

**DEPARTMENTAL  
SITE PLAN REVIEW  
APPLICATION  
FEE: \$200.00**

*City of New Bern*



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Date Submitted: \_\_\_\_\_ Meeting Date \_\_\_\_\_  
Development Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant Name (Please Print): \_\_\_\_\_

**REQUIREMENTS:**

Submit **14 folded sets of complete site plans** to the Office of the Zoning Administrator of the City of New Bern at least 7 calendar days prior to the regularly scheduled Departmental Review Meeting. This meeting is held on the second Thursday of each month at 9:00 A.M. in the Planning & Inspections Conference Room, 3<sup>rd</sup> Floor, Dunn Building, 248 Craven Street.

Drawing Scale: 1" = 100' or larger

Drawing Sheet Size: 18" x 24" or larger for mylar

Site plans shall be prepared by a registered professional surveyor, landscape architect, architect, engineer or other professional with demonstrated skills to complete said plan and shall contain the following information:

**CHECK LIST:**

- \_\_\_\_ 1. Name of project, boundaries, north arrow, scale, square footage or acreage in tract, and site plan with vicinity map, including surrounding street system.
- \_\_\_\_ 2. Name and address of owner, developer and seal of architect or similar professional, if applicable.
- \_\_\_\_ 3. Name of development, **plus all addresses supplied by E-911**, must be shown in order for application to be considered.
- \_\_\_\_ 4. Names and addresses of all abutting property owners.
- \_\_\_\_ 5. All existing and proposed lot lines, easements and rights-of-way.
- \_\_\_\_ 6. Location of all existing buildings and structures.
- \_\_\_\_ 7. Locations of all existing and proposed public and private ways, parking areas, utilities, driveways, sidewalks, ramps, curbs, fences and walls.
- \_\_\_\_ 8. Location, type and screening details for waste disposal containers.
- \_\_\_\_ 9. Location, dimensions and sketch of all proposed signage.

- \_\_\_\_\_ 10. Location, caliper and species of all regulated trees to be retained.
- \_\_\_\_\_ 11. A planting plan showing all existing natural land features and water resources, proposed screening location and types, trees and shrubbery species, sizes and locations.
- \_\_\_\_\_ 12. Detail of proposed grade changes or construction activity which might adversely affect or endanger regulated trees to be retained with a statement of how the trees will be protected and maintained in accordance with Section 15-380 and Appendix E of the New Bern Land Use Ordinance.
- \_\_\_\_\_ 13. Percentage of lot area devoted to plantings.
- \_\_\_\_\_ 14. Zoning district classifications of subject site and abutting properties.
- \_\_\_\_\_ 15. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curbsouts on the site and within 100 feet of the site.
- \_\_\_\_\_ 16. Elevation plans for all exterior facades of proposed or existing structures and additions (minimum scale of 1/8" = 1').
- \_\_\_\_\_ 17. Proposed minimum setback lines.
- \_\_\_\_\_ 18. Verification of submission of stormwater management and sedimentation erosion control plans, if applicable.
- \_\_\_\_\_ 19. Statement by developer that wetlands are not present on site or that appropriate permits are being sought.

**Additional information may be required based on plan review.**

\_\_\_\_\_  
Applicant Signature

FOR LANDSCAPING INFORMATION, PLEASE REFER TO

<http://www.newbern-nc.org/PI/index.php>

FORMS & DOCUMENTS: **Plant plan sample and Plant list & symbols**