



Planning Department  
227 S. Center St or PO Box 111  
(704) 878-3574

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Statesville Development Entitlement Process  
Rezoning & Annexation Requests

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Welcome to the City of Statesville Land Development Entitlement Process. The City is committed to working collaboratively with property owners, developers, and design professionals to guide projects through the planning and development review process in a clear, efficient, and predictable manner. The entitlement process is designed to ensure that proposed development aligns with the City's adopted plans, zoning regulations, and infrastructure capacity while supporting responsible growth and investment. City staff are available to assist applicants at each stage—from early feasibility discussions and pre-application meetings through formal review and approval—to help navigate requirements, identify opportunities, and facilitate a smooth path toward project implementation. Thank you for choosing Statesville!

- ✓ Development Consultation (Optional)
- ✓ Pre-Application Meeting
- ✓ Community Meeting
- ✓ Formal Application Submission(s)
- ✓ Technical Review Committee Concept (Sketch Plan) Review
- ✓ Planning Board Recommendation
- ✓ Certificate of Sufficiency & Setting of Public Hearing (Annexations Only)
- ✓ City Council 1<sup>st</sup> Reading
- ✓ City Council 2<sup>nd</sup> Reading/Final Decision
- ✓ City & County Records Updated
- ✓ Technical Review Committee Construction Documents/Preliminary Plat Review
- ✓ Technical Review Committee Final Plat Review
- ✓ City & County Permitting

1. **Development Consultation:** Planning Staff encourages Applicants to meet with members of our team prior to making any formal submissions to the City to discuss project feasibility. Development Consultations are optional, but highly recommended prior to project kickoff.
  - **Contact:** Please provide site information and/or preliminary drawings to **Herman Caulder**, Assistant Planning Director by email [hcaulder@statesvillenc.net](mailto:hcaulder@statesvillenc.net) or phone (704-878-3577).
2. **Pre-Application Meeting:** City Staff from multiple departments will hold a meeting with your team to identify any issues with proposed projects and determine how well the proposal aligns with City plans, polices, and initiatives.
  - **Meeting Schedule:** Pre-Applications Meetings are scheduled as requests come in and held every Wednesday morning virtually, in person at City Hall, or hybrid.
  - **Contact:** Please provide a sketch or conceptual drawing to **Herman Caulder**, Assistant Planning Director by email [hcaulder@statesvillenc.net](mailto:hcaulder@statesvillenc.net) or phone (704-878-3577).

- 3. Community Meeting:** The Applicant schedules a Community Meeting with adjacent property owners and City Staff to discuss the proposed project and consider incorporating reasonable conditions into the project to mitigate concerns. The Applicant provides written minutes of the meeting to the City and a list of proposed conditions. The Community Meeting may be held after the Pre-Application meeting or after Formal Application Submission(s), but must be held two weeks before the Planning Board meeting.

  - **Meeting Schedule:** The Applicant mails meeting notices to property owners not less than ten (10) days prior to the date of the public input meeting and a certification of this mailing shall be submitted as part of the required report. The notice shall contain information regarding the time and location of the public input meeting as well as a description of the proposal.
  - **Contact:** Please coordinate your Community Meeting with **Herman Caulder**, Assistant Planning Director by email [hcaulder@statesvillenc.net](mailto:hcaulder@statesvillenc.net) or phone (704-878-3577).
- 4. Formal Application Submissions:** Applicants make formal requests that are officially evaluated by Staff and ultimately considered for approval by the City Council. It is common for multiple applications to be submitted concurrently (Rezoning Application, Technical Review Committee Sketch Plan, Annexation Application, Right-of-Way Abandonment, etc.). *Applications must be complete, including payment of all application fees before Staff review begins.*

  - **Contact:** Please submit applications, petitions, plans, and other documents to **Chris Hooper**, Planner 2, before Tuesday at 12pm by email at [chooper@statesvillenc.net](mailto:chooper@statesvillenc.net). We do not accept electronic payment at this time. Therefore, please pay in person with check at City Hall (279 S Center St) or credit card at City Office Building (301 S. Center St), or by check or money order to City of Statesville, PO Box 111, Statesville, NC 28677. *Applications must be complete, including payment of fees before Staff review begins.*
- 5. Technical Review Committee (TRC):** Upon receipt of a complete submittal, a Planning Liaison will be assigned to your project. The proposal will then be reviewed by multiple departments for compliance with the City's Unified Development Code and consistency with adopted plans (2045 Comprehensive Land Use Plan, Mobility Plan, etc.)

  - **Meeting Schedule:** TRC meets every Wednesday to receive new submittals and provide comments for completed reviews. Conditional Rezoning Concept Plans (Sketch Plans) are typically reviewed and comments issued within 15 days. In addition to technical review, the assigned Planning Liaison will provide recommended conditions and make a determination as to whether the proposal will be supported by the department (based on alignment with adopted plans, policies, area context/existing land use, etc.). The Applicant will be asked to sign the draft list of conditions on the Concept Plan.
- 6. Planning Board:** The Planning Board will hold a courtesy hearing to listen to comments and concerns from the public and make a recommendation (to approve or deny the proposal) to the City Council to help ensure that growth occurs in a coordinated, safe, and consistent way with adopted plans.

  - **Meeting Schedule:** The Planning Board meets on the 4<sup>th</sup> Tuesday of each month at 6pm in the board room of City Hall (2<sup>nd</sup> Floor). The Planning Board is limited to four rezonings per month. To get scheduled for the Planning Board meeting the Community Meeting must be complete with meeting notes and proposed conditions provided to the City and the Concept (Sketch) Plan reviewed and determination made by TRC that the minimum requirements of City ordinances have been met. Conditions are encouraged that go above and beyond the City's minimum

requirements, that align with the City's adopted plans, policies, and/or strategies, and/or address community concerns.

- **Presentations:** Please be prepared to attend this meeting in person. Presentations are optional, but if desired, should be provided to the City the Thursday before the meeting.

7. **Certificate of Sufficiency & Setting Public Hearing (Annexations Only):** The Town Clerk provides a formal determination to the City Council that the submitted annexation petition can proceed to a public hearing. The City Council also sets the date to consider the annexation. This step is on the City Council's Consent Agenda, therefore, attendance at this meeting is not necessary.

- **Meeting Schedule:** The City Council meets on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month at 6pm in the board room of City Hall (2<sup>nd</sup> Floor). To get scheduled for the City Council meeting the annexation petition must be signed by all property owners and a metes and bounds description provided in a Word document. Additionally, for non-contiguous or satellite annexations, a mylar plat survey must be provided to the City Clerk in advance of this step and received in a form acceptable for recording at the Iredell County Registrar of Deeds.

8. **City Council (1<sup>st</sup> Reading):** The City Council will hold the official public hearing to listen to comments and concerns from the public for both the rezoning request and if applicable, annexation request. The City Attorney will ask if all proposed rezoning conditions are acceptable for the record. The City Council will then take a first vote on the request(s).

- **Meeting Schedule:** The City Council meets on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month at 6pm in the board room of City Hall (2<sup>nd</sup> Floor). The City Council generally hears no more than two to three rezonings per meeting. To get scheduled for the City Council meeting the steps above must be completed.
- **Presentations:** Please be prepared to attend this meeting in person. Presentations are optional, but if desired, should be provided to the City the Thursday before the meeting.

9. **City Council (2<sup>nd</sup> Reading/Decision):** If the request(s) at the 1<sup>st</sup> Reading received unanimous approval the request(s) will be put on the Consent Agenda for approval. If the vote(s) were not unanimous, the request(s) will be put on the Regular Agenda for a final vote.

- **Meeting Schedule:** The City Council meets on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month at 6pm in the board room of City Hall (2<sup>nd</sup> Floor). Following the 1<sup>st</sup> Reading the request(s) will be automatically placed on the next City Council meeting for the 2<sup>nd</sup> Reading/Decision. It is recommended that Applicants attend this meeting.

10. **Post Approval:** Once approved, a copy of the signed ordinance will be provided. If applicable, the conditions listed on the Concept Plan must be updated and signed to reflect any changes agreed upon at the 1<sup>st</sup> and/or 2<sup>nd</sup> Reading. City Staff will notify various departments and organizations of any annexation and/or rezoning approvals. Following City Council approval the Applicant may apply for construction documents and/or preliminary plat review through the Technical Review Committee. Ultimately, leading to final plat and permitting.

# STATESVILLE APPLICATION REQUIREMENTS.

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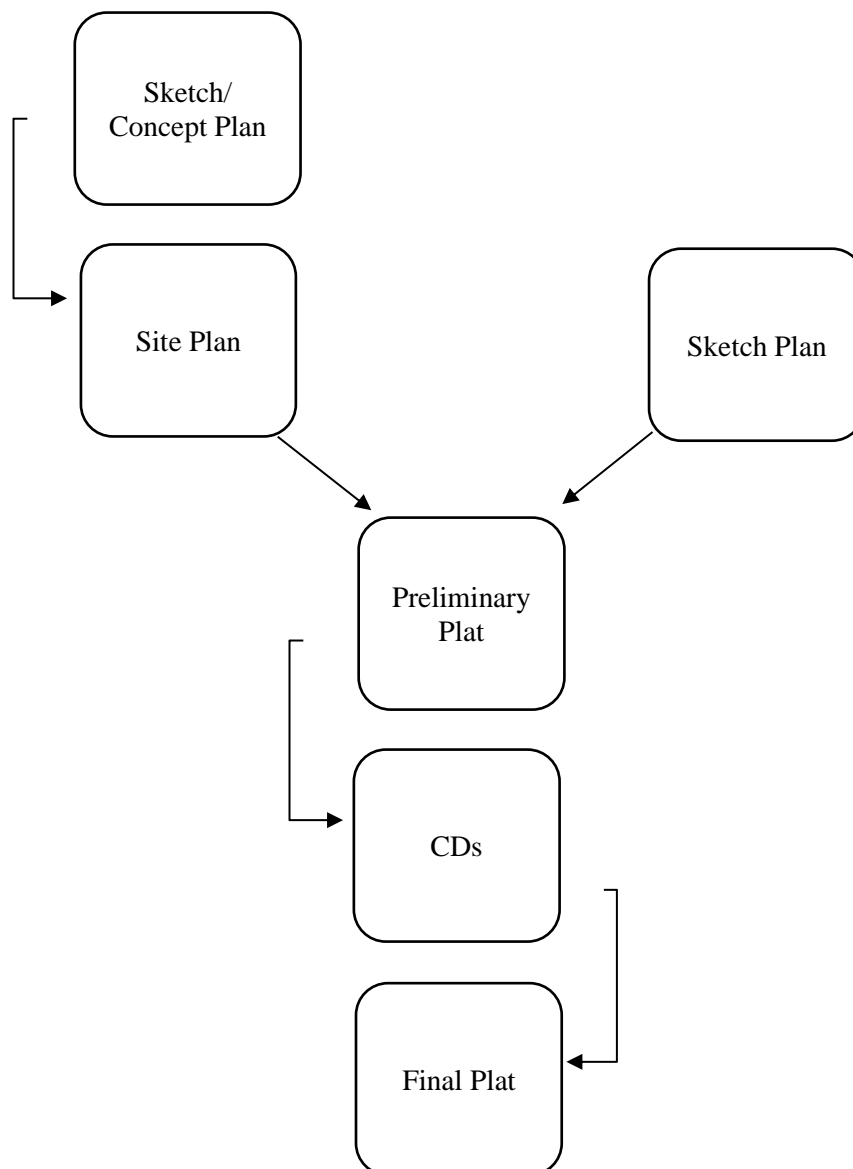
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## GENERAL PROVISIONS.

- The Administrator shall determine submittal requirements, instructions for completing forms, and internal procedures for acceptance and filing of applications. Additional information may be required for particular applications.
  - administrative permits;
  - applications for Board of Adjustment review;
  - applications for advisory boards and committee review; and
  - applications for City Council review.
- All such forms/applications shall be maintained at the office of the Administrator.
- The following flow chart may be used to track the process of review for the respective project type:

### Entitled Commercial Developments

### Subdivision (Major/Minor)



## MAJOR SUBDIVISION PLAT.

- ***General Requirements.***

- Preliminary Plat - The subdivider shall submit an electronic copy of the preliminary subdivision plat to the Planning Department for processing and referral to affected agencies along with the appropriate subdivision plat review fee and application.
- Final Plat -The subdivider shall submit an electronic copy and printed mylar copy with the appropriate subdivision review fee and application (if updated information is necessary). If a Subdivision Improvement Agreement is required, the subdivider shall submit all required information with the application.
- Construction Plans - The subdivider shall furnish the Planning Department an electronic copy of all construction plans and specifications, prepared and endorsed by a certified professional engineer or landscape architect, licensed as such by the State of North Carolina to perform such work. The construction plans shall delineate and describe in complete detail all aspects of grading, clearing, drainage and physical improvements proposed both on and off-site, as required in relation to the proposed subdivision.

- ***Requirements for a Sketch Plan/Concept Plan***

- Sketch plans shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch. Supporting information required by this section may allow for a larger scale.
- *Contents required.*
  - 1) Type of development.
  - 2) Name, address, and telephone number of developer and designer.
  - 3) Graphic and written scale.
  - 4) Proposed name of subdivision.
  - 5) Current Zoning and district lines.
  - 6) Total acreage of the site.
  - 7) Total number of proposed lots/units and the approximate location and dimensions of all proposed or existing lots.
  - 9) The approximate location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, or for the use of property owners in the proposed subdivision.
  - 10) Whenever the sketch plan covers only a part of an applicant's contiguous holdings, the applicant shall submit, the proposed subdivision or development area, together with its proposed utilities and street

system, and an indication of the probable future street system, and an indication of the probable future utilities and street and drainage system of the remaining portion of the tract.

11) Approximate topography.

12) Existing utilities available to the site and preliminary proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage.

- ***Requirements for Preliminary Plat***

- No specific size requirements apply to preliminary plats. Preliminary plats shall be prepared at a scale of one (1) inch equals one hundred (100) feet, or a scale for which one (1) inch equals a distance less than one hundred (100) feet. The preliminary plat shall be prepared by a registered land surveyor, professional engineer or professional landscape architect and shall depict or contain the information set forth below. Incomplete plans shall be returned to the subdivider without further review until revised and resubmitted, provided, however, that construction plans may be submitted after approval of a preliminary subdivision plat by the Planning and Zoning Commission when such approval is made subject to the submission of said construction plans and approval of same by the Director of Public Works and City Engineer.

- *Contents required.*

1) Legend--Title and revision number;

2) Location map showing relationship of subdivision to the city and surrounding area;

3) Tract boundaries shown by a heavy line including all bearings and distances;

4) Existing and proposed property lines, any structures, water courses, railroads, bridges, culverts, and storm drains on the tract and on adjoining property within 100’;

5) Lot lines and scaled dimensions, lot numbers;

6) Proposed street names, right-of-way and pavement widths, and typical cross-sections;

7) Existing streets on subject and adjoining properties including right-of-way and pavement width;

8) Proposed easements or rights-of-way other than for streets (e.g. for drainage, storm water detention, utilities, pedestrian ways, buffers); location, width and purpose;

9) Zoning classification and district lines on the tract and adjoining properties;

10) Names and PIN numbers of adjoining property owners and subdivisions both proposed and of record;

11) Site calculations, including:

(a) Total acreage,

(b) Number of lots in each phase,

(c) Total number of lots in the subdivision,

- (d) Acreage in lots,
  - (e) Acreage in street rights-of-way,
  - (f) Linear feet of each individual street, and
  - (g) Anticipated date of final platting;
- 12) The location and size of parks, school sites, open space areas, etc. and their ownership;
  - 13) Existing topography at a contour interval of two (2) feet;
  - 14) Boundaries of floodways and one hundred-year flood plains; and
  - 15) Building Setbacks (in table format).
  - 16) Proposed location of water and sanitary sewer systems.
  - 17) Deed reference, tax parcel number, and address of parent tract

- ***Requirements for a Final Plat***

- *Contents required.*

- 1) Legend containing subdivision names, vicinity map, legal description including township, county and state, the date or dates of survey, the date of any revisions to plat, a north arrow and declaration, scale in feet per inch and bar graph, the name and address of the owner(s) and the name, address, registration number and seal of engineer and/or surveyor and/or landscape architect;
- 2) Exact boundary lines of tract in heavy line, full dimensions by lengths and bearings, and intersecting boundaries of adjoining lands;
- 3) A digital copy of the final plat must be submitted with the mylar submittal;
- 4) Street names, right-of-way lines, and the location and dimensions of all easements;
- 5) Accurate descriptions and locations of all monuments, markers, and control points;
- 6) Location, purpose, and dimensions of areas to be used for other than residential purposes;
- 7) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
- 8) Boundaries of floodways and one hundred-year flood plains;
- 9) Lots numbered consecutively throughout the subdivision;
- 10) The names of owners of adjoining properties;
- 11) Building Setbacks (in table format).

12) Site calculations, including:

- (a) Total acreage;
- (b) Total number of lots;
- (c) Acreage in lots;
- (d) Acreage in street rights-of-way;
- (e) Linear feet of each individual street;

13) The following certificates shall appear on all copies of the plat. Items (a) and (b) shall be signed when submitted. Items (c), (d), and (e), will be signed when the plat is approved:

(a) *Certificate of ownership and dedication.*

I hereby certify that I am owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of Statesville, and that I hereby submit this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate to public use all areas shown on this plat as streets, walks, parks, open space and easements, except those specifically indicated as private, and that I will maintain all such areas until accepted by the City of Statesville, and further that I hereby guarantee that I will correct defects or failure of improvements in such areas for a period of one year commencing after a certificate of approval has been executed by the city, or after final acceptance of required improvements, whichever occurs later.

\_\_\_\_\_  
Owner

(b) *Certificate of Survey and Accuracy.*

I, \_\_\_\_\_, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description, etc.) (other); that the error of closure as calculated by latitudes and departures is 1:\_\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_; that this map was prepared in accordance with General Statute 47-30, as amended.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ A.D.

\_\_\_\_\_  
Surveyor or Engineer

\_\_\_\_\_  
License or Registration Number

(c) *Certificate of streets, water and sewer system approval and other improvements.*

I hereby certify that all streets, storm drainage systems, water and sewer systems and other improvements have been designed and installed, or their installation guaranteed, in an acceptable manner and according to specification and standards of Statesville and the State of North Carolina in the \_\_\_\_\_ Subdivision.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Engineering

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Utilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Works

(d) *Certificate of final plat approval.*

It is hereby certified that this plat is in compliance with the Subdivision Regulations of the City of Statesville, and therefore this plat has been approved, subject to its being recorded with the Iredell County Register of Deeds within 30 days of the date below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Director

(e) *Plat Review Officer Certificate (as required by G.S. 47-30.2)*

State of North Carolina  
County of Iredell

I, \_\_\_\_\_, Review Officer of the County of Iredell certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer

(f) *Statement of Active Open Space (see Section 6.5.3.6.4 to determine if applicable)*

Active open space improvements, as defined in Section 6.5.3.1.2, shall be required for this plat and shall equal a total minimum financial investment of 200% of the pre-development tax value for the amount of dedicated land from the parcel from which the open space is being dedicated as required.

(g) *Easement Statement*

Encroachment of any structures or landscaping, including, but not limited to, driveways, pools, fences, trees, wells, reservoirs, or other obstructions, which would interfere with free, easy, and clear access to utilities on any easement, are prohibited. However, certain structures, filling, or grading may be permitted upon execution of an express Encroachment Agreement. The City of Statesville may authorize an Encroachment Agreement, but only after review and approval of detailed plans.

(h) *Public Utility Easement Statement*

All open space depicted or identified on this plat shall be subject to and encumbered by a general public utility easement in gross benefiting the City of Statesville. The City of Statesville, its agents, employees, successors, and assigns shall have the right of ingress, egress, and regress over and upon any property designated on this plat as open space for the purposes of locating, laying, constructing, reconstructing, inspecting, operating, extending, maintaining, and otherwise keeping open and in good repair any public municipal utility including, but not limited to, water systems, sanitary sewer systems, and public stormwater systems.

## MINOR SUBDIVISION PLAT.

- ***General Requirements.***
- **Final Plat** - The subdivider shall submit an electronic copy and a mylar copy of a minor subdivision plat to the Administrator for processing, along with the appropriate subdivision plat review fee and application. If a Subdivision Improvement Agreement (letter of credit, cash escrow or surety bond) is required due to incomplete installation of utility extensions, the subdivider shall submit all required information with the application.
- **Construction Plans (if applicable)** - If utility extensions are required, the subdivider shall furnish the Planning Department with an electronic copy of all construction plans and specifications, prepared and endorsed by a certified professional engineer, licensed as such by the State of North Carolina. The construction plans shall delineate and describe in complete detail all aspects of grading, clearing, drainage and physical improvements proposed both on and off-site, as required in relation to the proposed subdivision.
- ***Requirements for a Sketch Plan.***
- Sketch plans shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch. Supporting information required by this section may allow for a larger scale.
- ***Contents required.***
  - 1) Type of development.
  - 2) Name, address, and telephone number of developer and designer.
  - 3) Graphic and written scale.
  - 4) Proposed name of subdivision.
  - 5) Current Zoning and district lines.
  - 6) Total acreage of the site.
  - 7) Total number of proposed lots/units and the approximate location and dimensions of all proposed or existing lots.
  - 8) The approximate location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, or for the use of property owners in the proposed subdivision.
  - 9) Whenever the sketch plan covers only a part of an applicant's contiguous holdings, the applicant shall submit, the proposed subdivision or development area, together with its proposed utilities and street system, and an indication of the probable future street system, and an indication of the probable future utilities and street and drainage system of the remaining portion of the tract.
  - 10) Approximate topography.
  - 11) Existing utilities available to the site and preliminary proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage.

- ***Requirements for a Final Plat.***

- *Contents required.*

- 1) Legend containing subdivision names, vicinity map, legal description including township county and state, the date or dates of survey, the date of any revisions to plat, a north arrow and declaration, scale in feet per inch and bar graph, the name and address of the owner(s) and the name, address, registration number and seal of engineer and/or surveyor;
- 2) Exact boundary lines of tract in heavy line, full dimensions by lengths and bearings, and intersecting boundaries of adjoining lands;
- 3) A digital copy of the final plat must be submitted with the mylar submittal;
- 4) Street names, right-of-way lines and the location and dimensions of all easements, and show the location of public water and sewer lines on the final plat submittal;
- 5) Accurate descriptions and locations of all monuments, markers, and control points;
- 6) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angels, radius, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
- 7) Boundaries of floodways and one-hundred-year (100-year) floodplains;
- 8) Lots numbered consecutively throughout the subdivision;
- 9) The names of owners of adjoining properties;
- 10) Building Setbacks (in table format).
- 11) Site calculations, including:
  - (a) Total acreage, and
  - (b) Total number of lots; and
- 12) The following certificates shall appear on the plat. Items (a), (b) and (c) shall be signed when submitted. Item will be signed when plat is approved.
  - (a) *Certificate of ownership and dedication.*

I hereby certify that I am owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of Statesville, and that I hereby submit this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate to public use all areas shown on this plat as streets, walks, parks, open space and easements, except those specifically indicated as private, and that I will maintain all such areas until accepted by the City of Statesville, and further that I hereby guarantee that I will correct defects or failure of improvements in such areas for a period of one year commencing after a certificate of approval has been executed by the city, or after final acceptance of required improvements, whichever occurs later.

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Owner

(b) *Certificate of survey and accuracy.*

I, \_\_\_\_\_, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Book \_\_\_\_\_, Page \_\_\_\_\_, etc.) (other); is 1: \_\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_, that this map was prepared in accordance with General Statute 47-30 as amended.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ A.D.

\_\_\_\_\_  
Surveyor or Engineer

\_\_\_\_\_  
License or Registration Number

Upon approval of the minor subdivision final plat, by the planning director and appropriate public works officials, the following signed certificate shall be shown on each copy of the plat reflecting such approval:

(c) *Certificate of final plat approval.*

By authority of the City of Statesville Subdivision Regulations, this final plat for the \_\_\_\_\_ Subdivision is hereby approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Planning

(the following signature lines are to be added for subdivisions without any improvements)

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Works

(d) *Certificate of water and sewer system approval and other improvements. (for subdivisions with improvements)*

I hereby certify that all streets, storm drainage systems, water and sewer systems and other improvements have been designed and installed, or their installation guaranteed, in an acceptable manner and according to specification and standards of Statesville and the State of North Carolina in the \_\_\_\_\_ Subdivision.

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Works

(e) *Plat Review Officer Certificate (as required by G.S. 47-30.2)*

State of North Carolina  
County of Iredell

I, \_\_\_\_\_, Review Officer of the County of Iredell, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer

*(f) Easement Statement*

Encroachment of any structures or landscaping, including, but not limited to, driveways, pools, fences, trees, wells, reservoirs, or other obstructions, which would interfere with free, easy, and clear access to utilities on any easement, are prohibited. However, certain structures, filling, or grading may be permitted upon execution of an express Encroachment Agreement. The City of Statesville may authorize an Encroachment Agreement, but only after review and approval of detailed plans.

*(g) Public Utility Easement Statement*

All open space depicted or identified on this plat shall be subject to and encumbered by a general public utility easement in gross benefiting the City of Statesville. The City of Statesville, its agents, employees, successors, and assigns shall have the right of ingress, egress, and regress over and upon any property designated on this plat as open space for the purposes of locating, laying, constructing, reconstructing, inspecting, operating, extending, maintaining, and otherwise keeping open and in good repair any public municipal utility including, but not limited to, water systems, sanitary sewer systems, and public stormwater systems.

# MAJOR SITE PLANS

## *Contents required:*

- 1) A description of the proposed development including proposed uses and coverage.
- 2) The following data, when such data is applicable to a given development plan:
  - Total number of dwelling units, by development phase;
  - Residential density and units per acre;
  - Total floor area and floor area ratio for each type of use;
  - Total area in open space;
  - Total area in developed recreational open space; and
  - Total number of off-street parking and loading spaces.
- 3) A Plot Plan as defined in this UDC, with the following additions:
  - Location and widths of existing and proposed streets, drives, entrances, sidewalks, paths and any other pedestrian and vehicular circulation systems.
  - Size and/or types of yards as required
  - Location for all ground-mounted signs.
  - Location, acreage and category of passive and active (if required) open space.
  - Location of solid waste container(s) with type of screening noted.
  - General phasing information if the project is to be completed in phases.
  - Noted areas (if any) of undisturbed land which is to remain as is.
  - Delineation of all areas of special flood hazard as defined in Section 2.25 or wetlands as defined in City of Statesville Drainage Design Manual.
  - Location and size, in acres, of any proposed school sites.
- 4) Submission of an architectural plan consistent with the provisions of this UDC.
- 5) A preliminary Utility Plan which includes the following information:
  - Location of existing public utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, swamps, parks, cemeteries, bridges, irrigation ditches, waterlines, sewer lines and natural gas lines.
  - Preliminary proposals for connecting with existing water supply and sanitary sewer systems, or alternative means of providing water supply and sanitary waste treatment and disposal. Indicate approximate location of proposed lines or systems.
  - Preliminary provisions for collecting and discharging surface water drainage
- 6) If applicable, any conditions imposed by the City Council and/or Board of Adjustment.

It is understood that the information provided above will be used by the Administrator to determine if adequate facilities are available to support the proposed development as set forth in this ordinance.

## B.2. MINOR SITE PLANS

- *Contents required:*
  - A description of the proposed development including proposed uses and coverage.
  - The following data, when such data is applicable to a given development plan:
    - Total number of dwelling units, by development phase;
    - Residential density and units per acre;
    - Total floor area and floor area ratio for each type of use;
    - Total area in open space;
    - Total area in developed recreational open space; and
  - Total number of off-street parking and loading spaces.
  - The location and arrangement of all proposed uses or lots. For uses other than single-family, the massing (height and width) and number of floors of all buildings shall be shown.
  - Location for all ground-mounted signs (and lighting).
  - Submission of an architectural plan consistent with the provisions of this UDC.
  - If a phased project, a development phasing schedule including the sequence for each phrase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open space areas.
  - The approximate location and widths of proposed streets.
  - The location of all entrances onto adjacent roadways, whether existing or proposed.
  - The traffic and the pedestrian circulation system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways and bicycle paths.
  - Off-street parking and loading areas and structures, including the number of spaces; dimensions of spaces and aisles; and landscaping for parking areas.
  - Delineation of floodplain areas, wetlands, river/stream overlay areas, and watershed stream buffers and all other environmentally sensitive areas.
  - Preliminary proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage.
  - The location of existing public utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, swaps, parks, cemeteries, bridges, or irrigation ditches.
  - Location of proposed water and sewer lines.
  - Location of existing vegetative cover to be retained.
  - The proposed treatment of the perimeter of the development, including materials and techniques used, such as landscaped buffers, fences, berms or walls.
  - The location, acreage, category and type of improvements for passive and active (if required) open space.
  - Location of solid waste containers including proposed design provisions for screening.
  - Information relating to compliance with the adequate public facilities requirements of this Ordinance and consistent with the APF submission requirements as included in this UDC.
  - Location and size in acres of school sites (if planned).
  - Grading plan consistent with the requirements of this UDC.

### **B.3. LANDSCAPING AND MAINTENANCE PLAN.**

- *Contents Required:*
- A general landscaping delineation indicating the treatment of materials used for open space, landscaped buffers and common ownership (Minimum scale of 1" = 40').
- Planting areas drawn to scale with a list of the botanical and common names, and size of all plants designated for each area.
- Location, name, and size of all existing trees, shrubs, groundcover and other plant materials that are to be incorporated as part of the landscape plan.
- Location and width of landscaped buffer strips, including height of berms.
- Location and sizes of irrigation facilities adequate to maintain the planting areas. (Use of automatic watering systems is encouraged).

## **B.4. GRADING AND CONSERVATION PLAN.**

- *Contents Required:*
  - The plan shall have a minimum scale at 1" = 40' with 2' contour intervals.
  - The plan may be on the same or on a separate plan sheet from the site plan and shall consist of one or more plan sheets showing:
    - topographic information showing existing features and conditions and proposed clearing and grading; and
    - the extent, location, and type of proposed fill materials.
    - proposed cuts and fills required by the location of all building structures and streets and roads.
  - The plan shall show the degree to which the proposed development will preserve existing features on the site. This shall include features such as healthy desirable trees, shrubs and other vegetation, waterways, vistas, and their toric sites.
  - For the purposes of obtaining a Grading Permit, Plan may also include information as required for a Flood Prevention Plan (see below).

## **B.5. ARCHITECTURAL PLANS**

- The architectural plans shall depict architectural details of the proposed development and shall consist of:
  - Preliminary renderings of building elevations plus typical cross sections to clearly define the character of the project;
  - A cross-section elevation plan depicting all buildings, structures, monuments, and other significant natural and man-made features of the proposed development;
  - An exterior building materials inventory; and
  - any covenant or dedication establishing an architectural review board.

## **B.6. FLOOD PREVENTION PLAN.**

The following items shall be presented to the Floodplain Administrator to apply for a Floodplain Development Permit:

1. A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
  - The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
  - The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Section 2.25, or a statement that the entire lot is within the Special Flood Hazard Area;
  - Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Section 2.25;
  - The boundary of the floodway(s) or non-encroachment area(s) as determined in Section 2.25;
  - The Base Flood Elevation (BFE) where provided as set forth in Section 2.25;
  - The old and new location of any watercourse that will be altered or relocated as a result of proposed development;
  - Certification of the plot plan by a registered land surveyor or professional engineer.
2. Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
  - Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures;
  - Elevation in relation to mean sea level to which any non-residential the structure in Zone AE, A, or AO will be floodproofed; and
  - Elevation in relation to mean sea level to which any proposed utility systems will be elevated or floodproofed;
3. If floodproofing a Floodproofing Certificate (FEMA 81-65) with supporting data and an operations plans that includes, but is not limited to, installation, exercise, and maintenance of floodproofing measures.
4. A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this Ordinance are met. These details include but are not limited to:
  1. The proposed method of elevation, if applicable (i.e. fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/ piers/piles/shear walls);

2. Opening to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Section 2.25 of this Ordinance when solid foundation perimeter walls are used in Zones A, AO, AE, and A1-30;
5. Usage details of any enclosed areas below the lowest floor.
6. Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
7. Certification that all other Local, State, and Federal permits required prior to floodplain development permit issuance have been received.
8. Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Section 2.25 of this Ordinance are met.

A description of proposed watercourse alterations or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map ( if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

## **B.7. WATERSHED VARIANCE.**

- A site plan, drawn to a scale of at least 1" = 40', indicating the property lines of the parcel upon which the use is proposed; any existing or proposed structures; parking areas and other built-upon areas; surface water drainage. The site plan shall be neatly drawn and indicate north arrow, name, and address of person who prepared the plan, date of the original drawing, and an accurate record of any later revisions.
- A complete and detailed description of the proposed variance, together with any other pertinent information which the applicant feels would be helpful to the Planning and Zoning Commission in considering the application.
- The Administrator shall notify in writing each local government having jurisdiction in the watershed and the entity using the water for consumption. Such notice shall include a description of the variance being requested. Local governments receiving notice of the variance request may submit comments to the Zoning Administrator prior to a decision by the Planning and Zoning Commission. Such comments shall become a part of the record of proceedings of the Planning and Zoning Commission.

## **B.8. TRAFFIC IMPACT STUDIES.**

- A). **PREPARATION.** The applicant shall furnish the full rationale, from an engineer licensed by the State of North Carolina to perform such studies, to support the recommendations of their analysis. The submission shall include all pertinent traffic data and computations affecting the design proposal for the subdivision streets involved.
- B). **CONTENTS.** Traffic Rezoning Analysis or Traffic Impact Report shall contain information addressing the factors listed below.
- 1) **SITE DESCRIPTION:** The report shall contain illustrations and narrative that describe the characteristics of the site and adjacent land uses as well as expected development in the vicinity which will influence future traffic conditions. For a Rezoning Traffic Analysis, a description of potential uses to be evaluated shall be provided. For a Traffic Impact Report, a description of the proposed development including a access plans, staging plans and an indication of land use and intensity, shall be provided.
  - 2) **STUDY AREA:** The report shall identify the geographic area under study and identify the roadway segments, critical intersections and access points to be analyzed. The geographic area under study shall extend not less than one-half mile from the site.
  - 3) **EXISTING TRAFFIC CONDITIONS:** The report shall contain a summary of the data utilized in the study and an analysis of existing traffic conditions, including:
    - a) traffic count and turning movement information, including the source of and date when traffic count information was collected;
    - b) correction factors that were used to convert collected traffic data into representative average daily traffic volumes;
    - c) roadway characteristics, including the design configuration of existing or proposed roadways, existing traffic control measures (speed limits, traffic signals, or traffic calming measures) and existing driveways and turning movement conflicts in the vicinity of the site; and
    - d) identification of the existing Level of Service for roadways and intersections without project development traffic using methods documented in the Special Report 209: Highway Capacity Manual, published by the Transportation Research Board, or comparable accepted methods of evaluation. Level of Service should be calculated for the weekday peak hour and, in the case of uses generating high levels of weekend traffic, the Saturday peak hour.
  - 4) **HORIZON YEAR(S) AND BACKGROUND TRAFFIC GROWTH.** The report shall identify the horizon year(s) that were analyzed in the study, the background traffic growth factors for each horizon year, and the method and assumptions used to develop the background traffic growth. Unless otherwise approved by the Engineer, the impact of development shall be analyzed for the year after the development is completed and 10 years after the development is completed.
  - 5) **TRIP GENERATION, TRIP REDUCTION AND TRIP DISTRIBUTION.** The report shall summarize the projected a.m. and p.m. peak hour and average daily trip generation for the proposed development and illustrate the projected trip distribution of trips to and from the site and should identify the basis of the trip generation, trip reduction and trip distribution factors used in the study.
  - 6) **TRAFFIC ASSIGNMENT:** The report shall identify projected roadway segment, intersection or driveway traffic volumes, with and without the proposed development, for the horizon year(s) of the study;
  - 7) **IMPACT ANALYSIS:** The report shall address the impact of projected horizon year(s) traffic volumes relative to each of the applicable traffic service factors listed in paragraph 3 above and shall identify the

methodology utilized to evaluate the impact. The weekday peak hour impact shall be evaluated as well as the Saturday peak hour for those uses exhibiting high levels of weekend traffic generation.

- 8) MITIGATION /ALTERNATIVES: The report shall identify alternatives for achieving the traffic service standards listed in Article 14 and in addition shall:
- identify where additional right of way is needed to implement mitigation strategies;
  - identify suggested phasing of improvements where needed to maintain compliance with traffic service standards; and
  - identify the anticipated cost of recommended improvements.

#### C). PROCEDURES.

- 1) The applicant or their designated representative shall contact the Director of Public Works and the Administrator to establish whether a traffic study is needed and to define the parameters for the study. Following preparation of any traffic study, copies of the study report shall be submitted to the Administrator for distribution to staff of the roadway jurisdictions involved in the construction and maintenance of public roadways serving the development. A conference between the staff and applicant shall be held within 10 days to discuss the content and findings of the report and determine the need for any supplemental study or analysis.
- 2) When the Director of Public Works and the Administrator have determined that the content of the report adequately addresses the applicable Traffic Service Standards and purposes of the city, a finding shall be made that the traffic impact study is complete and proceedings on any application that was stayed pending completion of a traffic analysis can resume.

#### D). REPORT FINDINGS.

- 1) When staff and the applicant concur that the technical analysis is complete, the report shall be forwarded to the platting authority at its next regular meeting. Negotiations with the platting authority, if needed, shall be held, and a Subdivision Improvement Agreement detailing the applicant's responsibilities and the City's responsibilities for implementing any mitigation measures shall be prepared, and what, if any, improvements may be assessed against other benefited properties.
- 2) If staff finds that the proposed development will not meet applicable service level standards, staff shall recommend one or more of the following actions on the associated development application, as may be needed:
  - Reduce the size, scale, scope or density of the development to reduce traffic generation;
  - Divide the project into phases and authorized only one phase at a time until traffic capacity is adequate for the next phase of development;
  - Dedicate right-of-way for street improvements;
  - Construct new streets;
  - Expand the capacity of existing streets;
  - Redesign ingress and egress to the project to reduce traffic conflicts;
  - Alter the use and type of development to reduce peak hour traffic;
  - Reduce background (existing) traffic;
  - Eliminate the potential for additional traffic generation from undeveloped properties in the vicinity of the proposed development;
  - Integrate non-vehicular design components (e.g., pedestrian and bicycle paths or transit improvements) to reduce trip generation; or
  - Recommend denial of the application for development for which the TIR is submitted.

## **B.9. PLOT PLAN**

- *Contents Required:*
  - Location of structure(s), including but not limited to all proposed decks, steps, or other similar structural improvements
  - Building setbacks

## **B.10. Stormwater Concept Plan**

- ***General Requirements.***

- The applicant shall submit three (3) copies of a Stormwater Concept Plan to the Administrator for processing, along with the appropriate review fee and application.
- The Concept Plan shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch.

- ***Contents Required.***

- Proposed name and description of Project
- Total acreage of the site.
- Graphic and written scale.
- Current Zoning and district lines.
- Topographic information with 2-foot contour interval showing existing features and conditions.
- Existing tract boundaries including all bearings and distances.
- Existing property lines, any structures, water courses, railroads, bridges, culverts, and storm drains on the tract and on adjoining property with 100 feet.
- All streams and RSOD buffers clearly shown.
- FEMA flood information from the most recent available data.
- Preliminary locations of BMPs and storm drain easements.
- Location of off-street parking areas



**ENGINEERING CONSTRUCTION DOCUMENT  
REVIEW CHECKLIST**



**ENGINEERING DEPARTMENT**

301 S Center Street  
 PO Box 1111  
 Statesville, North Carolina 28687  
 Phone: (704)-878-3562

## Construction Document Review Checklist

*This is a standardized document generated to facilitate consistent plan reviews. Additional requirements may be necessary based on site-specific conditions. Applicant should verify all items are provided in plans or calculations submitted to ensure a complete application prior to review.*

A. PROJECT INFORMATION			
Project Name:		Date Submitted	
Location:		Fee Submitted	\$
Design Contact:		Phone or Email	
FOR OFFICE USE ONLY			
Assigned Reviewer:		PRD Number:	
Application Complete	(Yes/No)	Comments Due:	

B. REVIEWS TO BE COMPLETED PRIOR TO CONSTRUCTION DOCUMENT REVIEW	YES	N/A
<b>1. CHECK THAT REVIEWS BELOW HAVE BEEN COMPLETED PRIOR TO SUBMITTAL</b>		
Rezoning (if site not properly zoned for proposed use)		
Conditional Rezoning		
Conditional Use Permit		
Subdivision Review (residential, multiple building sites and right-of-way dedication projects)		
Commercial Site Plan Review (non-residential projects)		
Traffic Impact Analysis (provided through Town process)		

Applicant to Complete the checklist below and include with submittal documents to the City. Information missing from the submittal or not filled out below will be considered an incomplete submittal and will be rejected by City staff. Only complete submittals will be reviewed and provided with comments. This checklist is a guidance document for the City development requirements. For additional information regarding local site development reference the City of [Statesville Unified Development Code \(City UDC\)](#), [City of Statesville Engineering Design and Construction Standards Procedures Manual](#), and [City of Statesville Stormwater Design Manual](#). The columns under the header "City Staff Review" are to be completed by the City of Statesville [TRC Committee](#).

C. TO BE COMPLETED BY APPLICANT	YES	N/A	Location Provided	CITY STAFF REVIEW	
				SATISFIED	N/A
<b>1. GENERAL REQUIREMENTS</b>					
Cover Sheet with Project Name, Project Information and Designer and Owner Information					
Licensed Professional Engineer Seal, Signature, and Date (should match date on plan)					
Site Address and Vicinity Map					
Sheet List with Sheet Name and Number					
Original Submittal Date <span style="color: red;">and Revision Dates</span> Provided in Title Block					
Zoning labeled on plans, Conditional District Notes Included.					
Approved Rezoning Petition Case Number (if applicable, please include the approved rezoning plan in the plan set for reference)					



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**Construction Document Review Checklist**

C. TO BE COMPLETED BY APPLICANT	YES	N/A	Location Provided	CITY STAFF REVIEW	
				SATISFIED	N/A
North Arrow, Legible Scale					
Standard Public Works Notes (Available on City of Statesville website, Engineering pg)					
Property(s) boundary (bearings and distances) and Deed Information					
Legend provide line-types symbols and hatching on all plan sheets					
U.S. Fish and Wildlife-Endangered Species Letter provided					
Site Physical and Topographic Survey provided. To be signed and sealed by an NC registered surveyor and include: parcel lines, property boundary, existing paved areas, buildings and structures, utility locations, 1-foot contours, trees (12" DBH and larger), gravel areas, easements, right-of-ways, set backs, buffers, and natural water bodies.					
Existing & Proposed Curb and Gutter Labels (Size, Type, C&G Material)					
Existing & Proposed Planting Strip Labels (width measured from back of curb)					
Existing & Proposed Sidewalk Labels (Sidewalk Material, Dimensions, Finish)					
Provide a letter from the utility owner granting permission, and/or an encroachment agreement from NCDOT.					
<b>Provide easement documentation for offsite grading.</b>					
FEMA floodplain and floodway boundaries identified with FIRM map and panel number provided					
North Carolina Department of Transportation Driveway Permit provided					
NCDEQ State Post-Construction Stormwater Quality Permit obtained and applied for.					
Public water and sanitary sewer mains and connections submitted to COS Public Utilities for review under separate submittal.					
Jurisdictional waters of the US (wetlands and streams) identified on the plans					
<b>2. DEMOLITION PLAN</b>					
Existing Site Conditions shown based on Site Physical and Topographic Survey					
Denote existing structures, utilities, and paved areas to be removed					
<b>3. SITE PLAN</b>					
Existing and proposed property lines, easements (public and private), adjacent uses and zoning.					
Existing and proposed driveways with widths shown, opposing driveway locations, sight distance (City and NCDOT), right-of-way width and required future widths, street pavement width and material, street lane striping shown, curb, gutter and sidewalk.					
Existing and proposed building footprints, uses, square footages, and building distances from property line.					
Off-street parking layout and code required calculations. Location of any proposed on-street parking.					
Typical parking stalls dimensioned; parking aisles width dimensioned					
Radii of driveway and internal drive curb curvatures labeled.					
Cul de sac dimensions match current standard					
Site circulation, striping, and signage denoted					
Travel path of delivery trucks and fire trucks shown with heavy duty pavement indicated along the proposed route. Provide truck routes on separate plan sheet.					
Location and size of external utility meters, HVAC systems, dumpster enclosures, transformers with detail of screening to be used.					



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C. TO BE COMPLETED BY APPLICANT	YES	N/A	Location Provided	CITY STAFF REVIEW	
				SATISFIED	N/A
Light pole locations. Provide a Lighting Plan in compliance with Section 8.15 of the Town LDC. <b>Provide lights on the landscaping plan.</b>					
Retaining walls indicated with necessary safety features in place. Provide retaining wall plans as outlined in Section C-4					
Provide retaining wall table including – Identification, Adjacent lot(s), length, and maximum height					
Accessible parking spaces with signs and painted symbols. Show dimensions					
Identify intersection Radii on site plan – See Engineering Design Criteria Section B.					
Sidewalk shown with ramps and curb ramps meeting accessibility requirements					
Pylon and monument sign locations indicated on the plan.					
<b>NEW ROADWAY PLAN &amp; PROFILE SHEETS</b>					
<b>PROFILE:</b>					
Proposed Road Centerline Profile Grades					
Vertical Curve Data (labels should include K Value and Vertical Curve Length)					
Station and Elevation Labels (Intersecting Streets and non-residential driveways)					
<b>PLAN:</b>					
Centerline Radii (Minimums per Statesville Street Specs and Details)					
Edge of Pavement to Edge of Pavement dimension					
Cul-de-sac Lengths (Maximum per Statesville Specs and Details)					
Cul-de-sacs drawn to match Statesville’s Detail (ST-5 Cul-De-Sac)					
Block Lengths					
Turn Arounds shown at Dead Ends					
<b>INTERSECTIONS</b>					
Separation Distance of Connections to Arterial Streets					
Intersection Angles					
Curb Radii					
Grades Approaching Intersections (per Statesville Street Specs)					
<b>INTERSECTION SIGHT DISTANCE</b>					
Show all above grade features (bldgs, signs, backflow devices, landscaping, etc)					
Existing & Proposed Contours and Contour Labels					
Intersection Sight Distances shall be shown per Statesville Street Specs					
<b>PEDESTRIAN AND ADA IMPROVEMENTS</b>					
Accessible Means of Egress per NC Building Code Section 1009.2 and Section 1104					
Accessible Parking Facilities in accordance with the 2010 ADA Code (slopes, widths, signage, materials, etc)					



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**Construction Document Review Checklist**

C. TO BE COMPLETED BY APPLICANT	YES	N/A	Location Provided	CITY STAFF REVIEW	
				SATISFIED	N/A
Accessible Path to Dumpster Enclosure(s), Mailbox Cluster(s), and other facilities as defined by the 2010 ADA Code.					
<b>4. GRADING AND DRAINAGE PLAN</b> <i>(Reference Town of Waxhaw Erosion Control Ordinance &amp; Standard Detail Section 300)</i>					
Existing and proposed contours. Shown and labeled in intervals of two (2) feet of less interval, existing dashed grey & proposed solid black. NAVD 88 datum.					
Critical spot elevations at all sidewalks & curb around building, accessible routes and parking, and concrete pads for dumpsters/trash compactors, door stoops, transformers, generators, etc.					
Building finished floor elevations indicated on all onsite structures existing and proposed.					
Accessible Routes shown with sidewalk grades have a 5% maximum longitudinal slope and 2% cross slope.					
Accessible parking, ramps and landing areas shown with spot elevations showing grades are 2% or less.					
Label all slopes 3:1 and steeper. Slopes steeper than 3:1 are supported by findings of a geotechnical report, <b>No slopes greater than 3:1 are allowed in residential developments.</b>					
Specify slope matting and include specs for all permanent slopes					
All grading is shown within the property limits and/or public right-of-way. Indicate locations of grading easements offsite and provide documentation for approved easement.					
Sidewalk and crosswalk cross-slope at maximum 2%					
Guard rail placed near drive or parking stall parallel to and within 20' of slope steeper than 3:1 or elevation change greater than 8'					
Provide handrail adjacent to sidewalk within 3' of a slope of 3:1 or greater with an elevation change greater than 10'					
Earthwork requirements for compaction, foundation preparation, topsoil requirements, etc. noted in the plans.					
Proposed Right-of-Way or Roadway improvements must be shown on the plans. Plan and profile to be provided for City maintained roadway construction meeting the requirements of the City of Statesville Engineering Design and Construction Standards and Procedures Manual and indicating the proposed design speed.					
<b>5. RETAINING WALL DETAILS</b>					
Commercial retaining walls less than five feet tall are not required to have plan approval. However, retaining wall systems less than five feet in cumulative vertical relief and adjacent to a structure located closer than the vertical relief shall be designed under the responsible charge of a registered design professional and shall require a permit and inspection.					
Retaining walls designed in accordance with the North Carolina Building Code (NCBC). Provide a note referencing on plans.					
Retaining walls over five (5) feet in cumulative vertical relief shall be detailed in scaled cross-section and profile and signed and sealed by a NC licensed engineer. All notes and calculations shall be provided on the plan sheets.					
Wall shall be detailed showing product/wall type, material facing, structural supports, wall footings, wall tie-backs, geofabric and stone lifts, and wall drainage/weep holes.					



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**Construction Document Review Checklist**

C. TO BE COMPLETED BY APPLICANT	YES	N/A	Location Provided	CITY STAFF REVIEW	
				SATISFIED	N/A
Retaining walls labeled with top of wall (TW) and bottom of wall (BW) spot elevations. Retaining walls over five (5) feet in height require details to be submitted per <b>Section C-7</b>					
If tree plantings, site lighting, guard rail, and/or safety rail are proposed within the structural footprint of the retaining wall, then provide details for proper installation.					
Add this note to the plan: "As-built details and Engineering letter certifying the retaining wall is built in accordance with NCBC and the approved plans will be required to be submitted to the City prior to the final inspection approval and the issuance of the Certificate of Compliance."					
If the retaining wall is located adjacent to a walking or driving surface, safety guards and rails shall be installed in accordance with the provisions of 2012 NCBC Section 1013.					
NCBC Section 1807.2.1 require that retaining walls shall be designed to ensure stability against overturning, sliding, excessive foundation pressure and water uplift. Where a keyway is extended below the wall base with the intent to engage passive pressure and enhance sliding stability, lateral soil pressures on both sides of the keyway shall be considered in the analysis.					
NCBC Section 1807.2.3 Safety Factor. Retaining walls shall be designed to resist the lateral action of soil to produce sliding and overturning with a minimum safety factor of 1.5 in each case. The load combination of Section 1605 shall not apply to this requirement. Instead, design shall be based on 0.7 times nominal earthquake loads, 1.0 times other nominal loads, and investigation with one or more of the variable loads set to zero. The safety factor against lateral sliding shall be taken as the available soil resistance at the base of the retaining wall foundation divided by the net lateral force applied to the retaining wall. Exception: Where earthquake loads are included, the minimum safety factor for retaining wall sliding and overturning shall be 1.1.					

D. ADDITIONAL CONSTRUCTION DOCUMENT REQUIREMENTS	YES	N/A	Location Provided	CITY STAFF REVIEW	
				SATISFIED	N/A
<b>1. PE CERTIFICATIONS</b>					
If the Project/Subdivision is creating New Roads, the appropriate Certification is the "PE Certification [Subdivisions & Streets]", which can be found at: <a href="https://www.statesvillenc.net/UserFiles/Servers/Server_9409707/File/DEPARTMENTS/Public%20Works/Engineering/2022-12-12%20-%20PE%20Certification%20(for%20Subdivision%20and%20Streets).pdf">https://www.statesvillenc.net/UserFiles/Servers/Server_9409707/File/DEPARTMENTS/Public%20Works/Engineering/2022-12-12%20-%20PE%20Certification%20(for%20Subdivision%20and%20Streets).pdf</a> If the Project is creating Public Improvements not associated with New Roads, the appropriate Certifications is the "Public Improvements Checklist", which can be found at: <a href="https://www.statesvillenc.net/UserFiles/Servers/Server_9409707/File/DEPARTMENTS/Public%20Works/Engineering/2022-12-12%20-%20Public%20Improvements%20Checklist%20(for%20Road%20Improvements%20not%20in%20a%20New%20Subdivision.pdf">https://www.statesvillenc.net/UserFiles/Servers/Server_9409707/File/DEPARTMENTS/Public%20Works/Engineering/2022-12-12%20-%20Public%20Improvements%20Checklist%20(for%20Road%20Improvements%20not%20in%20a%20New%20Subdivision.pdf</a>					

**2. BONDING and CLOSEOUT REQUIREMENTS**



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## Construction Document Review Checklist

<p>1. The Construction Performance Bond in accordance with Appendix A Section 2.03.E.8.d is required <u>when recording occurs before completion of the Public Improvements</u>. Construction Performance Bond is released in accordance with Appendix A Section 2.03.E.8.j (upon acceptance of Public Improvements)</p>				
<p>2. In order for Public Improvements to be accepted by the City:</p> <ul style="list-style-type: none"> <li>• As-Built Drawings and Documentation shall be provided in .PDF and .DWG format</li> <li>• The appropriate PE Certification has been certified and provided</li> <li>• The Maintenance Bond in accordance with Appendix A Section 2.03E.8.e is provided</li> </ul>				
<p>3. The Maintenance Bond in accordance with Appendix A Section 2.03.E.8.e is required at the time the Public Improvements are accepted by the City and shall remain in place for a period of 1 year. Maintenance Bond is released after Final Inspection and acceptance in accordance with the Appendix A Section 2.03.E.8.g, Appendix A Section 2.03.E.8.h, and Appendix A Section 2.03.E.8.i</p>				
<p>4. Bonding Requirements for Multi-Phase Development is outlined in Appendix A Section 2.03.E.8.f</p>				



## City of Statesville Subdivision Sketch Plan Submission Checklist

**Project Name:**

**Applicant:**

**Owner:**

**Reviewer:**

**Date of TRC:**

### City of Statesville Contact List

- Planning: Christopher Hooper, Planner II, 704-878-3560, [chooper@statesvillenc.net](mailto:chooper@statesvillenc.net)
- Engineering: Christopher Overcash, Civil Engineer, 828-218-8969, [covercash@statesvillenc.net](mailto:covercash@statesvillenc.net)

**For Each Item Provide a Sheet Number if Applicable. For More Information on Subdivision Review please refer to Statesville UDC ([Click Here](#)) Section 2.**

### General Information:

#### Page:

- Project Name and Description
- Developer Name and Contact Information
- Date of Submission
- Project Location (Address/Parcel Number)

### Plan Presentation:

#### Page:

- Scale and North Arrow Shown and Accurate
- Legend Showing All Relevant Symbols and Line types
- Title block Showing Project Info and Date DWGs Were Compiled
- All Drawings and Plans Are Legible and Adequately Labeled

### Site Details:

#### Page:

- Site Boundary Identified
- Site Area (Acres or Sq. Ft.)
- Consistency with applicable zoning of the property (Existing Zoning Class Specified)
- Consistency with applicable zoning of the property (Adjacent Land Uses and Zoning)
- Existing Topographic Contours to identify feasibility of Sewer and Stormwater

## **Proposed Development Details:**

### **Page:**

- Site Uses Shown (e.g., Residential, Commercial, Industrial, etc.)
- Number and Types of Units Shown (e.g., Apartments, Single-family)
- Density Calcs Units per Acre Provided
- Preliminary Layout of Buildings, Streets, Open Spaces, Etc.
- Setbacks, Lot Lines, and Easements Shown and Labeled
- Proposed Phasing

## **Access and Transportation:**

### **Page:**

- Proposed Points of Access to Public Streets (Access labeled "Public" or "Private")  
Classification of Proposed Roads (Roads Labeled "Public" or "Private")  
Internal Circulation Patterns Provided (Roads, Sidewalks, etc.)  
Bicycle and Pedestrian Facilities Included (If Applicable)  
Consistency with the goals and objectives of the Comprehensive Plan

## **Utilities and Infrastructure:**

### **Page:**

- Availability & Adequacy of Required Public Utilities (Existing Utility Drawn and Labeled)
- All Proposed Utilities Drawn and Labeled
- Stormwater Management Plan Provided (Area for BMP and Proposed Type designated)
- Any Proposed On and Off Site Infrastructure Improvements

## **Environmental:**

### **Page:**

- Natural Features Labeled (Floodplain, Watershed, Wetlands, Streams, etc.)
- Environmental Constraints Noted (If Applicable)
- Preliminary Landscaping or Buffer Areas Shown

## **Additional Requirements:**

### **Page:**

- Compliance with Local Codes and Variances
- Notes Referencing Any Variances or Deviations
- Rezoning Conditions Noted
- Architectural Elevations Provided
- List of Architectural Materials Provided



## City of Statesville Site Plan Submission Checklist

**Project Name:**

**Applicant:**

**Owner:**

**Reviewer:**

**Date of TRC:**

### City of Statesville Contact List

- Planning: Christopher Hooper, Planner II, 704-878-3560, chooper@statesvillenc.net
- Engineering: Christopher Overcash, Civil Engineer, 828-218-8969, covercash@statesvillenc.net

**For Each Item Provide a Sheet Number if Applicable.**

### General Information:

**Page:**

Project Name and Description  
Developer Name and Contact Information  
Date of Submission  
Project Location (Address/Parcel Number)

**If Only Rezoning a Portion of The Parcel, A Plat Must be Included With The Following:**

Plat Drawn to Scale  
Baring and Distances of Portion Rezoning Provided  
Valid Metes and Bounds Legal Description for Subject Property Considered  
Clearly Labeled as Preliminary (NOT FOR CONSTRUCTION)  
Proposed Phasing of the Project  
Title block Showing Project Info and Date DWGs Were Compiled  
All Drawings and Plans Are Legible and Adequately Labeled

### Plan Presentation:

**Page:**

Scale and North Arrow Shown and Accurate  
Legend Showing All Relevant Symbols and Line types  
Title block Showing Project Info and Date DWGs Were Compiled  
All Drawings and Plans Are Legible and Adequately Labeled

**Site Details:****Page:**

Site Boundary Identified  
Vicinity Map Showing General Location in Relation to Streets, Railways, and Waterways  
Existing Structures and amenities shown  
Adjacent Property Types and Owner Information Provided

**Proposed Development Details:****Page:**

Proposed Site Uses Shown (e.g., Residential, Commercial, Industrial, etc.)  
Number, Size, Height and Types of Units Shown (e.g., Apartments, Single-family)  
Density Calcs Units per Acre Provided  
Preliminary Layout of Buildings, Streets, Open Spaces, Landscaping Etc.  
Proposed Setbacks, Lot Lines, and Easements Shown and Labeled  
Reservations and Right-of-ways on the Property(ies) in Question

**Access and Transportation:****Page:**

Proposed Points of Access to Public Streets (Access labeled "Public" or "Private")  
Classification of Proposed Roads (Roads Labeled "Public" or "Private")  
Internal Circulation Patterns Provided (Roads, Sidewalks, etc.)  
Bicycle and Pedestrian Facilities Included (If Applicable)  
Proposed Location and Arrangement of Parking Areas (Dimensioned)

**Utilities and Infrastructure:****Page:**

Availability & Adequacy of Required Public Utilities (Existing Utility Drawn and Labeled)  
All Proposed Utilities Drawn and Labeled  
Preliminary Stormwater Management Plan Provided (Area for BMP)  
Any Proposed On-Site Infrastructure Improvements

**Environmental:****Page:**

Natural Features Labeled (Floodplain, Watershed, Wetlands, Streams, etc.)  
Identify Environmentally Sensitive Areas  
Preliminary Landscaping or Buffer Areas Shown  
Delineation of areas within the regulatory floodplain (Flood Hazard Boundary Map)