

MAJOR SITE PLAN APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



PROJECT AND PROPERTY INFORMATION

Project Name: _____

Proposed Use: _____

Property Address: _____

Tax Map Number(s): _____

Site Data: Existing Land Use: _____

Total Acreage: _____ Zoning District: _____

Infrastructure:

Water Supply: Individual Well Community System ONWASA Northwest Onslow

Sewer Type: Individual Septic Community System ONWASA Pluris

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

SURVEYOR/ENGINEER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

MAJOR SITE PLAN SUBMITTAL POLICY

For Major or Minor Site Plan applicability, see the final submittal policy page.

An application is considered complete only if it includes **ALL** of the following:

- A completed Site Plan Application Form;
- \$300 Application fee;
- Twenty (20) folded copies **AND** an electronic copy of the site plan emailed to landuse@onslowcountync.gov; (Site Plan Checklist Enclosed) and,
- PDF of a lighting plan, if applicable.

Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number. **Business checks** must have a North Carolina address.*

Application Submittal Dates

A complete application is to be submitted before 5pm on the submittal date as shown below:

| Submittal Date | TRC Meeting Date | *Corrections Notice to Applicant | *Corrected Plats Due |
|------------------|--------------------|----------------------------------|----------------------|
| Monday, 11/30/20 | Tuesday, 12/15/20 | Monday, Dec. 21 | Tuesday, Jan. 20 |
| Monday, Jan. 4 | Tuesday, Jan. 19 | Monday, Jan. 25 | Tuesday, Feb. 24 |
| Monday, Feb. 1 | Tuesday, Feb. 16 | Monday, Feb. 22 | Friday, March 26 |
| Monday, March 1 | Tuesday, March 16 | Monday, March 22 | Wednesday, April 21 |
| Monday, April 5 | Tuesday, April 20 | Monday, April 26 | Wednesday, May 26 |
| Monday, May 3 | Tuesday, May 18 | Monday, May 24 | Wednesday, June 23 |
| Tuesday, June 1 | Tuesday, June 15 | Monday, June 21 | Wednesday, July 21 |
| Tuesday, July 6 | Tuesday, July 20 | Monday, July 26 | Wednesday, Aug. 25 |
| Monday, August 2 | Tuesday, August 17 | Monday, August 30 | Wednesday, Sept. 29 |
| Tuesday, Sept. 7 | Tuesday, Sept. 21 | Monday, Sept. 27 | Wednesday, Oct. 27 |
| Monday, Oct. 4 | Tuesday, Oct. 19 | Monday, Oct. 25 | Wednesday, Nov. 24 |
| Monday, Nov. 1 | Tuesday, Nov. 16 | Monday, Nov. 29 | Wednesday, Dec. 29 |
| Monday, Dec. 6 | Tuesday, Dec. 21 | Monday, Dec. 27 | Wed., 2/26/2022 |

***Tentative dates**

Review Process

- Within 5 working days of the TRC meeting, a summary of comments will be sent to the applicant.
- Unless otherwise noted in the comment summary, the applicant shall have 30 working days to submit revised plans. Failure to resubmit or request an extension within this time period constitutes denial and a new submittal is required.
- For uses permitted by right, a decision letter will be issued within five (5) working days of the receipt of the revised plan.
- When the site plan was required as part of a Special Use or Conditional Zoning application, the revised plan will be placed on an upcoming Board agenda based on the schedule for that application.

Plan Approval

A site plan approval is valid for 2 years. Two 12- month extensions may be granted by the Zoning Administrator.

Plan Revisions after Approval

A revised site plan is required when there has been an increase in density, traffic layout changes, and/or utility service changes. The revised major site plan will be processed in the same manner as a new site plan.

MAJOR SITE PLAN REVIEW CHECKLIST

Plat

- Prepared by A Professional Engineer or Professional Land Surveyor
- Vicinity Map showing major roads
- Scale of no smaller than 1":100'
- Scale Bar
- North Arrow

Zoning

- Contact Information for the owner(s) of the subject property
- Location of property lines
- Acreage of the subject property, and parcel identification number
- Current zoning classification
- Adjacent properties parcel identification number, zoning, and uses
- Proposed and required setbacks for all structures
- Fire district and ISO rating
- The location and nature of any known military training or operational impacts, as defined in the most recent Joint Land Use Study and Compatible Use Zone Studies for local military installations

Site Conditions

- Hydrologic features (i.e. rivers, streams, lakes, and/or ponds)
- Stormwater management plan and facilities
- Special flood hazard areas and FIRM reference number
- Wetlands

Proposed/Existing Development

- The number of proposed dwelling units and/or gross floor area of nonresidential structures, and any proposed phasing
- The location and dimensions of all buildings and other structures, proposed/existing
- Boundaries of proposed development areas, including the type of development proposed in each
- Utility infrastructure, including onsite septic systems and repair areas, proposed/existing
- Rights-of-way with widths delineated, proposed/existing
- Easements with widths delineated, proposed/existing
- Buffers and landscaped areas, including fences and/or walls, proposed/existing
- Access points to external roadways, proposed/existing
- Internal traffic circulation drives to include drive-through lanes
- Proposed onsite and offsite traffic management improvements, if known, such as road widenings, turn lanes, traffic signals, and similar features
- Parking lot and loading area layout to include all spaces, aisle widths and dimensions, proposed/existing
- Provision for solid waste disposal
- Lighting Plan
- Hours of Operation

This checklist is a summary, for further detailed information see the Onslow County Zoning Ordinance

Major/Minor Site Plan Applicability

| Major | Minor |
|--|---|
| Nonresidential use principal structure, new | Parking lot expansion or alteration |
| Campground or Manufactured Home Park, new or expansion | Any open use of land such as outdoor storage |
| Small, Large, or Utility-Scale Wind Energy Facility, new | Nonresidential accessory structure 2,000sqft or more, new |
| Ground Mounted Solar Electricity Facility, new | Expansion of a nonresidential structure by 10,000sqft or 25% gross floor area whichever is less |
| Multi-family residential dwelling units twenty (21) or more, new | Multi-family residential dwelling units between three (3) and twenty (20), new |
| Wireless Telecommunication and Broadcast Tower, new | Change in use requiring site improvements |
| Mines or quarries one (1) acre or greater, new or expansion | Mines less than one (1) acre, new or expansion |