

Development Services
SUBDIVISION GENERAL
PLAN REVIEW APPLICATION

FEE: \$161.00



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303 First Street
New Bern, NC 28560

Date Submitted: _____ Date of Review: _____

Subdivision Name: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

Applicant Name (Please Print): _____

REQUIREMENTS

Submit **15 folded sets of complete site plans** and one CD containing electronic copies of submittal package in a PDF, TIFF or JPEG to the Office of Department Review Coordinator of the City of New Bern.

PLEASE NOTE: Department Review meetings are held on the 2nd and 4th Friday of each month at 9:00 a.m. in the Development Services Department Conference Room, 303 First Street. Applicants must submit applications by 12:00 p.m. on the 1st and 3rd Monday of each month.

The site plan review process must be completed prior to submitting applications for consideration by the Planning and Zoning Board.

Drawing Scale: 1" = 100' or larger

Drawing Sheet Size: 18" x 24" or larger for mylar

Site plans shall be prepared by a registered professional surveyor, landscape architect, architect or engineer. The plan shall contain the following information:

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

- _____9. Site plan of existing conditions including wooded areas, marshes, wetlands, etc.
- _____10. Other proposed rights-of-way and easements
- _____11. Proposed lot lines, lot numbers, building envelopes in the case of PUD's, and approximate Dimensions
- _____12. Contour map-one foot intervals based on sea level data
- _____13. Proposed plantings, mini-parks, school sites, public open space, if applicable
- _____14. Provisions for the maintenance of open space and parks including draft of conversation easement, if applicable
- _____15. Profiles showing grade of streets, sewers, water lines, etc.
- _____16. Plans for proposed utilities, including water, gas, sanitary sewer, storm drainage, electric, tele phone, cable, etc.
- _____17. Proposed planting plan, including type and details of required screening
- _____18. Postal enumeration of each lot in subdivision
- _____19. Verification of submission of stormwater management and sedimentation erosion control plans, if applicable
- _____20. Statement by developer that wetlands are not present on site or that appropriate permits are being sought
- _____21. Site data chart containing: a) acreage in tract; b) acreage in open space, parks or schools; c) average lot size; d) total number of lots; and e) linear feet in streets

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

Applicant Signature

Questions may be directed to: Greg McCoy at (252) 639-7585 or email: DRC@newbern-nc.org.

Department Review Process Applicant Response should be directed to: DRC@newbern-nc.org.

FOR LANDSCAPING INFORMATION, PLEASE REFER TO

<http://www.newbern-nc.org/departments/development/forms-documents/>

FORMS & DOCUMENTS: **Plant plan sample and
Plant list & symbols**