

APPENDIX A – 19

SITE PLAN GUIDE AND CHECKLIST FOR COMMERCIAL, OFFICE & INSTITUTIONAL WATERSHED DEVELOPMENTS

FORM: WATERSHED CD 2000	REVIEW DATE:
REVIEWED BY:	REVIEW #:
PROJECT NAME:	DATE OF PREVIOUS REVIEW:

**SITE PLAN GUIDE AND CHECKLIST FOR COMMERCIAL, OFFICE
and INSTITUTIONAL DEVELOPMENT AND REDEVELOPMENT
PROJECTS IN THE WATERSHED**

**SUPPORTING/SUPPLEMENTAL INFORMATION
(SUBMIT/ADDRESS ALL ITEMS)**

- 1. HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF
 - a. Attend a meeting with Town Staff at Development Review.
 - b. Attend an independent meeting with the Town Engineer to discuss drainage design and other issues surrounding the drainage review process.

- 2. SUBMIT A NOTIFICATION MAP SHOWING ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING. ADDITIONALLY, SUBMIT TWO (2) SETS OF STAMPED, ADDRESSED ENVELOPES FOR ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING (Contact the Orange County GIS Department)
 - a. This is a requirement for all CUP and SUP projects and can be required, at the discretion of the Administrator, for certain ZP projects. Please consult Sections 15-101, 15-102 and 15-52(c) of the LUO for clarifying information.
 - b. The notification information requested above is not necessary for minor modifications to existing CUP or SUP projects.

- 3. COMPLETED LANDUSE PERMIT APPLICATION [Section 15-49]
- 4. APPROPRIATE LANDUSE PERMIT FEE BASED ON FEE SCHEDULE
- 5. RECORDED PLAT/BOUNDARY SURVEY OF PROP. [AppendixA-6(d)]
- 6. DOCUMENTS RELATED TO THE SUGGESTED NEIGHBORHOOD INFORMATION MEETING (i.e., handouts, site drawings, notes about meeting, including attendees)
- 7. TOWN OF CARRBORO/NCDOT DRIVEWAY PERMIT (issued by Carrboro Public Works Department or NCDOT, respectively)
- 8. TREE REMOVAL JUSTIFICATION INFORMATION [Section 15-316]
- 9. 'TRUTH IN DRAINAGE STATEMENT' RELATING TO IMPACTS ON

UPSTREAM/DOWNSTREAM PROPERTIES AS A RESULT OF THE
PROJECT [see Section 15-263 for additional information]

- 10. COMPLETED TOWN OF CARRBORO ANNEXATION PETITION
(For projects outside of Carrboro Town Limits)
- 11. COMPLETED TRANSPORTATION IMPACT STATEMENT AND ANY
NECESSARY SATELLITE PARKING AGREEMENTS
[Appendix A, A-7(14) and Sections 15-298 and 15-299]
- 12. OWNERS ASSOCIATION DOCUMENTS REVIEWED BY TOWN
ATTORNEY [Sections 15-67, 15-296(d) and Appendix A, A-7(1) and (6)]
- 13. DOCUMENTATION REGARDING HAZARDOUS SUBSTANCES
[Section 15-158] No hazardous substances can be possessed, stored, maintained
or used except in compliance with 15-158(b) of the LUO

COVER SHEET

SHOW THE FOLLOWING FEATURES/INFORMATION ON THE COVER SHEET

- 1. NAME OF DEVELOPMENT AND/OR PHASE
- 2. TYPE OF PERMIT/APPROVAL REQUESTED (**ZP/SUP/CUP/CONST. PLAN**)
- 3. LEGAL OWNER'S NAME, ADDRESS, PHONE AND FAX NUMBER, ETC.
- 4. CONSULTING FIRM NAME, ADDRESS, PHONE AND FAX NUMBER, ETC.
- 5. PLANS DESIGNED BY:
- 6. PLANS DRAWN BY:
- 7. DATE OF PLANS:
Include all revision dates.
- 8. SHEET INDEX (Please note that each sheet must be included in 'Sheet Index')

Sample	SHEET #
Cover Sheet	Cover
Site Plan	SP 1
Utility Plan	UP 2
Landscape Plan	LP 3
Grading & Storm Drainage Plan	GP 4
Details	DP 5

- 9. LOCATION MAP: [Appendix A, A-4(a)]
Small scale, i.e., 1:1200
Property located with shading
Surrounding streets within ½ mile shown
- 10. INCLUDE A SECTION ENTITLED "SUMMARY INFORMATION" LISTING THE FOLLOWING INFORMATION:
 - a. Tract size (acreage and square feet)
 - b. Total number of proposed lots
 - c. Floor area of:
 - 1. Existing building
 - 2. Proposed building
 - d. Existing use category (use and # from 'Permissible Use' table)[15-146]
 - e. Proposed use category (use and # from 'Permissible Use' table)[15-146]
 - f. Detailed parking information, to include: [15-291]
 - 1. Number of spaces required
 - 2. Number of existing spaces
 - 3. Number of proposed spaces (std., compact, HC, bike racks, etc.)
 - g. Number of proposed phases (square footage, parking, etc. by phase)
 - h. Total impervious surface area (square footage and % of lot area) [15-266]
 - i. Proposed building height (height and number of stories) [15-185]
 - j. Tax map reference number

- k. Address of property
- l. Zoning district (see 'Official Zoning Map')

SITE PLAN

SHOW THE FOLLOWING FEATURES ON SITE PLAN

PLEASE INCLUDE ITEMS 1 THRU 8A, 9 THRU 17 ON ALL PLAN SHEETS (AKA 'BASE INFORMATION')

- 1. SHOW ALL TRACT BOUNDARIES
Include property corners, label the control corner, include metes and bounds, etc.
- 2. SHOW ADJACENT PROPERTY BOUNDARIES
Include the following for each property:
 - a. Name of owner
 - b. Tax map number
 - c. Zoning district
 - d. Use classification (use and # from 'Permissible Use table')[15-146]
- 3. SHOW LOCATION OF ALL EXISTING BUILDINGS AND/OR SIGNS
 - a. Show all existing buildings within 50' of the subject property.
 - b. Include the square footage and use category in the footprint of the existing building(s).
 - c. If the project is an extensive redevelopment, you may need an 'Existing Conditions' plan sheet.
- 4. SHOW LOCATION OF ALL PROPOSED BUILDINGS, SIGNS AND OTHER PROMINENT SITE FEATURES
 - a. Include the square footage, use category and finished floor elevation (FFE) in the footprint of the proposed building(s).
 - b. Adhere to additional 20' impervious surface setback from all buffer areas described in Section 15-265 [15-184(g)].
 - c. Include the existing impervious surface calculation (both square footage and percentage) on the plans. Include a list of each element and the amount of impervious surface for each (buildings, parking, etc.).
- 5. SHOW AND LABEL SETBACK FOR THE ZONING DISTRICT
 - a. Include a note if there is no setback for the district. [Section 15-184]
 - b. Adhere to additional 20' impervious surface setback from all buffer areas described in Section 15-265 [15-184(g)]
- 6. SHOW AND LABEL EXISTING PARKING AREAS ON THE SITE [Section 15-290]
 - a. Show all existing parking within 50' of the subject property.
 - b. This information can be included on an 'Existing Conditions' sheet, if applicable.
 - c. Adhere to additional 20' impervious surface setback from all buffer areas described in Section 15-265 [15-184(g)]
- 7. SHOW AND LABEL PROPOSED PHASING [Section 15-61]
 - a. Include phase lines, phase schedule, etc.
 - b. Ensure that each phase meets the requirements of the LUO (i.e., screening, parking, shading, etc.).
- 8. PARKING – Show, label and include the following on plans: [Section 15-290]

- a. Parking layout and dimensions (for standard, compact and handicapped)
 - b. Parking stop location (include a detail – concrete, 3.5’ from edge of walk/curb, needed adjacent to vegetation and sidewalks)
 - c. Parking aisle widths
 - d. Crosswalks at driveway/street/sidewalk intersections
 - e. Compact and handicapped space markings and signs (include a detail)
 - f. Driveway width, radius, etc.
 - g. Loading space (include dimensions and a detail, if applicable)
 - h. Details for paving, curb and gutter, concrete, parking stops, etc.
 - i. Include a note concerning fire lane striping. The note should read “Fire lane striping will be coordinated with the Carrboro Fire Marshall prior to the issuance of a CO per Chapter 12 of the Carrboro Town Code.”
 - j. Include a note specifying that a ‘hard surface’ is required prior to building construction (contact Fire Department for further information)
 - k. Adhere to additional 20’ impervious surface setback from all buffer areas described in Section 15-265 [15-184(g)]
9. WRITTEN AND GRAPHIC SCALE (Include on all plan sheets)
The plans must be drawn so that all features are discernible. (1” = 50’ preferred)
10. NORTH ARROW (Include on all plan sheets)
11. MARGIN INFORMATION (Include on all plan sheets)
Please include the following information on the right-hand margin of each sheet:
- a. Name of development and phase number
 - b. Type of permit/plan submittal
 - c. Sheet title and sheet number
 - d. Owner’s name, address, phone and fax number
 - e. Applicant’s name, address, phone and fax number
 - f. Consulting firm(s) name, address, phone and fax number
 - g. Name of designer/drawer
 - h. Plan date (include all revision dates)
12. SHOW AND LABEL ALL STREAMS, FLOODWAYS, AND FLOODPLAIN BOUNDARIES
- a. Development activity adjacent to and within streams and floodways/floodplains is extremely restricted. Please review the LUO for additional information [Section 15-254 through 15-257 and 15-265].
 - b. Show all stream crossings and/or intrusions (i.e., parking, trails, sewer lines, etc.) and ensure that they are permitted by the LUO.
13. SHOW AND LABEL ALL STREAM BUFFERS [Section 15-265]
- a. Show and label required buffer areas per Section 15-265. Disclose that no disturbance is permitted within buffer and no impervious surface is permitted within buffer area setback. [15-184(g)]
 - b. No disturbance is permitted within the stream buffer(s) except in conjunction with 15-265(c) and (e).
14. SHOW THE FOLLOWING TREE INFORMATION: [Appendix A, A-5]
- a. Existing and proposed tree line on the site and within 50’ of the site.
 - b. Show the location of the tree protection fencing on all plan sheets

- c. Show the location and extent of the canopy for all trees 18” or greater in diameter & all rare trees on the site and within 50’ of the site. Additionally, include the following information:
1. Identify the trees to be removed on the plans
 2. Provide the following information in a table for all specimen trees
 - Tree number
 - Type of tree
 - Size (diameter) of tree
 - Whether the tree will be removed or retained
15. SHOW AND LABEL ALL EXISTING UTILITIES AND DRAINAGE SYSTEMS ON OR ADJACENT TO THE SITE
16. SHOW ALL EXISTING AND PROPOSED EASEMENTS
Include the following information on the plans:
- a. Easement type (water/sewer, drainage, access, etc.)
 - b. Label as public or private
 - c. Include the easement width
17. SHOW & LABEL THE ADJACENT STREET & STREET RIGHT-OF-WAY
Include the following information on the plans:
- a. Street name(s)
 - b. Street width
 - c. Right-of-way width
 - d. Show sidewalk and sidewalk width (you must provide a sidewalk within right-of-way if shown on the Town’s Master Sidewalk Plan)
 - e. Show on-site linkages to the public sidewalk
18. SHOW THE LOCATION OF THE REFUSE AND RECYCLING CONTAINERS ON THE SITE (and within 50’ of the site) [Section 15-250]
- a. All refuse/recycling containers must be screened from adjacent properties and the street right-of-way (provide screening and a detail on the plans).
 - b. If a dumpster is used, a dumpster pad constructed to the specifications of the Public Works Director must be used (show location of pad on the plans and provide a detail).
19. SHOW THE LOCATION OF ANY EXISTING OR PROPOSED BUS SHELTER(S)
- a. Include a letter from Chapel Hill Transit indicating that they have been contacted concerning desired or anticipated system upgrades that are needed as a result of your proposed project.
 - b. Show the location of any existing or proposed bus shelter along with a sidewalk connecting the shelter to the site.
 - c. Show any associated road widening, bus pull-off area, etc. required as a result of the site upgrade (for existing bus-stops) or the installation of the bus shelter (for proposed bus stops).
 - d. Include a detail of the bus shelter with the plans. The shelter approved by the Board of Aldermen is a “Design Works” shelter that must be constructed on-site.

UTILITY PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 8A, 9 THRU 17 ON 'SITE PLAN')

- 1. SHOW PROPOSED WATER SYSTEM [Sections 15-237, 15-240, 15-241 and 15-249]
 - a. Show connection to existing water system with size of pipe noted.
 - b. Show proposed water system with pipe size and type of material used.
 - c. Show location of water service and location of backflow equipment.
 - d. Label the distance and direction to the nearest fire hydrant. Show any proposed fire hydrants. Hydrants must adhere to the following requirements:
 - 1. Fire Chief shall determine the location of hydrants if there is a dispute/problem
 - 2. Hydrants must be within 500' of all lots and/or buildings
 - 3. Hydrants must be served by at least a 6" line and must have two (2) 2.5" connections and one (1) 4.5" connection
 - 4. Hydrant connections must be located at least 21.5" from ground level
 - 5. Add a note specifying that "No framing may begin until hydrants are operational"
 - 6. Add a note specifying that "An all-weather travel surface must be in place on the roadway prior to receiving final plat approval and/or building permits
 - e. Include detailed information related to any required sprinkler or fire alarm system (please see Chapter 12 of the Carrboro Town Code).
 - f. Water lines should be looped, when possible, to provide adequate fire flow and to avoid 'dead-end' lines. Please submit fire-flow calculations for review by the Fire Chief and Town Engineer.
 - g. If a public water system is not used, show the private water system and/or the proposed location of water wells. If a well is needed/used, please show on the plans and submit a copy of the approved permit (Orange County Health Department or State of North Carolina).

- 2. SHOW PROPOSED SEWER SYSTEM [Sections 15-237 - 15-239 and 15-256]
 - a. Per Section 15-238(b) and (c), only limited connections to the OWASA system are permitted within the watershed. Please disclose type of system proposed & include approval letters/permits from appropriate agency.
 - b. If a private system is used, show the private sewer system along with the wastewater treatment system. If a septic system/absorption field is required, please show on the plans and submit a copy of the approved permit (Orange County Health Department or State of North Carolina).
 - c. Show connection to the existing sewer system with size of pipe noted.
 - d. Show proposed sewer system (outfalls, interceptors, collectors, manholes, pump station, etc.).
 - e. Show location of sewer service.

- 3. SHOW LIGHTING [Section 15-242 thru 15-243]
 - a. Show the location of any existing lighting. Indicate whether the existing lighting will remain or be removed. Additionally, include the following:

1. Light detail with height to top of light, type of light and wattage of light indicated
 2. Show the iso-candle footprint of the lights on the plan
 - b. Show the location of the proposed lighting. Include the following:
 1. Location of proposed lighting in the parking area
 2. Light detail with height to top of light (15' maximum), type of light (shoebox style or low-level decorative lights recommended) and wattage of light indicated
 3. Show the iso-candle footprint of the lights on the plan. The maximum illumination at the property line is 0.2 footcandles measured at grade
4. SHOW ELECTRIC, TELEPHONE, CABLE, GAS, ETC. SERVICES [Section 15-244 thru 15-248]
- a. Submit letters from all applicable utility companies certifying that the project can be served via the existing infrastructure.
 - b. Show the location of all service lines, transformers, meters, switch boxes, etc. Please note that all new utilities must be located underground.
 - c. Include a typical drawing detail for the location of all utilities within the right-of-way, if applicable. Use standard drawing #6 or #7 in Appendix C.
5. SHOW ALL EXISTING UTILITIES [Appendix A]
- a. Show the location of all existing utilities on the site (both above and below ground).
 - b. Indicate whether the existing utilities will 'remain' or be 'removed'.
 - c. If the utilities are to be relocated on the site, they must be placed underground.
6. SHOW ALL EASEMENTS [Appendix A]
- a. Show all existing or proposed drainage easements. Include the following:
 1. Label either public or private
 2. Label width
 - b. Show all existing or proposed water and sewer easements. Include the following:
 1. Label either public or private
 2. Label the width
 - c. Show all existing utility easements (electric, gas, etc.)

LANDSCAPE PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 8A, 9 THRU 17 ON 'SITE PLAN')

- 1. SHOW THE FOLLOWING TREE INFORMATION ON THE PLANS:
 - a. Existing tree line on the site and within 50' of the site (Although not specified in the LUO, the Administrator can require it- [Section 15-49(d)])
 - b. Show the location and extent of the canopy for all trees 18" or greater in diameter & all rare trees on the site and within 50' of the site. Additionally, include the following information:
 - 1. Identify the trees to be removed on the plans
 - 2. Provide the following information in a table for all specimen trees
 - Type of tree and tree number
 - Size (diameter) of tree
 - Whether the tree will be removed or retained

- 2. SHOW THE LOCATION OF THE TREE PROTECTION FENCE ON THE PLANS [Sections 15-316(b) & (c) and Section 15-318]
 - a. Tree protection fencing must be placed around all trees and all forested areas that are to be retained on the site. The tree protection fencing must be placed at the edge of the canopy for all trees that are to be preserved/saved. No clearing, grading or other disturbance is permitted within the tree protection area.
 - b. Provide a detail showing the type of tree protection device to be used. The detail should include the following:
 - 1. Type of fence material (orange tensor ski fence is preferred)
 - 2. Spacing and type of stakes (10' max. spacing and metal preferred)
 - 3. Sign reading "TREE PROTECTION AREA – DO NOT ENTER" spaced every 50' along the fence

- 3. SHOW REQUIRED SHADE TREES FOR PAVED PARKING [Section 15-317]
 - a. Select trees from Appendix E and use formula E-3 in Appendix E for calculating 20% shading of vehicle accommodation area (parking and sidewalks). Include the following on the plans:
 - 1. Detailed calculation of the 20% shade tree requirement.
 - 2. Provide a note or calculation demonstrating how the trees retained and/or planted meet the 20% requirement.
 - b. Show and label the types of trees on the plans (name/abbreviation).
 - c. No pavement may be placed within 15' of trees retained for shading. If the retained tree is a specimen/rare tree, no pavement may be placed within the dripline/tree protection perimeter of the tree.
 - d. New trees must be surrounded by at least 200 sq. ft. of unpaved area (i.e. a planting island or strip).
 - e. Show concrete parking stops 3.5' from edge of curb/walk to prevent car overhangs from striking vegetation or blocking sidewalks.
 - f. 1/3 of trees should be evergreen for winter shading and color.

- 4. INCLUDE A PLANTING TABLE ON THE PLANS [Appendix A, A-6(23)]
 - a. The planting table should include the following:
 - 1. The name and quantity of the plant species used on the site

2. The size of the plant at planting (height or container size)
 3. Typical on-center spacing of the plant material
 4. Whether the plant is in a 'container' or 'balled and burlapped'
5. SHOW AND LABEL TYPE OF REQUIRED SCREEN [Section 15-304]
- a. The type of screen required depends on the proposed use and the existing surrounding uses. Using the chart found in Section 15-308, label the type of screen required along each property line. If no screen is required, leave the area blank.
 - b. Show and label the location of the screen material (plant, fence, wall, etc.).
 - c. If plants are used, include all plant information in the 'Planting Table'.
 - d. If a fence or wall is used, please provide a detail on the plans.
6. SHOW SCREENING OF REFUSE AND RECYCLING BINS [Section 15-250]
- a. All refuse/recycling containers must be screened from adjacent properties and the street right-of-way (provide screening and a detail on the plans)
 - b. If a fence is used, please provide a detail on the plans.
 - c. Include a detail of the gate/enclosure that will be used.
 - d. Location of the refuse/recycling container must be easily served by trucks.
7. INCLUDE ELEVATIONS – (all views) [Appendix A, A-6(4)]
- a. The elevations should specify the types of materials to be used on the building. Include elevations of other prominent site features (drive-through window menu boards, monument signs, bus shelters, etc.).
8. INCLUDE THE FOLLOWING SIGN INFORMATION:
- a. Include the sign surface area calculation. The calculation is as follows:
 - The first 200 linear feet of street frontage is multiplied by 0.5 square feet of sign area. All street frontage in excess of 200 feet is multiplied by 0.75 square feet
 - b. A 'Master Sign Permit' is required for commercial shopping centers per Section 15-271(c)(2)(b)
 - c. See Sections 15-275 thru 15-278 for height/size limitations on signage
 - d. Show the location of all proposed monument and freestanding signs. The signs must be located outside of the sign setback area and the 10' x 70' site triangle easements;
 - e. If the project requires a 'Master Sign Permit' then the sign permit must be approved at the same time as the project permit. If a regular sign permit is required, it can be approved as a separate process following permit approval. Please consult the 'Sign Permit Procedure' pamphlet available in the Zoning Division for additional sign permit information.

GRADING AND DRAINAGE PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 8A, 9 THRU 17 ON 'SITE PLAN')

- 1. SHOW EXISTING UTILITY, STREET, AND/OR DRAINAGE SYSTEMS ON OR ADJACENT TO THE SUBJECT PROPERTY [Appendix A, A-5]
- 2. SHOW EXISTING CONTOURS ON THE SITE & WITHIN 50' OF THE SITE
 - a. The existing contours should be shown at 2' intervals (minimum) and should be shown using a dashed (- - -) line. [Appendix A, A-5]
- 3. SHOW PROPOSED CONTOURS ON THE SITE
 - a. The proposed contours should be shown at 2' intervals (minimum) and should be shown using a solid (___) line. [Appendix A, A-6]
 - b. No grading or disturbance may take place within any tree protection area or within any stream buffer, unless specifically permitted in the ordinance and/or approved by the permit issuing authority. [see Section 15-316(b) & 15-265]
 - c. No grading may take place on another property unless all necessary construction easements are secured and there is no disturbance to specimen trees, stream buffers, etc. on the adjacent property.
- 4. SHOW ALL COMPONENTS OF THE PROPOSED DRAINAGE SYSTEM [Sections 15-261 thru 15-263, 15-266, Appendix C and Appendix I]
 - a. Show all of the following features on the plans:
 - 1. New channels, swales, etc.
 - 2. Pipes (sizes and types) [minimum 15" rcp unless alternative approved]
 - 3. Catch basins
 - 4. Junction boxes
 - 5. Yard inlets
 - 6. Energy dissipaters
 - 7. Stormwater retention/detention facilities
 - 8. Stormwater quality devices
 - 9. Easements
 - b. Include all details necessary to ensure compliance with Appendix C and Appendix I of the LUO.
 - c. Show and label required buffer areas per Section 15-265. Disclose that no disturbance is permitted within buffer and no impervious surface is permitted within buffer area setback. [15-184(g)]
- 5. SUBMIT DETAILED DRAINAGE CALCULATIONS AND A WATER QUALITY ANALYSIS FROM A REGISTERED ENGINEER
Please consult Sections 15-262, 15-263, 15-266 and Appendix I of the LUO for specific requirements. Additionally, please contact the Town Engineer to discuss all drainage requirements. Further, you are encouraged to set up a pre-submittal conference with the Town Engineer to discuss the drainage review process.
- 6. PROVIDE ADEQUATE INFORMATION TO ALLOW ORANGE COUNTY EROSION CONTROL TO ISSUE PRELIMINARY EROSION CONTROL APPROVAL

- a. Enough information must be provided to Orange County Erosion Control so they can determine that an Erosion Control Permit can be issued without significant modification to the plan. Significant modifications may require further review per Section 15-64 of the LUO, thus creating substantial project delays.
 - b. Submit a ‘Truth in Drainage’ statement disclosing the impacts the proposed project may have on upstream and downstream properties in relation to water quantity and water quality. [Section 15-263(a)(2)]
 - c. Please note that prior to the issuance of a CO or final plat, the Town may require that a ‘drainage performance bond’ be posted for a period of two (2) years. [Section 15-263(a)(3)]
7. SHOW ALL STREAMS, STREAM BUFFERS, PONDS, DRAINAGE SWALES, WETLANDS, SWAMPS AND/OR FLOODPLAINS/FLOODWAYS ON THE PROPERTY AND WITHIN 50’ OF THE PROPERTY [Sections 15-265 and Appendix A, A-5]
8. SUBMIT COPIES OF ALL NECESSARY STATE AND/OR FEDERAL PERMITS FOR ALTERATIONS OR DISTURBANCE TO WETLANDS, STREAMS, FLOODWAYS/FLOODPLAINS
- a. Such permits may include, but are not limited to, CLOMR’s and LOMR’s from FEMA, wetland permits from the Army Corp of Engineers and/or NCDEHNR, etc.
 - b. Please consult the Town Engineer for additional information or to determine the type of permits that may be necessary.
9. SHOW IMPERVIOUS SURFACE CALCULATIONS FOR THE SITE, INCLUDING ALL EXISTING/PROPOSED DEVELOPMENT [15-266(a)]
- a. The maximum amount of impervious surface permitted is 24%
 - b. If greater than 6% impervious surface on the site, additional stormwater management techniques that adhere to the following must be employed:
 - 1. The first 1” of rainfall on all impervious surfaces must be retained
 - 2. A registered engineer must certify that the proposed techniques employed will accomplish the objectives of Section 15-266(a)
 - 3. An annual inspection by the Town is required
 - 4. A bond or other form of financial security to guarantee continued maintenance of the facility is required

NOTE: THIS CHECKLIST IS INTENDED TO SERVE AS A GUIDE FOR PREPARING SITE PLANS FOR REVIEW BY THE TOWN OF CARRBORO AND IT SUPPLEMENTS THE TOWN’S LAND USE ORDINANCE. EACH APPLICATION MUST COMPLY WITH ALL LAND USE ORDINANCE REQUIREMENTS, NOT JUST THE CHECKLIST