

SANFORD                      LEE COUNTY                      BROADWAY  
UNIFIED DEVELOPMENT ORDINANCE

**APPENDIX B – SPECIFICATIONS FOR  
FORMS TO BE SUBMITTED**

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## B-1 GENERAL PROVISIONS

The Department of Community Development shall promulgate submittal requirements, instructions for completing forms, and internal procedures for acceptance and filing of applications. Additional information may be required for particular applications. Necessary forms for all applications for:

- administrative permits;
- applications for board of adjustment review;
- applications for planning commission review; and
- applications for legislative review.

All such forms/applications shall be maintained at the office of the Department of Community Development.

## B-2 CERTIFICATES OF ZONING COMPLIANCE

An application for approval of a Zoning Clearance Permit shall include the following information:

- (a) Location of structure(s), including but not limited to all proposed decks, steps, or other similar structural improvements; and
- (b) Building setbacks; and
- (c) Location of off-street parking areas; and
- (d) Location of 100-year floodplain.

## B-3 BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

See North Carolina State Building Code.

## B-4 SUBDIVISION PLATS

### **GENERALLY**

- (1) The plat shall be prepared by a Registered Land Surveyor meeting the requirements of NCGS Chapter 89C (Engineering and Land Surveying).

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- (2) The plat shall be prepared in accordance with the mapping requirements of NCGS § 47-30 and the requirements of this ordinance. The plat shall be drawn at an appropriate scale to assure legibility with none at a scale less than one (1) inch equals 200 feet. The dimensions of the plat shall meet the outside marginal and boarder sizes established by the Lee County Register of Deeds. The plat shall be submitted to the Department of Community Development in a form suitable for recording at the Lee County Register of Deeds on reproducible, polyester (mylar) film, transparent and archival. An additional mylar copy and three (3) blueprint copies of the plat shall be submitted to the Department of Community Development along with the original copy. Submission of a preliminary copy of the plat to the Department of Community Development for review prior to the preparation of the original for recording is recommended.

#### **REQUIREMENTS FOR A SKETCH PLAT.**

Sketch plats shall be drawn to a scale of not more than one hundred (100) feet to an inch. Supporting information required by this section may allow for a larger scale. A minimum of twelve (12) prints/copies of a sketch plan shall be submitted to the Community Development Department for review (see § 6.3.2). The sketch plat shall include the following information:

- (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 plat 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.

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- (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 PRELIMINARY PLAT**

No specific size requirements apply to preliminary plats, except that such 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. A minimum of twelve (12) prints/copies of a preliminary plat shall be submitted to the Community Development Department to allow for review by staff, the respective planning board, and the respective governing board (see § 6.3.3). Upon approval, a digital copy of the preliminary plat is also requested (if possible). The preliminary plat shall include the following information:

- (1) Legend--Title and revision number;
- (2) Location map showing relationship of subdivision to the County of Lee 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,

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- 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) Proposed water, sanitary sewer and storm drainage systems showing location.
  - (16) Building Setbacks (in table format).

#### **REQUIREMENTS FOR A FINAL PLAT**

No specific size requirements apply to final plats, except that such 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. A minimum of four (4) prints/copies and two (2) mylars of the final plat shall be submitted to the Community Development Department to allow for review by staff (see § 6.3.4). Upon approval, a digital copy of the final plat is also requested (if possible). They shall depict or contain the information set forth below:

- (1) Legend containing subdivision names, vicinity map (See 301.31(2)), 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) Street names, right-of-way lines, pavement widths of tract and adjacent streets, and the location and dimensions of all easements;
- (4) Accurate descriptions and locations of all monuments, markers, and control points;
- (5) Location, purpose, and dimensions of areas to be used for other than residential purposes;
- (6) Sufficient engineering data consistent with the requirements of NCGS § 47-30 and the Standards Of Practice For Land Surveying In North Carolina, 21 NCAC 56, Section 1600. ;
- (7) Boundaries of floodways and one hundred-year flood plains;

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- (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;
    - b. Total number of lots;
    - c. Acreage in lots;
    - d. Acreage in street rights-of-way;
    - e. Linear feet of each individual street;
  - (12) The 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.
  - (13) Whenever the sketch plat 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.
  - (14) Approximate topography.
  - (15) 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.
  - (16) The following certificates shall appear on all copies of the plat as noted for the appropriate jurisdiction. Items (a) and (b) shall be signed when submitted. Items (c) through (h) will be signed when the plat is approved:

**(a) CERTIFICATE OF OWNERSHIP AND DEDICATION**

(Use for all jurisdictions)

I hereby certify that I am owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks and other sites and easements to public or private use as noted. Furthermore, I dedicate all public sewer and/or water lines to the (City of Sanford/Town of Broadway).

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**(b) CERTIFICATE OF SURVEY AND ACCURACY**

(Use for all jurisdictions)

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 \_\_\_\_\_, A.D., 20\_\_\_\_.

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

**(c.1) CERTIFICATE OF APPROVAL OF DESIGN AND INSTALLATION OF PUBLIC WATER, SEWER AND/OR STREETS**

(Use for City of Sanford/Town of Broadway only, if applicable)

I hereby certify that all public water, sewer, and streets (where applicable) have been installed in an acceptable manner and according to the (City/Town) specifications and standards in the \_\_\_\_\_ Subdivision or that a guarantee of the installation of the required improvements in an amount or manner satisfactory to the (City/Town) has been received.

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

\_\_\_\_\_  
Date

**(c.2) CERTIFICATE OF APPROVAL OF DESIGN AND INSTALLATION OF WATER AND SEWER UTILITIES.**

(Use for Lee County only, if applicable)

I hereby certify that all (water) (water and sewer) (apply whichever is appropriate) utilities have been installed in an acceptable manner and according to the City of Sanford specifications and standards in the \_\_\_\_\_ Subdivision or that a guarantee of the installation of the required improvements in an amount or manner satisfactory to the City of Sanford has been received.

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

\_\_\_\_\_  
Date

**(d) CERTIFICATE OF APPROVAL OF PRIVATE WATER SUPPLY AND/OR SEWAGE DISPOSAL SYSTEM**  
(Use for all jurisdictions, if applicable)

I hereby certify that the lot(s) on this plat have been evaluated under the current provisions of Title 15A NCAC 18E et seq., and the Regulations Governing Construction and Abandonment of Wells in North Carolina and found to have (adequate space for an on-site, individual, private water source and)\* acceptable soils for an on-site, subsurface sewage treatment and disposal system. NOTE: Due to variations in siting specific uses and potential for changes in regulations or soil conditions, issuance of a Well Permit or Improvement Permit by Lee County Environmental Health is not guaranteed.

\_\_\_\_\_(SEAL) \_\_\_\_\_  
Licensed Soil Scientist Date

License No.

\* NOTE: Delete this language if a public water supply exists to serve each lot. If public water mains need to be extended to serve the lot(s), the procedures for a major subdivision must be followed.

**(e) CERTIFICATE OF APPROVAL OF STREET DESIGN BY THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION** (Use for Lee County only, if applicable)

North Carolina Department of Transportation  
Division of Highways

Proposed Subdivision Road Minimum Construction Standards Certification. The roads indicated on this plat are designed to the Department’s Minimum Construction Standards. The roads must be constructed to these standards, paved, and in an acceptable state of maintenance at the time that they are accepted onto the State System. All responsibility for the roads remains with the owner of the property, his heirs, or assigns until such time as the roads are accepted for maintenance by the Board of Transportation.

\_\_\_\_\_  
District Engineer Date

**(f) CERTIFICATE OF FINAL PLAT APPROVAL** (Use for all jurisdictions)

In accordance with the (City of Sanford/Town of Broadway/Lee County) Unified Development Ordinance, having met the general requirements of the preliminary plat as approved, final authority is hereby granted to \_\_\_\_\_ Subdivision shown hereon.

\_\_\_\_\_  
Director of Community Development  
Date

**(g) PLAT REVIEW OFFICER CERTIFICATE (Use for all jurisdictions)**

State of North Carolina  
County of Lee

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

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

**(h) REGISTER OF DEEDS CERTIFICATE NORTH CAROLINA, LEE COUNTY**

Presented for Registration on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at and Recorded in Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_.

\_\_\_\_\_  
Register of Deeds

**(i) EXEMPT PLAT CERTIFICATION**

I hereby certify that the plat shown hereon is exempt from subdivision regulations as set forth in N.C.G.S. § 47-30(f)11 and § 160D-802 and complies with all other applicable standards found in the Sanford/Lee County/Broadway Unified Development Ordinance. This plat has been approved for recordation in with the Lee County Register of Deeds.

\_\_\_\_\_  
Planner \_\_\_\_\_  
Date

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## B-5 SITE PLANS (CONDITIONAL REZONING / SPECIAL USE PERMITS)

The application for a Major Site Plan shall include the following information:

- (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:
  - a. Total number of dwelling units, by development phase;
  - b. Residential density and units per acre;
  - c. Total floor area and floor area ratio for each type of use;
  - d. Total area in open space;
  - e. Total area in developed recreational open space; and
  - f. Total number of off-street parking and loading spaces.
- (3) 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.
- (4) Location for all ground-mounted signs (and lighting).
- (5) Submission of an architectural plan consistent with the provisions of this Appendix B.
- (6) 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.
- (7) The approximate location and widths of proposed streets.
- (8) The location of all entrances onto adjacent roadways, whether existing or proposed.
- (9) 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.
- (10) Off-street parking and loading areas and structures, including the number of spaces; dimensions of spaces and aisles; and landscaping for parking areas. .
- (11) A delineation of environmentally sensitive areas as defined in Appendix A.
- (12) 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.

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- (13) 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.
  - (14) Location of proposed water and sewer lines.
  - (15) If applicable, location of existing vegetative cover to be retained.
  - (16) If applicable, the proposed treatment of the perimeter of the development, including materials and techniques used, such as landscaped buffers, fences, berms, or walls.
  - (17) If applicable, the location, acreage, category, and type of improvements for passive and active (if required) open space.
  - (18) If applicable, location of solid waste containers including proposed design provisions for screening.
  - (19) Location and size in acres of school sites (if planned).
  - (20) Grading plan consistent with the requirements of this Appendix B.
  - (21) A detailed exterior lighting plan.
  - (22) Number of copies to be submitted shall be specified on the application, as it may vary subject to the approving board(s) that may review plan.

## B-6 LANDSCAPING PLAN

If applicable, a Landscaping Plan shall include the following information:

- (1) A general landscaping delineation indicating the treatment of materials used for open space, landscaped buffers and common ownership (Minimum scale of 1" = 40').
- (2) Planting areas drawn to scale with a list of the botanical and common names, number, and size of all plants designated for each area.
- (3) 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 consistent with the Tree Preservation Regulations (§ 9.3 of this Ordinance).
- (4) Location and width of landscaped buffer strips, including height of berms.
- (5) Location and sizes of irrigation facilities adequate to maintain the planting areas. (Use of automatic watering systems is encouraged). The provisions of this subsection shall not apply to landscaped areas using xeriscape plantings.

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## B-7 GRADING PLAN

If applicable, a Grading Plan shall include the following information:

- (1) The plan shall have a minimum scale at 1" = 40' with 2' contour intervals based on the USGS quadrangle maps or a field survey.
- (2) 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:
  - a. topographic information showing existing features and conditions, including floodplains, waterways, vegetation, trees, and slopes exceeding fifteen percent (15%) and proposed clearing and grading; and
  - b. the extent, location, and type of proposed fill materials.
  - c. proposed cuts and fills required by the location of all building structures and streets and roads.
  - d. the location and type of erosion control measures required by the North Carolina Sedimentation Control Commission.
- (3) 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 historic sites.
- (4) The Grading Plan may also include information as required for a Flood Prevention Plan (see below).

## B-8 ARCHITECTURAL PLANS

### **(a) APPLICABILITY**

This Section applies to any application for site plan approval. This Section shall not apply to any application for approval of a Building Permit.

### **(b) CONTENTS**

The architectural plans shall depict architectural details of the proposed development and shall include the following information:

- (1) Preliminary renderings of building elevations plus typical cross sections to clearly define the character of the project;

- (2) A cross-section elevation plan depicting all buildings, structures, monuments, and other significant natural and man-made features of the proposed development;
- (3) An exterior building materials inventory; and
- (4) any covenant or dedication establishing an architectural review board.

## B-9 FLOOD HAZARD DEVELOPMENT PERMIT

### **(a) GENERALLY**

The floodlands development permit shall include three (3) sets of plans drawn to scale showing:

- (1) The nature, location, dimensions and elevations of the area in question;
- (2) The boundaries of the Base Floodplain;
- (3) the existing or proposed structures; and
- (4) the location of fill, materials storage areas and drainage facilities.

### **(b) SPECIFIC INFORMATION** Specifically, the following information is required:

- (1) Where base flood elevation data is provided in accordance with Article 13 of this Ordinance, the application for a development permit within Zone A on the flood insurance rate map shall show:
  - a. The elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures; and
  - b. If the structure has been floodproofed in accordance with Article 13 of this Ordinance, the elevation (in relation to mean sea level) to which the structure was floodproofed.
- (2) Where the base flood elevation data is not provided, the application for a development permit must show construction of the lowest floor at least two (2) feet above the highest adjacent grade.
- (3) Where any watercourse will be altered or relocated as a result of proposed Development, the application for a floodlands development permit shall include:
  - a. A description of the extent of watercourse alteration or relocation;
  - b. An engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to the properties located both upstream and downstream; and

- c. A map showing the location of the proposed watercourse alteration or relocation.
- (4) When a structure is floodproofed, the applicant shall provide a certificate from a registered professional engineer or architect that the nonresidential floodproofed structures meet the floodproofing criteria in Article 13 of this Ordinance.
- (5) A floor elevation or floodproofing certification is required after the lowest floor is completed. Within twenty-one (21) calendar days of establishment of the lowest floor elevation, or floodproofing by whatever construction means, whichever is applicable, it shall be the duty of the permit holder to submit to the local Department of Community Development a certification of the elevation of the lowest floor, or floodproofed elevation, whichever is applicable, as built, in relation to mean sea level. Said certification shall be prepared by or under the direct supervision of a professional land surveyor or professional engineer and certified by same. When floodproofing is utilized for a particular building, said certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. Any work done within the twenty-one day calendar period and prior to submission of the certification shall be at the permit holder's risk. The local Department of Community Development shall review the floor elevation survey data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further progressive work being permitted to proceed. Failure to submit the survey or failure to make said corrections required hereby shall be cause to issue a stop work order for the project.

## B-10 VARIANCE FROM WATERSHED REGULATIONS

An application for a watershed variance shall include a site plan which includes the following information:

- (1) A scale of at least 1" = 40', indicating the property lines of the parcel upon which the use is proposed;
- (2) any existing or proposed structures;
- (3) any existing or proposed parking areas and other built-upon areas;
- (4) any existing or proposed surface water drainage.

The site plan shall be neatly drawn and shall indicate the 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 Commission in considering the application. The Department of Community Development 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 Department of Community Development prior to a decision by the Planning Commission. Such comments shall become a part of the record of proceedings of the Planning Commission.

## B-11 SITE SPECIFIC DEVELOPMENT PLAN (FOR VESTED RIGHTS)

No SSVP shall be approved by the County of Lee or Planning Commission, nor shall such SSVP or any provision of such SSVP have any legal force and effect, unless the application contains the following minimum provisions:

- (1) the approximate boundaries of the site; significant topographical and other natural features effecting development of the site;
- (2) the approximate location on the site of the proposed buildings, structures, and other improvements;
- (3) the approximate dimensions, including height, of the proposed buildings and other structures;
- (4) the approximate location of all existing and proposed infrastructure on the site, including water, sewer, roads, and pedestrian walkways; and
- (5) Any other matters set forth in NCGS § 160D-108.

## B-12 STORMWATER DRAINAGE PLANS

A storm water drainage plan submitted for approval under these provisions shall be prepared by a professional engineer in accordance with the standards of this Ordinance and approved by the Department of Public Works based on the criteria established in the Stormwater Management Regulations (§ 9.2) of this Ordinance. A storm water drainage plan submitted for approval under these provisions shall include, but shall not be limited to the following information:

- (1) A site plan showing existing and proposed buildings, existing utilities, storm water drainage facilities, soil types, and ground cover.
- (2) Site construction plans, grading plans, existing and proposed topography, existing and flow patterns, and existing and proposed drainage system receiving runoff from the parcel.
- (3) Drainage plan design date.

- (4) Drainage area map and hydrologic engineering calculations including offsite drainage effecting the property.
- (5) Projected area of impervious cover and total land area.
- (6) Proposed land use and development plans.

A written description of the methodology used to analyze the pre- and post- development runoff with supporting calculations and documentations.