

**MAJOR, MINOR AND TOWN COUNCIL  
SITE PLAN SUBMISSION REQUIREMENTS**

All applications for site plan approval shall be submitted to the Inspections and Permits Department in accordance with the following site plan submission requirements.

**A.     FORMAT.**

- \_\_\_ 1. Scale of 1" = 60' or larger.
- \_\_\_ 2. Drawn in ink or pencil.
- \_\_\_ 3. Size shall be a mandatory 24" X 36".
- \_\_\_ 4. Property lines distinctly and accurately represented, all bearings and distances shown, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730. Must include sufficient data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of- way line, easement, building line, setback line, or other facility or improvement.
- \_\_\_ 5. Elevation and bench marks shall be referenced to National Geodetic Vertical Datum (NGVD). If assumed elevations are used, it must be clearly noted on the plan.
- \_\_\_ 6. Prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.
- \_\_\_ 7. Multiple sheets shall be collated and stapled. Match lines shall be clearly indicated.
- \_\_\_ 8. Indicate the owner, current zoning and present use of all contiguous properties (including property on opposite sides of adjoining streets). Also show all surrounding adjoining property lines.
- \_\_\_ 9. Ten (10) complete sets of plans are required. A reduced 11"x 17" copy is required for Town Council site plan submissions. CAD drawings containing the site layout and landscaping layout (AutoCAD-.DWG format) shall be provided for Town Council site plan submissions.

**B.     INFORMATION.**

- \_\_\_ 1. Name, address, and telephone number of land owner(s).
- \_\_\_ 2. Name, address, and telephone number of the developer.
- \_\_\_ 3. Name, address, and telephone number of the person/firm preparing the plan.
- \_\_\_ 4. North Carolina registration number and seal as listed per three (3) above.
- \_\_\_ 5. Locational vicinity map, at a scale of 1" = 1000' showing the development in relation to major and minor roads or streets, natural features, existing city limit lines and other obvious references.
- \_\_\_ 6. Date of original preparation and/or revision(s) - clearly identifying revisions.
- \_\_\_ 7. Number of sheets (i.e. sheet 1 of 1).
- \_\_\_ 8. Scale denoted both graphically and numerically.
- \_\_\_ 9. North arrow.

- \_\_\_ 10. Political subdivision(s) including city limit lines, township boundaries, county lines, and extraterritorial jurisdiction boundaries.
- \_\_\_ 11. Existing streets, their names and numbers (if state marked routes) shown and designated as either "public" or "private", indicating right-of-way and/or easement widths, pavement widths, including sight distance triangles.
- \_\_\_ 12. All streets indicated on the Town of Cary Thoroughfare Plan shall be shown with indicate future right-of-way widths. Bufferyards, minimum building lines, and sight distance triangles shall be set off the future right-of-way.
- \_\_\_ 13. Location of all existing buildings with exterior dimensions including heights, number of stories, distance to lot lines, private drives, public rights-of-way and easements.
- \_\_\_ 14. Add the following approval block (in approximate size shown) to all sheets in the plan set (lower right-hand area of each is preferred).

Cary Project Number Here  
**APPROVED**  
**TOWN OF CARY**  
 Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Planning \_\_\_\_\_ Date \_\_\_\_\_  
 Engineering \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_ 15. Buffer setback areas dimensioned.
- \_\_\_ 16. Provide a tree survey. Tree survey requirements are as follows (this includes the proposed tree save area located in front of the site)
  - Locate all 2" and larger ornamental, 18" and larger specimen and 10" and larger significant trees within the interior ten (10) feet of the buffers, streetscapes and other undisturbed areas;
  - Show the location of all specimen trees on site greater than 18" in diameter at breast height, and;
  - Provide a general written description of the forest stand(s) and understory vegetation within buffer areas, streetscapes, other undisturbed areas, and outside of protected areas that includes the composition of the tree species typically characteristic of the forest stand and typical size (average DBH), typical spacing between trees and an indication of the general health and vigor of the stand or specimen trees. The number of specimen trees (over 18" at breast height) with their general location shall also be shown. Applicants are strongly encouraged and should save specimen trees
- \_\_\_ 17. Recreation area(s) as required and pursuant to section 8.1 of the LDO
- \_\_\_ 18. Existing property lines, public and private streets, right-of-way and/or easement widths, pavement widths, easements, utility lines, hydrants, driveways, recreation areas or open spaces on adjoining property.
- \_\_\_ 19. The name and location of any property within the proposed development or within any contiguous property that is listed on the National Register of Historic Places or that has been designated by ordinance as a local historic property.
- \_\_\_ 20. Location(s) and dimension(s) of all vehicular entrances, exits, and drives.
- \_\_\_ 21. Location, arrangement and dimension of all automobile parking spaces, width of aisles, width of bays, angle of parking and number of spaces. Typical pavement section and/or surface type. Signs conforming to MUTCD. H/C Standards: Signs, ramps, accessible route.

- \_\_\_ 22. Location arrangement and dimension of all truck unloading docks, ramps and spaces.
- \_\_\_ 23. Indicate the location and method of garbage containment. (Indicate the proposed location and type of screening of solid waste dumpster if applicable.) Staff recommends using a masonry enclosure that will blend with the exterior of the building. Dumpster screening and gates must be at least 8 feet high. Recommend using solid metal gates painted to match the main building.
- Also, ensure that dumpster type enclosures, used for grease storage at restaurants, used oil storage at automotive repair sites, and cardboard recycling, etc., and are screened from off-site views. Ask if this type of enclosure would be needed, and if in deed needed, should be screened from off-site views.
- \_\_\_ 24. Location and dimension of all fences, walls, docks, ramps, pools, patios, and impervious areas.
- \_\_\_ 25. Location(s) and size(s) of all public utility lines (water, sanitary sewer, storm sewer and gas) within all adjacent rights-of-way and easements.
- \_\_\_ 26. Location of water tap(s) denoting size(s) of line(s) and meter location(s).
- \_\_\_ 27. Location of sewer tap(s) denoting size(s) of line(s).
- \_\_\_ 28. All screening of all storm water structures.
- \_\_\_ 29. Location of existing and proposed fire hydrant(s). Where a hydrant is not shown within the development site the nearest hydrant providing service shall be denoted with dimensions to the property line.
- \_\_\_ 30. Location of electrical service connection(s), meter(s), transformer base and pole(s). Overhead electric lines shall be denoted as to type: transmission; distribution; service drop.
- \_\_\_ 31. Storm water Drainage plan, including site surface drainage, pipe size(s) with direction off flow, yard drain(s), catch basin(s), curb inlet(s), detention pond(s), ditches, and topographic features.
- \_\_\_ 32. Topography (existing and proposed) at a contour interval of one (1) foot, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and referenced to the National Geodetic Vertical Datum (NGVD).
- \_\_\_ 33. Existing and proposed water courses, their names, direction of flow, centerline elevations, cross sections and any other pertinent datum.
- \_\_\_ 34. Floodway zone and flood fringe zone shown, indicating base flood elevations (minimum finish floor elevation) for all lots adjoining such zones. If site located within Zone A, show location of FEMA floodway and flood hazard limits.
- \_\_\_ 35. Easements, including but not limited to, electric, water, sanitary sewer, storm sewer, drainage, private street, gas or other service delivery easements including their location, width and purpose.
- \_\_\_ 36. Water supply watershed boundary indicated.
- \_\_\_ 37. Water courses, railroads, bridges, culverts, storm drains, wooded areas, marshes, swamps, rock outcrops, ponds or lakes, stream or stream beds, ditches or other natural or improved features which affect the site.

\_\_\_\_\_ 38. The following in tabular form:

- (a) Total area in site.
- (b) Current Zoning.
- (c) Subdivision name, block and lot number; Tax Map Number and Parcel Number; and street address if applicable.
- (d) Acreage in common area(s).
- (e) Acreage in recreation area(s) and the like.
- (f) Total number of units/bedrooms.
- (g) Gross floor area.
- (h) Building lot coverage (existing and proposed).
- (i) Building height in feet and stories.
- (j) Total number of parking spaces (required and provided).
- (k) Total number of handicap parking spaces (required and provided).
- (l) Total square feet of impervious area (existing and proposed).
- (m) Indicate the proposed linear footage of roads
- (n) Indicate the proposed linear footage of water lines
- (o) Indicate the proposed linear footage of sewer lines

\_\_\_\_\_ 39. **All projects shall be designed in accordance with the Town of Cary Design Guidelines Manual. A copy of this document is available on the Town's website.**

\_\_\_\_\_ 40. The following as general notes:

- a. No changes to any aspect of this site plan, including but not limited to, landscaping, grading, building elevations (especially colors), lighting, or utilities will be made without the approval of the Development Review Group of the Department of Planning and Development.
- b. The site shall be stabilized and seeded prior to the issuance of a certificate of occupancy.
- c. All HVAC systems will be screened from off-site views;
- d. All dumpster and cardboard recycling locations will be screened from off-site views.
- e. Where existing vegetation fails to function adequately as required, (i.e. buffer type A, B, C, and 100' Thoroughfare Corridor Buffer) the Cary Site Inspector reserves the right to require supplemental plantings in addition to those shown on the planting plan based on actual field conditions.
- f. All exterior site lighting will be designed to prevent off-site glare.
- g. The size of the planting area and size of plant material at maturity shall allow for a 2.5' bumper overhang from the back of curb.
- h. No tree shall be located within a roadway right-of-way or within 5' of a sidewalk.
- i. All tree protection fencing shall be maintained until all site work is completed. The fencing shall be removed prior to the final site inspection for the certificate of occupancy (CO).

- j. All above ground utility equipment and facilities associated with on-site electric, cable, telephone, gas or other similar utility shall be located in the side of rear yard area of the site and screened, to the extent possible, with evergreen plantings. Plantings shall allow for a minimum of a 5' clearance around the structure to allow for access. Additionally, any side of the structure having a door or lock, the plantings shall allow for a 10' clearance. The amount of clearance shall account for the size of the plant material at maturity.
- k. All vehicular use areas (drives and parking areas) shall be screened from off-site views.
- l. An unused driveway must be closed in accordance with the Town of Cary's driveway ordinance.
- m. All vent pipes, etc. extending above the roof surface must be painted a color that blends with the roof color.

\_\_\_ 41. Include the following notes on the grading plan.

To minimize damage to existing trees near the interior edge of buffers and streetscapes, the contractor shall cut minimum 2' trenches along the limits of disturbance, so as to cut, rather than tear, roots;

The tree protection fence shall be maintained on the site until all site work is completed and the final site inspection prior to the certificate of occupancy (CO) is scheduled. The fencing shall be removed prior to final site inspection for the CO.

\_\_\_ 42. Provide the location of tree protection on the grading plan.

\_\_\_ 43. Provide a detail of the tree protection fence showing compliance with the following:

- Minimum of 4' in height
- Constructed of orange polyethylene laminar fencing
- Tree Protection Zone signs spaced a minimum one every 300'. The size of each sign must be a minimum of 2' by 2' and must contain the following language:

"TREE PROTECTION ZONE, KEEP OUT"

- Include in the plan set a sectional view/detail for bio-retention, if applicable.
- Provide a Bio-retention Summary Table in the plan set that indicates the amount of area associated with each bio-retention area and the number of plants (trees & shrubs) for each bio-retention area based on the NCDENR requirements, if applicable.
- Indicate location and method of screening of all existing/proposed HVAC and mechanical systems. Ensure the screening is made of a material and color that blends with the main building (this does not apply in cases where landscaping is used to satisfy screening requirements).
- Provide detail of streetscape and buffer plantings.
- Provide a plant list summary table consisting of the following information relative to proposed plantings:
  - a. a planting key that identifies various planting elements of the landscape plan;
  - b. quantity of plant material proposed;
  - c. size, height, caliper, and spacing of plant material proposed;
  - botanical and common names of plant material proposed;

\_\_\_ 44. Provide a landscape maintenance plan: The following statement regarding a landscape maintenance/management plan shall be placed on the landscape sheet prior to plan approval along with any other specific details applicable to site landscaping:

"The owners of the property and their agents, heirs, or assigns shall be responsible for the installation, preservation and maintenance of all planting and physical features shown on this plan. The owners shall be responsible for annual maintenance of the vegetation to include but not be limited to:

- a. Fertilization (optional)
- b. Pruning within limits (applicant must define the limits)
- c. Pest Control (optional)
- d. Mulching
- e. Mowing (if any)
- f. Protection of the root zones from equipment, construction and related materials etc.
- g. Watering schedule for irrigation system
- h. Other continuing maintenance operations.

Failure to maintain all plantings in accordance with this plan may constitute a violation of the Unified Development Ordinance and may result in fines.”

This statement must be individualized (i.e. describe in detail how items a through h will be accomplished, rather than simply placing the note on the plan) based each development plan. This should be done by a certified landscape architect.

The Landscape Maintenance Plan could be similar to the following example, although modified where necessary to account for site conditions:

The owners of the property and their agents, heirs or assigns shall be responsible for the installation, preservation and maintenance of all plantings and physical features shown on this plan. The owners shall be responsible for annual maintenance of the vegetation to include but not limited to:

Fertilization: Lawn: Fertilize lawns twice per year (February 15-March 15 and again Sept. 1- October 31) according to soil test. Fertilize warm season grasses once during growing season per soil test.

Pruning: Pruning shall be limited to removal of dead wood or branches for trees or for sight distances/safety reasons. The Shigo standards should be adhered to. The pruning of shrubs shall be limited to the pruning necessary to maintain the natural shape of the plant except for sheared hedges.

Pest Control: Pre-emergent weed control for lawns and shrub beds may be applied in February. Chemical treatment for insect infestation and disease may be applied and shall be specific to the problem.

Mulching: Mulching shall be maintained at a depth of 2-3” in plant beds. Mulch shall be reapplied every two years.

Mowing: Primary fescue lawns shall be maintained at a height of 3” and shall be mowed approximately 30 times per year. Secondary turf areas may be maintained higher and less frequently. Warm season grasses shall be mowed as needed during the growing season to maintain the recommended height of the species of turf grass.

Plant Protection: Avoid excess intrusion into the root zone area of established plantings.

Watering: If any irrigation system is utilized, the system shall be regulated to provide approximately 1” of rainfall per week during the growing season.

Failure to maintain all plantings in accordance with this plan may constitute a violation of the Unified Development Ordinance and may result in fines.

\_\_\_\_\_ 45. All proposed buildings must be compatible with adjacent developments in terms of architectural style, exterior materials and color. Provide building elevations of all sides of the structure(s), with:

- a. height of proposed building indicated
- b. number of proposed stories indicated
- c. proposed exterior materials indicated  
proposed exterior color scheme indicated

\_\_\_\_\_ 46. Provide vertical cross-sectional views with:

- a. Height of proposed building.
- b. Number of stories.
- c. Height, location, and general design of structures, or equipment, proposed above the building height limit.

- \_\_\_ 47. Provide a typical floor plan with dimensions.
- \_\_\_ 48. Multi-family residential uses: show at least 24 square feet of enclosed exterior storage space per unit.
- \_\_\_ 49. Provide a *Statement of Architectural Compatibility (SAC)*: This statement shall include:
- a. Primary physical characteristics including predominate color(s), exterior materials and architectural features;
  - b. Primary landscape theme (general, not specific);
  - c. Building height;
  - d. Lighting elements (general);
  - e. Other elements which may be relevant to a specific development and how they are compatible with the adjacent sites; and
  - f. Uniform Signage Plan (general).
- (A) The SAC must designate the unifying elements which are to be incorporated within the entire project (including any outparcel) and specifically how these elements are to be used. The criteria for the review of a SAC are:
1. *Primary color(s)*: A maximum of three (3) predominate colors should be designated as a primary unifying element (this does not include accent colors). Any color specified as a primary unifying element shall be dominant in the building facade. Color "samples" shall be provided to the staff at the time of site plan review. Colored renderings are encouraged, but shall not be a substitute for this requirement. In addition to listing the color(s), the guidelines shall also describe how and where the color will be used. It is recognized that the same color on a different material may not match exactly. Flexibility may be used to allow a range of predominate colors provided that these colors are in the same family of colors (similar to each other).
  2. *Accent colors*: These colors may be used as a secondary unifying element provided they are used throughout the development. Non-illuminated accent bands (e.g. canopies with gas stations and the roof of fast food buildings) on roofs, canopies, or other features shall be one of the primary colors of the development or be white or earth tone in color.
  3. *Exterior materials*: The dominant material or combination of materials shall be defined. For each building material selected, the color of that material shall also be defined.
  4. *Architectural features*: Architectural features refer to a number of building elements that are repeated throughout the development. These include, but are not limited to: roof lines, canopies, building ornamentation, patterns, and building form. Any architectural feature designated as a unifying element throughout all buildings shall contribute to the identity of the development and not be just a minor architectural detail.
    - (i) *Use of awnings*: No awnings/canopies shall be internally lit. All awnings/canopies shall utilize the same design and color throughout the development.
    - (ii) *Roof type*: Out-parcels may use a different roof type (example pitch vs. flat) than the main buildings within centers provided that the building on the out-parcel is a size where the different roof type does not dominate the center and/or the roof type has a tie to the other buildings (e.g., mansard roofs).
  5. *Landscaping*: Plant materials may be used in such a way as to reinforce compatibility depending on the type of plant materials selected and their placement on the site. This previous statement is not intended to limit creative landscape designs within the center, but to promote general compatibility in materials. Drought tolerant or native species (including trees, shrubs, and

turfgrasses) that do not require extensive watering are strongly recommended.

6. *Setbacks:* Setbacks from a street right-of-way may be an appropriate unifying element where a number of freestanding buildings occur within the development.
7. *Building height:* A standard height among a group of buildings can usually tie the buildings together visually.
8. *Lighting:* A consistent type of lighting fixture repeated throughout the development as well as a similar intensity, height, and/or color of light are to serve as a unifying element. Light pole height, wattage, pole/fixture/light color should all be the same.

- \_\_\_ 50. Provide a color rendering of the building elevation and submit samples of the proposed exterior building materials and colors. At least one copy of the colored rendering shall not exceed 11"x 17" in size.
- \_\_\_ 51. If site lighting is contemplated; provide an on-site isolux lighting plan showing point-by-point footcandle values. (Including any related details.)
- \_\_\_ 52. All outdoor storage areas shall be clearly identified and methods of screening clearly demonstrated.
- \_\_\_ 53. Residential projects shall provide a Certificate of Adequate Educational Facilities (CAEF) issued by the Wake County Board of Education.
- \_\_\_ 54. A copy of the Traffic Impact Analysis, if one is required.
- \_\_\_ 55. A Nitrogen Control Plan.
- \_\_\_ 56. Soil Erosion Control Plan.
- \_\_\_ 57. Storm water Drainage Plan.