

**DEPARTMENTAL
SUBDIVISION GENERAL
PLAN REVIEW
APPLICATION
FEE: \$150.00**

City of New Bern



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Date Submitted: _____ Date of Review: _____

Development Name: _____

Address: _____ Phone No.: _____

Fax No.: _____ E-mail: _____

Applicant Name (Please Print): _____

REQUIREMENTS:

Submit **14 folded sets of complete subdivision general 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, 3rd 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 or engineer.

The plan shall contain the following information:

- ____ 1. Title, date, north point, and graphic scale.
- ____ 2. Name of owner, surveyor, and/or planner. Name of development, **plus all addresses supplied by E-911**, must be shown in order for application to be considered.
- ____ 3. Sketch vicinity plan including surrounding street system.
- ____ 4. Boundaries of tract to be subdivided showing bearings and distances.
- ____ 5. Zoning classifications of tract to be subdivided and adjoining properties.
- ____ 6. Names of all adjoining property owners.
- ____ 7. Proposed minimum setback lines.
- ____ 8. Existing and platted property lines, streets, buildings, watercourses, sewers, water mains (existing and proposed), transmission lines, bridges, culverts, and easements (both public and private).
- ____ 9. Site plan of existing conditions including wooded areas, marshes, wetlands, etc.

- _____ 10. Other proposed rights-of-way and easements.
- _____ 11. Proposed lot lines, lot numbers, building envelopes in the case of PUDs, and approximate dimensions.
- _____ 12. Contour map - one foot intervals based on sea level data.
- _____ 13. Proposed plantings mini-parks, school sites, public open space, if applicable.
- _____ 14. Provisions for the maintenance of open space and parks including draft of conservation easement, if applicable.
- _____ 15. Profiles showing grade of streets, sewers, water lines, etc.
- _____ 16. Plans for proposed utilities, including water, gas, sanitary sewer, storm drainage, electric, telephone, cable, etc.
- _____ 17. Proposed planting plan, including type and details of required screening.
- _____ 18. Postal enumeration of each lot in subdivision.
- _____ 19. Verification of submission of stormwater management and sedimentation erosion control plans, if applicable.
- _____ 20. Statement by developer that wetlands are not present on site or that appropriate permits are being sought.
- _____ 21. Site data chart containing: a) acreage in tract; b) acreage in open space, parks or schools; c) average lot size; d) total number of lots; and e) linear feet in streets.

Additional information may be required based on the results of staff plan review as set forth in section 15-49 of the New Bern Land Use Ordinance.

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**