



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



Commercial Development Checklist

**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**

WHICH PLANS ARE PROVIDED?	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				

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

SITE INFORMATION	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

COMMENTS	
-----------------	--



Commercial Development Checklist

**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**

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
	Note: Alternate setbacks may be required by some uses and/or building heights (Article 4 – Development Standards)	
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		



Commercial Development Checklist

**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**

OFF-STREET PARKING (6.12)	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) (ex. 1 space per 200 SF floor area)	Parking Spaces Required	Parking Spaces Provided
Standard Spaces (9x18)	EXAMPLE DO NOT COMPLETE		
Handicap Accessible Spaces (Appendix B)			
Total			

COMMENTS	
-----------------	--



Commercial Development Checklist

**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**

VEHICLE STACKING (6.12.8)	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

LOADING (6.12.9)	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

OUTDOOR FACILITIES (6.18)	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

FLAGS (4.13.2.C.3)	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

COMMENTS	
-----------------	--



Commercial Development Checklist

**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**

SIGNS (ARTICLE 8)	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
	Note that sign approval is a separate process from the commercial development approval process	

BUILDING (FAÇADE) ELEVATIONS (6.8)	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

OUTDOOR LIGHTING PLAN (6.9)	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
Note that site lighting is required to have a photometric plan		

Comments	
-----------------	--



Commercial Development Checklist

**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**

LANDSCAPE PLAN	BUFFERS (6.3)	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
	LANDSCAPED ISLANDS (6.12.10)	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
	SCREENING (6.4)	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

Comments	
-----------------	--