



TOWN OF BENSON
 Planning and Zoning Department
 303 E. Church St.
 Benson, NC 27504
 919-894-3553

INSTRUCTIONS FOR FILING A SITE PLAN APPLICATION

In order to process the petition/application the following items must be submitted BEFORE 4:30 PM on the submittal date outlined on the schedule below.

SUBMITTAL DATE BY 4:30 PM	PLANNING BOARD MEETING DATE	BOARD OF COMMISSIONERS MEETING DATE
December 6, 2019	January 7, 2020	January 14, 2020
January 3, 2020	February 4, 2020	February 11, 2020
February 7, 2020	March 3, 2020	March 10, 2020
March 6, 2020	April 7, 2020	April 14, 2020
April 3, 2020	May 5, 2020	May 12, 2020
May 1, 2020	June 2, 2020	June 9, 2020
June 5, 2020	July 7, 2020	July 14, 2020
July 3, 2020	August 4, 2020	August 11, 2020
August 7, 2020	September 1, 2020	September 8, 2020
September 4, 2020	October 6, 2020	October 13, 2020
October 2, 2020	November 3, 2020	November 10, 2020
November 6, 2020	December 1, 2020	December 8, 2020

Name of Project: _____

Date: _____

Applicant Name: _____

Tax Parcel ID _____

Zoning: _____

The following checklist to be completed by applicant:

- Pre-Application Meeting on: _____
- Application Fee
- Copy of plan sets in PDF on USB
- Completed Application
- Seven (7) copies of Site Plan 24x36 **FOLDED** to 8 ½ “ X 11”
- Stormwater Management Plan (if required)
- Certified Traffic Impact Analysis (if applicable)
- Owner’s Consent Form
- Flood Plain, Wetlands, Streams, Riparian Buffers denoted



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MAJOR SITE PLAN APPLICATION

THE FILING FEE SHALL BE IN ACCORDANCE WITH THE SCHEDULE OF FEES

SITE INFORMATION

Name of Project: _____

Acreage of Property: _____ Zoning District: _____

Utilities: _____

Address/Location of Property: _____

Existing Use: _____ Proposed Use: _____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

EXPLANATION OF PROJECT

OFFICE USE ONLY

Date Received:	Amount Paid:
Received By:	File Number:

REVIEW PROCESS

Plans will be submitted to Planning & Zoning for distribution to the following review agents:

- Public Utilities Department
- Stormwater Administration
- Building Inspections
- Environmental Health
- Fire Marshall
- NC DOT
- Planning & Zoning

Once the Planning Department staff has received comments and concerns from each review agent, notification will be sent to the Site Plan designer. If revisions are requested, the site designer shall make the requested changes and submit five (5) copies of the revised site plan to the Planning Department. The Planning Board shall be responsible for approving all major site plans. Once the Planning Board approves the site design then a Site Plan Approval Letter is sent to the applicant. Site Plan Approval is valid for twenty-four (24) months from the date of approval.

Construction Drawings may be submitted concurrently to the Town of Benson Planning, Zoning and Permitting Department for the purpose of Plan Approval and issuing of a Building Permit. However, changes to the Site Plan may be required affecting the Construction Drawings.

SITE DEVELOPMENT

No site development shall take place prior to Site Plan Approval, to include clearing, grubbing, and grading.

All required site and off-site improvements, such as landscaping, turn lanes, stormwater detention basins, and water and/or sewer facilities must be completed prior to the operation of the use.

CERTIFICATE OF APPLICANT AND/OR PROPERTY OWNER

I certify that all information presented in this Site Plan is accurate to the best of my knowledge, information and belief. Further, I understand that no site activity can take place until this site plan is approved and a Land Use Permit is issued. Additionally, I allow the Town of Benson and its Agents access to the property while conducting review of this application.

OWNER(S) SIGNATURE

DATE

APPLIANT(S) SIGNATURE

DATE

PRELIMINARY SITE PLAN SUBMISSION REQUIREMENTS

All applications for preliminary site plan approval shall be submitted to the Planning Director in accordance with the following preliminary site plan submission requirements.

Provided		
YES	N/A	
		FORMAT – all information that is required for the final site plans
		INFORMATION – all information that is necessary for each review agency to insure future compliance; not to exceed final site plan requirements
		STANDARDS – the most restrictive requirement(s) applicable to any possible use within the appropriate zoning district shall apply. The Owner/developer shall declare the intended use(s) at the time of final site plan application
		OCCUPANDY/USE/UTILITY SERVICE – The Town of Benson reserves the right to withhold occupancy, use and/or other applicable permits including requested and/or required utility service for any development where a substandard or nonconforming condition is found to exist prior to final site plan approval

SKETCH PLAN REQUIREMENTS

All applications for sketch plan approval shall be submitted to the Planning Director in accordance with the following sketch plan submission requirements.

SUBMIT either *Subdivision Map Available and Information* OR *No Subdivision Map Available and Information*

Provided		
YES	N/A	
		<i>Subdivision Map Available</i>
		Photo copy of lot
		Two (2) paper copies
		Prepared by the property owner, building contractor, land surveyor, professional engineer, architect or landscape architect
YES	N/A	<i>No Subdivision Map Available</i>
		Scale of 1" = 30' or larger
		Drawn in ink or pencil and reproducible
		Size shall be a minimum of 8 ½" X 11" and a maximum of 30" X 42"
		Prepared by the property owner, building or paving contractor, land surveyor, professional engineer, architect, or landscape architect
		Two (2) paper copies
YES	N/A	<i>Information</i>
		Name and telephone number of the land owner(s) or developer
		Name and telephone number of the person/firm preparing the plan
		Scale denoted numerically
		Property boundary lines and dimensions, street width, catch basin/drop inlet locations, easements, etc.
		Location and dimension of proposed driveway(s). Also include adjacent and opposite drives
		Location and dimension of proposed driveway and/or garage or carport parking areas
		Surface material for driveway

Note: Where a common parking area is proposed for two (2) or more units a parking lot plan shall be submitted for final site plan review.

FINAL SITE PLAN SUBMISSION REQUIREMENT

All applications for final site plan approval shall be submitted to the Planning Board in accordance with the following final site plan submission requirements.

Provided		
YES	N/A	
		Scale of 1" = 60' or larger
		Drawn in ink or pencil
		Size shall be a minimum of 8 1/2" X 11" and a maximum of 30" X 42". Preferred size: 24" X 36"
		Property lines and property corners distinctly and accurately represented and located with bearings and distances. All survey base data, including established site benchmarks, elevations, and topography, must be certified by a professional land surveyor. Where the base map was prepared by an outside firm, a copy of the original signed and certified map may be attached to the site plan sheet set and the survey base map must be listed in the index of sheets. The plan must include sufficient data to readily determine and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, easement, building line, setback line, utilities, or other facility or improvement
		Elevations and benchmarks shall be referenced to North American Vertical Datum of 1988 (NAVD 88). The data for the NGS Survey marker used to establish the onsite benchmark(s) shall be noted on the plans. When a NGS Survey marker is not within 2,000 feet of the site, RTKGPS or an assumed elevation can be used and clearly noted on the plan.
		Prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.
		Multiple sheets shall be collated and stapled. Match lines shall be clearly indicated

COVER SHEET

Top Sheet, if there is no cover sheet

Provided		
YES	N/A	
		Name, address, email address and telephone number of land owner(s)
		Name, address, email address and telephone number of the developer
		Name, address, email address and telephone number of the person/firm preparing the plan
		North Carolina registration number and seal of the person/firm preparing the plan
		Locational vicinity map, at a reasonable scale, showing the development in relation to major and minor roads or streets, natural features, existing city limit lines and other obvious references
		Date of original preparation and/or revision(s) – clearly identifying revisions
		Number of sheets
		Scale denoted both graphically and numerically
		North arrow (Identified as True, Grid, Magnetic or Deed)
		Parcel and address (if known)

INFORMATION

This list is not exhaustive and the Planning Director can require any additional information that is necessary to evaluate the site plan for compliance with all local, state and federal regulations.

Provided		
YES	N/A	
		Existing streets, names and numbers (if State marked routes) shown and designated as either “public” or “private”, indicating right-of-way and/or easement widths, pavement widths, including sight distance triangles
		All streets indicated on Town of Benson Thoroughfare Plan shall be shown with future right-of-way widths. Bufferyards, Mean Building Line’s and sight distance triangles shall be set off the future right-of-way
		Identify all existing buildings with exterior dimensions including heights, number of stories, distance to lot lines, private drives, public right-of-way and easements
		Minimum building setback lines
		Indicate the location, width and type of all required buffers
		Existing zoning classification(s) of adjoining property within one hundred (100) feet
		Recreation area(s) as required and pursuant to the Unified Development Ordinance
		Location of cluster mailboxes as required
		Existing property lines, public and private streets, right-of-way and/or easement widths, pavement widths, easements, utility lines, hydrants, driveways, recreation areas or open spaces on adjoining property
		Sidewalks along major thoroughfares, minor thoroughfares and boulevards as designated in the Town of Benson Unified Development Ordinance
		The name and location of any property within the proposed development or within and contiguous property that is listed on the National Register of Historic Places, or that has been designated by ordinance as a local historic property
		Location(s) and dimension(s) of all vehicular entrances, exits, and drives
		Location, arrangement and dimension of all automobile parking spaces, width or aisles, width of bays, angle of parking and number of spaces. Typical pavement section and/or surface type.
		Location arrangement and dimension of all truck unloading docks, ramps and spaces
		Location and dimension of all fences, walls, docks, ramps, pools, patios, and impervious areas
		Location(s) and size(s) of all public utility lines within all adjacent rights-of-ways and easements
		Location of water tap(s) denoting size(s) of line(s) and meter location(s)
		Location of sewer tap(s) denoting size(s) of line(s)
		Environmental Health Department approval attached if public water and sewer systems are not available. Distance to and location of public water and sewer systems if such facilities are not available
		Location of existing and proposed fire hydrant(s). Where a hydrant is not shown within the development site the nearest hydrant providing service shall be denoted with dimensions to the property line
		Location of existing and proposed electrical service connection(s), meter(s), transformer base and poles(s). Overhead electric lines shall be denoted as to type: transmission; distribution; service drop
		Drainage plan, including site and surrounding surface drainage, pipe size(s) with direction of flow, yard drain(s) catch basin(s), curb inlet(s) BMP/SCM(s), ditches, and topographic features
		Topography (existing and proposed) at a contour interval of one (1) foot, with an accuracy of plus or minus 0.5 of a foot and referenced to the National American Vertical Datum of 1988 (NAVD 88) as set forth in section A.5
		Existing and proposed water courses, their names, direction of flow, centerline elevations, cross sections and any other pertinent datum
		Special Flood Hazard Area (SFHA). When in the SFHA, show the 100 year Flood Zone boundary and Floodway indicating base flood elevations and the minimum floor elevations of all proposed structures. All proposed development must comply with the Flood Damage Prevention Ordinance. No development or land disturbance can be permitted in the Floodway until a “no Rise, No Impact” certification has been approved by the Town

		Existing and proposed easements, including but not limited to electric, water, sanitary sewer, storm sewer, drainage, private street, gas or other service delivery easements including their location, width and purpose
		Water courses, railroads, bridges, culverts, storm drains, wooded areas, marshes, swamps, rock outcrops, ponds or lakes, stream or stream beds, ditches or other natural or improved features which affect the site
		Any required landscaping, screening or vegetative buffer
		Revisions shall clearly be noted either in tabular form and/or bubbled on site plan sheets along with a written summation sheet addressing former comments
		All required improvements shall conform to the Town of Benson Unified Development Code

LANDSCAPE PLAN

Provided		
YES	N/A	
		Provide a landscape plan identifying the location of all proposed landscaping
		Minimum plant sizes shall be in accordance with the Unified Development Ordinance
		Identify existing substitute vegetation materials noting their specific location(s), type(s), and size(s)
		Indicate the location, width and type of landscaping used to screen drive-thru areas, service areas, loading areas, mechanical equipment and above round utilities



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OWNER CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

Project Name: _____ **Address or PIN #:** _____

AGENT/APPLICANT INFORMATION:

 (Name – type, print clearly) (Address)

 (City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*).

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

 (Name – type, print clearly) (Address)

 (Owner’s Signature) (City, State, Zip)

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20_____.

SEAL

Notary Public

My Commission Expires: _____