

AVERY COUNTY PLANNING DEPARTMENT
(COMMERCIAL SITE PLAN APPLICATION)

Pre-submittal meetings are required for all commercial site plan applications.
For appointments contact Garry Benfield at (828) 733-8204

TO BE FILLED OUT BY APPLICANT/AGENT: (Print or Type Only)

Name of Project: _____

Location: _____ PIN # _____

Project Description/Revisions Being Made: _____

Number of Units/Square Footage Allowed: _____ Proposed: _____

Property Owner(s): _____ Telephone: _____

Address: _____ Fax: _____

E-Mail _____

All site plans shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.

PLAN PREPARED BY: _____

Engineer Architect Surveyor Landscape Architect Other

Firm: _____ Phone: _____

Address: _____ Fax: _____ E-Mail _____

Contact Person: _____ Phone: _____ E-Mail _____

Description of Work: (Check all applicable boxes)

Site Acreage: _____ Building Sq. Ft. _____ Required/Proposed Parking
Spaces: _____ / _____

No. of Buildings: _____ Average Lot Size: _____ Minimum Lot
Size: _____

Area in Flood Plain? Yes No

- High Impact Industry: Refer to the Avery County High Impact Protection Ordinance, Article II, Section 1, Regulated Uses

<u>Activity</u>	<u>Structural Development</u>	<u>Structure Type</u>
<input type="checkbox"/> New Structure		<input type="checkbox"/> Residential (1 or 2 Family)
<input type="checkbox"/> Addition/Expansion		<input type="checkbox"/> Residential/Multifamily R1-R2
<input type="checkbox"/> Alteration		<input type="checkbox"/> Commercial
<input type="checkbox"/> Relocation		<input type="checkbox"/> Industrial
<input type="checkbox"/> Demolition		<input type="checkbox"/> Other (Specify) _____
<input type="checkbox"/> Replacement		_____

- Other Development Activities: (check all applicable boxes)

- Clearing Fill Mining Drilling Grading
- Excavation (Sedimentation & Erosion Plan) *Required*
- Watercourse Alteration (404 or 401 Permits)
- Watershed WSII Watershed IV River Basin _____
- Road, Street or Bridge Construction (D.O.T. Driveway Connection Permit Required)
- Subdivision (new or expansion)
- Water and Sewer System Approval
- Storm-water Discharge Control Permit Required (N.C.G.S. NCGo10000) if more than one acre disturbed, then a Storm-water Plan shall be submitted to the N.C. Division of Water Quality, Asheville Region.
- Air Quality Permit Required

- Site Plan Attachments:

- A. Existing site conditions including contours, water courses, natural and man made Features. Also, areas located in flood plain.
- B. Exact boundary lines of the property containing the proposed construction project site.
- C. Location of all existing and proposed buildings or structures.
- D. Water and sewer layouts (location of manholes, pumps, hydrants, force mains, storage facilities, line sizes, and the connection of the proposed system with existing systems).
- E. Location of existing and proposed easements and rights-of-ways. Also, existing proposed road access to and within the project, showing rights-of-ways and

- pavement widths notation of proposed street system ownership (public or private).
- F. Perimeter Development, including the design, materials and/or techniques such as screens, fences and walls.
- G. Adjacent land area, names of owners, land use, public facilities and any unique natural features.
- H. Front and side elevations profile, drawn to scale, of all existing and proposed buildings and structures.

□ Additional Documentation Requirements:

- a. North Carolina Department of Transportation Letter of Approval of proposed street plan for public use or a street dedicated for private access shall have plans showing proposed location right-of-way width, road width, drainage system and vertical grades.
- b. Water and/or sewer system which will be connected to an existing system, for such connection. In addition, a letter of approval from the owner of said existing system for such connection. Also, a *Letter of Approval* from the appropriate regulatory agency shall be submitted indicating that the proposed connection will not cause any problems related to overloads, discharges, shortages, etc. on said existing system.
- c. When individual wells and/or septic tanks are to be utilized, a written statement from the Avery County Health Department indicating approval.
- d. If an on-site package water and/or sewer treatment system is to be utilized, a *Letter of Approval* from the Avery County Health Department indicating approval.
- e. Approved Sedimentation and Erosion Control Plan when required.
- f. A *Letter of Approval* from the appropriate fire department indicating the adequacy of the development facilities for emergency medical and fire services. Such determination shall take into consideration the street access, water pressure and availability building height and any other relevant factors.
- g. A letter from the applicant indicating the land in the proposed development /project is under single ownership or management by the applicant, or proper assurances legal title or execution of a binging sales agreement) shall be provided indicating the development/project can be successfully completed by the applicant.
- h. Avery County Watershed Protection Ordinance Application when development is located in a **Critical Area** or the **Balance of Watershed**.

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OFFICIAL USE

Date Received: _____

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Notes: _____
