

TOWN OF WAXHAW

PLANNING AND COMMUNITY DEVELOPMENT
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Non-Residential Site Plan Review Checklist - Zoning

(This checklist is not to be used for properties located within the Downtown Code boundary)

Project Name: _____ Contact: _____
Address: _____ Phone: _____
Date Submitted: _____ E-mail: _____
Reviewer: _____
First Review: _____
Second Review: _____
Third Review: _____

Reviews Required Prior to Non-Residential Site Plan Review – For Planning Department Review

- Conditional Rezoning / Conditional Use Permit
- Multiple Building Site (Requires subdivision review)
- Site involves new right-of-way/street dedication (Requires subdivision review)
- Disturbing or grading more than one acre (Need grading permit from NCDENR)

General Site Plan (Section 9.18)

- Property line survey and acreage data
- Vicinity map at a scale of no less than one inch equals four hundred (1" = 400') feet
- Tax Parcel Number
- Site address
- Original submittal date
- Date and type of revisions to the plan
- North arrow
- Written and graphic scale in feet per inch and bar graph
- Name and address of property owner
- Name, address, telephone number of site designer
- Proposed name of the development
- Tract Boundaries including all bearings and distances
- Names of owners, tax parcel numbers and zoning of adjoining properties
- Existing and proposed topographic contours at vertical intervals no greater than five feet of development area
- Stormwater drainage plan
- Location, use and outline of existing and proposed buildings and structures
- Location of proposed open spaces
- Location, name, pavement width and right-of-way width of existing streets
- Location, name, pavement width, curb type, right-of-way width, pavement type, and curb cuts of all proposed street and parking facilities and site improvements

- Location of all existing and proposed utilities including electrical, water, sewage, telephone and gas facilities (including easements)
- Location of all existing and proposed drainage facilities necessary to serve the site (including easements)
- Residential density (units per acre)
- Schedule of building uses, by type, showing the # of bedrooms, # of units and floor area
- Proposed schedule of development for each phase of the project showing anticipated time for completion and estimated completion dates
- Existing water courses and Flood Hazard Areas, existing land uses on the site and in the area surrounding the site
- Technical report containing:
 - A description of the project including general characteristics, development concept and amenities;
 - a general assessment of impact showing the proposed impact upon all affected utilities, transportation facilities, the environment, the local economy and local government; and
 - Engineering report to demonstrate adequacy of existing and proposed public facilities

Zoning Districts & Lot Development Requirements (Sections 4, 9 & 11)

- Zoning district classifications of site and all abutting properties
- Overlay District (if applicable)
- Current Use _____
- Proposed Use _____
- Conditions (if applicable) _____
- Impervious Coverage
- Building Height
- Building Size
- Setbacks: front, side, side corner, rear (listed in notes and depicted in building envelope)
- Accessory structure & use
- Building separation requirements
- Supplemental regulations

Parking, Sidewalk, Connectivity and Lighting Requirements (Sections 12 & 18)

- Parking spaces required: Max: _____ Min: _____ Parking spaces proposed _____ Shared parking spaces _____
- Parking located to the side or rear of building
- Off-site parking if applicable
- Off-street loading space(s) (12' long x 25' wide)
- Driveway width – 20 feet
- Parking area paved
- Parking space dimensions (9' x 18') including handicapped spaces
- Parking lot at least 10 feet from building
- Parking lot landscaping (required for 5 or more spaces); 1,000 sq. ft. of vehicular use area – 1 tree (75% large maturing, deciduous) and 4 shrubs - # Trees depicted _____ # shrubs depicted _____
- Landscaping islands required for 20 or more parking spaces
- Bike rack
- Sidewalk along public road (5' wide)
- Sidewalk connecting public sidewalk to building entrance

- Sidewalk connecting building entrances
- Buildings set back more than 100 feet shall have sidewalk connections to adjacent property
- Street names listed
- Street layout in accordance to approved rezoning/CUP plan
- Stub streets to neighboring parcels
- Pavement markings
- Location & dimensions of curb and gutter
- Stacking spaces for drive-through use

Lighting Requirements (Section 12)

- Point-by-point lighting plan
- Maximum foot candles at property line (2.5)
- Light fixtures a minimum of 10 feet from property line
- Maximum lighting height (18 feet above grade for non-cut-off and 35 feet for cut-off lights)

Buffers and Landscaping (Section 9)

- Left yard buffer width _____
- Right yard buffer width _____
- Rear yard buffer width _____
- Landscaping Area adjacent to public streets
- Street trees
- Overhead utility lines in R/W (use small maturing trees)
- Types of trees used and their location
- Tree planting detail
- Shrub planting detail

Tree Preservation (Section 9.21)

- Tree survey (section 9.21.7.F)
- Existing trees 8 inch or larger (4 inch or larger understory) preserved within required setbacks and buffers
- 40% or more wooded site – 10% of internal tree save required
- Heritage or specimen trees
- Additional parking requested – additional 5% of internal tree save required

Screening (Section 9.8.2 and Section 20)

- Dumpster
- Mechanical Equipment
- Backflow Preventers
- Outdoor Storage
- Loading docks/spaces
- Service entrances/utilities
- Layout and site details

Architectural Requirements (Section 20)

- Elevations of each side of building indicating the direction the building faces
- Exterior building material (metal is prohibited) _____

- Wall materials shall not change at a building corner
- If two wall materials are used, the heavier one must be on the bottom
- Minimum roof pitch 8:12 (can be waived to 6:12)
- Mono-pitch roofs must be 6:12 and attached to the main building
- Sloped roof overhang must project a minimum of 12 inches
- Roof materials: composition shingles, tile, slate, standing seam
- Flat roofs must be screened with parapets on all sides
- All rooftop equipment screened from public view
- Windows and doors shall be proportional to the building and avoid long uninterrupted walls
- Windows ganged horizontally – maximum 3 per group
- Corner entry buildings shall have fenestration on both sides of the building
- Vertical windows/doors shall dominate horizontals
- Glass shall be transparent with a minimum of tint (mirrored glass is prohibited)
- Building canopies shall have 10 feet of clearance
- Building canopies shall be fabric, metal or glass
- Color board submitted

Street Walls and Fencing (Sections 9 & 20)

- Free-standing street walls should match the building and not exceed 6 feet in height
- Street walls located within 10 feet of a sidewalk shall not exceed 4 feet in height
- Fences located in the required front yard shall not exceed 4 feet in height
- Fences located in the side or rear shall not exceed 8 feet in height
- Fence material _____

Union County Public Schools have specific zoning regulations found in Section 9.22

The following sheets shall be submitted with a Non-Residential Plan Review:

- Application and fee
- Survey
- Site plan
- Grading plan
- Utility plan
- Erosion & Sedimentation Control plan, including erosion control details
- Landscaping plan
- Lighting plan

*Please note that signage must be reviewed and approved separately by the Zoning Administrator.

Additional Notes/Comments:
