



Site Plan Checklist

(To be used as a guide only and not all inclusive of design requirements)

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DECLARATION AND SIGNATURE

I declare that all information provided is complete per the checklist above to the best of my knowledge and belief. I understand if information has not been included as required by this checklist, staff reserves the right to request additional information which may result in delays in review and/or additional review cycles.

Signature of Licensed Design Professional: _____

Name of Design Professional (Print): _____

Date: _____

General Requirements

- Conditional Sketch Plan Letter comments shall be followed.
- Engineer to submit the following Civil Plans
 - Erosion & Sediment Control
 - Grading
 - Stormwater
 - Roadway Widening
 - Driveway Permit Plans
- Provide plan sheet size of 24" x36" unlocked pdf digital copy without untitled viewports
- Design is to be based on survey. Soft digs are required when near existing utilities.
- Do not use keynotes
- Note: Any resubmittals require clouded revisions and comment response letter.

General Plan Requirements

- NC Professional Engineer Seal, Signature and Date.
- Provide scale bar and label scale.
- Draw North Arrow
- Minimum text height 1/8-inch
- Min scale 1" =40'; Max scale 1" =200'
- Provide address of site in title block
- Reference UCW overall project in title block.

Cover Sheet Requirements

- Provide the plan name – note if changed from approved Sketch Plan.
- Provide a vicinity map.
- Index that references sheet numbers.
- Provide the latest revision date for each sheet. Engineer's seal on cover to match latest revision date.
- Provide the name, address, phone number, and email address of the developer, owner, planning jurisdiction and engineering firm along with the submitting engineer's name.

Plan Sheet Requirements

General

- Label parcel lines, lot numbers, easements, building envelope, setback and address for commercial buildings. Provide Deed Book Page and/or Plat Cabinet and File
- Any congested areas to shown within a 1" = 10' scale inset.
- Label Bore pits, pavement open cut limits.
- Bores are to be profiled.
- Show Trees, utility poles, stormwater structures, cluster mailboxes, signs, etc. as grey.
- Trees, utility poles, stormwater structures, cluster mailboxes, signs, etc. are to provide 5 ft. Minimum separation to water/sewer infrastructure and are not allowed within Union County Easements.
- Show existing utilities (water, sewer, gas, stormwater, electric etc.)
- Show existing and proposed easements. Label existing easement with deed book and page number.
- Show road names, state who maintains the road (provide state route number if applicable), show and label ROW and EOP limits.



- Work in state or municipal ROW will require 3-party encroachment.
- See separate document Plan Notes for site plan notes.

Water

- State and show the estimated consumption of flow volumes for domestic water, irrigation, and fire flow.
 - Residential units shall base water capacity requested on the number of units planned per rule .0409 service connections.
 - Commercial and industrial developments shall state water consumption as total gallons per day per rule .0409 service connections. If the usage does not exist in rule .0409 wastewater design flow rates rule .0114 may be used.
- List the proposed number of domestic meters, irrigation meters, and fire lines. State if the meters proposed will be used as master meters.
 - Meters 2-inch and larger must justify use by providing calculations of requested flow in gallons per day and peak flow in gallons per minute. To qualify for a 2.0-inch or larger meter the peak demand must exceed the maximum continuous safe flow provided in separate Meter Sizing document.
 - Note: UCW reserves the right, at its discretion, to make the final determination of use of master or individual meter sets.
- Show and label water meter and irrigation meter location & size (with RPZ)
- Label backflow preventer – size. (Size to match meter size.)
- Show RPZ and fire vault outside of R/W and/or easement.
- Show water connection into building(s)

Sewer

- State and show the estimated consumption of flow volumes for sewer.
 - Commercial and industrial developments shall state sewer consumption as total gallons per day per rule .0114 wastewater design flow rates.
- Commercial projects are to label each structure and include flow rate calculations by structure in the table.
- Show sewer lateral location and size.
- Show sewer connection into building(s)

DETAIL SHEET REQUIREMENTS

- Verify all necessary details are included and are the latest.
- Do not renumber details. Place details in order.
- Provide any required restrained joint calculations.

