**NOTE: ALL ITEMS BELOW MUST BE SHOWN ON THE PROVIDED PLANS  
USE CHECK BOX TO CONFIRM THAT ITEM HAS BEEN ADDRESSED & ON THE SITE PLANS**

|  |                              |     |                       |     |
|--|------------------------------|-----|-----------------------|-----|
| <b>WHICH PLANS ARE PROVIDED?</b>                                     | Heritage Tree Survey (6.1.3) | N/A | Details               | N/A |
|  | Site Plan                    | N/A | Outdoor Lighting Plan | N/A |
|  | Phasing Plan                 | N/A | Grading Plan          | N/A |
|  | Landscape Plan               | N/A | Stormwater Plan       | N/A |
|  | Building Elevations (Façade) | N/A | Utilities Plan        | N/A |
| Note that other departments require additional plans within plan set |                              |     |                       |     |

|                                |               |                                   |
|--------------------------------|---------------|-----------------------------------|
| <b>TITLE BLOCK INFORMATION</b> | Project name  | Date drafted/revised              |
|                                | North arrow   | Drawn by                          |
|                                | Graphic scale | Sheet Name (e.g. Site, Utilities) |
|                                | Vicinity map  | Engineer's Seal                   |

|                         |                             |     |   |     |
|-------------------------|-----------------------------|-----|---|-----|
| <b>SITE INFORMATION</b> | Property owner              | N/A | Property dimensions   | N/A |
|                         | Address                     | N/A | Location of easement(s)   | N/A |
|                         | Tax parcel number(s)        | N/A | Location of existing structures from the property lines and from each other | N/A |
|                         | Zoning district             | N/A | Location of existing signs  | N/A |
|                         | Acreage of parcel           | N/A | Existing wetlands shown on property   | N/A |
|                         | Adjacent property owners    | N/A | Location of fire hydrant(s)   | N/A |
|                         | Adjacent tax parcel numbers | N/A | Location of water meter   | N/A |
|                         | Adjacent zoning districts   | N/A | Location and size of existing water lines                                   | N/A |
|                         | Adjacent property uses      | N/A | Location and size of existing sewer lines                                   | N/A |
|                         | Platted property lines      | N/A | Location of septic system (tank and repair area)                            | N/A |

|                 |  |
|-----------------|--|
| <b>COMMENTS</b> |  |
|-----------------|--|



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|  |  |     |
|--|--|-----|
| PROPOSED STRUCTURES  | Height of each structure (measured from finished grade level to highest point of structure)                              | N/A |
|  | Dimensions and square footages of each structure   | N/A |
|  | Dimensions of each use for structures that facilitate more than one use  | N/A |
|  | Square footage of each use for structures that facilitate more than one use  | N/A |
|  | Distance of each structure from all property lines and existing structures   | N/A |
| SETBACKS (ARTICLE 4)   | Setback lines are shown on site plan   | N/A |
|  | Setback dimensions are shown on site plan  | N/A |
|  | Plan meets minimum lot size requirements (5.3.5) (Article 4)   | N/A |
|  | <b>Note: Alternate setbacks may be required by some uses and/or building heights (Article 4 – Development Standards)</b> |     |
| TRAFFIC AND CIRCULATION  | Road/Street Right-of-Way Width   | N/A |
|  | Road/Street Name(s)  | N/A |
|  | Traffic Impact Analysis (TIA) provided (6.16)  | N/A |
|  | Location and labeling of existing driveway(s) on subject property and adjacent/across                                    | N/A |
|  | Width of existing driveway(s)  | N/A |
|  | Location and labeling of proposed driveway(s) (6.13)   | N/A |
|  | Width of proposed driveway(s)  | N/A |
|  | Material used for driveway labeled (e.g. concrete)   | N/A |
|  | Sight distance triangles at every driveway (6.15)  | N/A |
|  | Traffic circulation pavement markings and signage  | N/A |
|  | Drive aisle width labeled in parking lot area based on parking space angle (6.12.5.E)                                    | N/A |
|  | Cross-Access Corridors (6.13.5)  | N/A |
|  | Sidewalks  | N/A |
| A completed NCDOT Driveway Application that is ready for approval by Brunswick County Planning Department (6.13.2) | N/A  |     |
| COMMENTS   |  |     |



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|                                      |   |     |
|--------------------------------------|---|-----|
| <b>OFF-STREET PARKING<br/>(6.12)</b> | The below table and calculations for parking spaces are shown on Site Plan              | N/A |
|                                      | Square footages for each use within the structure(s) is provided in the calculations    | N/A |
|                                      | Parking spaces are of 9' x 18'  | N/A |
|                                      | Material used for parking lot surface labeled (e.g. asphalt, concrete, dustless gravel) | N/A |
|                                      | Method for delineating parking spaces (e.g. striping, wheel stops)                      | N/A |
|                                      | Handicapped parking signage and detail  | N/A |

|   | Parking Space Calculation (6.12.6)<br>(ex. 1 space per 200 SF floor area) | Parking Spaces<br>Required | Parking Spaces<br>Provided |
|---|---|----------------------------|----------------------------|
| Standard Spaces<br>(9x18)                     | EXAMPLE<br>DO NOT COMPLETE  |                            |                            |
| Handicap<br>Accessible Spaces<br>(Appendix B) |   |                            |                            |
| Total   |   |                            |                            |

|                 |  |
|-----------------|--|
| <b>COMMENTS</b> |  |
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|--------------------------------------|--|-----|
| <b>VEHICLE STACKING<br/>(6.12.8)</b> | Calculation of required stacking spaces indicated on Site Plan (6.12.8)                  | N/A |
|                                      | Location of stacking indicated on Site Plan  | N/A |
|                                      | Stacking space size is 8' x 25'  | N/A |
|                                      | Stacking space size with dimensions indicated on Site Plan (6.12.8.C)                    | N/A |
|                                      | Stacking spaces do not conflict with on- or off-site traffic movements or parking spaces | N/A |

|                         |   |     |
|-------------------------|---|-----|
| <b>LOADING (6.12.9)</b> | Calculation of loading spaces required indicated on Site Plan (6.12.9)      | N/A |
|                         | Location of loading space(s) indicated on site plan                         | N/A |
|                         | Loading space size is 12' x 35' (office use) or 12' x 55' (all other uses)  | N/A |
|                         | Loading space size and height dimensions indicated on sight plan (6.12.9.C) | N/A |
|                         | Loading space signage and markings indicated on sight plan                  | N/A |
|                         | Loading space surface material labeled (e.g. concrete, asphalt)             | N/A |

|                                  |   |     |
|----------------------------------|---|-----|
| <b>OUTDOOR FACILITIES (6.18)</b> | Dumpster, recycling, and trash facilities are shown on site plan (6.18.1) | N/A |
|                                  | HVAC location   | N/A |
|                                  | HVAC distance from property lines   | N/A |
|                                  | Location of backflow preventer  | N/A |
|                                  | Location of facilities are compliant with setback and buffer requirements | N/A |

|                           |  |     |
|---------------------------|--|-----|
| <b>FLAGS (4.13.2.C.3)</b> | Location and height denoted on Site Plan           | N/A |
|                           | Distance from property lines shown on Site Plan    | N/A |
|                           | Proposed square footage of flag noted on Site Plan | N/A |

|                 |  |
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|--------------------------|---|-----|
| <b>SIGNS (ARTICLE 8)</b> | Location of free-standing sign(s) on Site, Landscape, and Lighting Plans                              | N/A |
|                          | Distance from sign(s) to property lines shown on plans  | N/A |
|                          | Sign(s) are outside of sight triangles  | N/A |
|                          | Sign(s) do not conflict with required landscaping or lighting   | N/A |
|                          | <b>Note that sign approval is a separate process from the commercial development approval process</b> |     |

|   |   |     |
|---|---|-----|
| <b>BUILDING (FAÇADE) ELEVATIONS (6.8)</b> | Maximum height of structure is denoted on Elevations (Article 4)  | N/A |
|   | Building materials listed and noted on Elevations   | N/A |
|   | No more than 35 feet of street facing façade is unbroken in a horizontal plane  | N/A |
|   | More than 50% of total area is comprised of concrete aggregate, stucco, brick, stone, glass, wood or faced concrete block | N/A |
|   | Minimum of 25% of the street façade first floor is transparent (6.8.4.B)  | N/A |

|   |  |     |
|---|--|-----|
| <b>OUTDOOR LIGHTING PLAN (6.9)</b>                                    | Type of lighting fixtures specified on plan (6.9.5.A)                        | N/A |
|   | Detail of lighting fixtures (Manufacturer's Cut Sheet) (6.9.5.A)             | N/A |
|   | Lighting fixture height denoted on plan (6.9.5.B)                            | N/A |
|   | Location of light source on plan   | N/A |
|   | Illumination levels in foot-candles shown on plan (photometric plan) (6.9.6) | N/A |
|   | Illumination level summary provided for each appropriate area (6.9.6.A)      | N/A |
|   | Outdoor Lighting Plan does not conflict with Landscape Plan                  | N/A |
| <b>Note that site lighting is required to have a photometric plan</b> |  |     |

|                 |  |
|-----------------|--|
| <b>Comments</b> |  |
|-----------------|--|



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|                       |                                     |   |     |
|-----------------------|-------------------------------------|---|-----|
| <b>LANDSCAPE PLAN</b> | <b>BUFFERS (6.3)</b>                | Street buffer line is shown and labeled on all Plans (6.3.8)                      | N/A |
|                       |                                     | Street buffer planting provided on plan (number and type of each species) (6.3.8) | N/A |
|                       |                                     | Project boundary buffer area is shown on all Plans (6.3.9)                        | N/A |
|                       |                                     | Opacity indicated for each side of property (6.3.9.A)                             | N/A |
|                       |                                     | Buffer alternative(s) for each property boundary indicated on plan (6.3.9.A.4)    | N/A |
|                       |                                     | 100-foot planting intervals indicated on the plan (6.3.7)                         | N/A |
|                       |                                     | All planting species are within the approved list (Appendix A)                    | N/A |
|                       |                                     | Planting detail provided on plan (type and number of each species) (Appendix A)   | N/A |
|                       |                                     | Provided fence and/or wall detail (Appendix A)                                    | N/A |
|                       | <b>LANDSCAPED ISLANDS (6.12.10)</b> | Vehicle use area landscaping island indicated on plan                             | N/A |
|                       |                                     | Heritage trees protected  | N/A |
|                       |                                     | One (1) landscaped island per 20 parking spaces                                   | N/A |
|                       |                                     | An approved landscaped island tree within 150 feet of every parking space         | N/A |
|                       |                                     | Landscaped islands are a minimum of 144 square feet                               | N/A |
|                       |                                     | Landscaped islands are a minimum of 8 feet in every direction                     | N/A |
|                       |                                     | At least one tree in landscaped island, minimum of 5 feet in height               | N/A |
|                       |                                     | Plantings are at least 2 feet from back of curb                                   | N/A |
|                       |                                     | Landscape island protection is denoted on plan (6.12.10.E.4.)                     | N/A |
|                       | <b>SCREENING (6.4)</b>              | Screening shown for outdoor storage areas   | N/A |
|                       |                                     | Screening for mechanical equipment (HVAC, generator, etc.)                        | N/A |
|                       |                                     | Screening for utility, dumpster, recycling, or other solid waste disposal         | N/A |
|                       |                                     | Screening for loading spaces (6.12.9.I)   | N/A |
|                       |                                     | Screening for stacking spaces (6.12.8.C.4)  | N/A |

|                 |  |
|-----------------|--|
| <b>Comments</b> |  |
|-----------------|--|