



**Town of Waxhaw Planning and Inspections Department**  
1150 N. Broome St, PO Box 617 Waxhaw, NC 28173  
704-843-2195  
[www.waxhaw.com](http://www.waxhaw.com)

# PRELIMINARY PLAT APPLICATION

Date Received \_\_\_\_\_ Permit Fee \_\_\_\_\_ Permit Case Number \_\_\_\_\_

Applicant Name	Phone Number	Mailing Address
Email Address		
<b>APPLICANT SIGNATURE</b>		
I hereby certify that all of the information provided for this application is, to the best of my knowledge, accurate and complete.		
X _____		

<b>Are you the property owner?</b>		
<input type="checkbox"/> <b>Yes (STOP HERE)</b> <input type="checkbox"/> <b>No (Property Owner Completes Below)</b>		
Property Owner Name	Phone Number	Mailing Address
<b>PROPERTY OWNER SIGNATURE</b>		
I hereby certify that all of the information provided for this application is, to the best of my knowledge, accurate and complete.		
X _____		

**Plan Review Information**

The following type of plan is being submitted for review by the Town of Waxhaw:		
<input type="checkbox"/> Non-Residential Site Plan <input type="checkbox"/> Master Sign Plan/ Revision		
<input type="checkbox"/> Residential Site Plan		
Name of Project:		
Address/ Location of Project		Current Zoning
Parcel Number	Type of Land Use <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other	
Number of Lots	Total Acreage	Located FEMA Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No



*The Following Shall Be Completed By The Zoning Administrator:*

Plan to be reviewed by:
Approved Date: _____ or Denied Date: _____
<b>Zoning Administrator Signature:</b>
X _____ Date _____

Permit Case Number: \_\_\_\_\_



## PRELIMINARY SITE PLAN/ CONSTRUCTION DOCUMENT CHECKLIST

*This is a standardized document generated to facilitate consistent Construction Document/Site Plan reviews. Additional requirements may be necessary based on site-specific conditions. **Applicant should verify all items are provided in plans or calculations submitted to ensure a complete application prior to review.** The administrator may waive certain requirements where deemed appropriate. All information below must also be submitted in digital format. Reference LDC Chapter 5.*

Project Name: _____	Date Submitted: _____
Design Contact: _____	Phone/Email: _____
Planner Assigned: _____	Application Complete? <u>Y / No-see below</u>
Case Number Assigned: _____	Comments Due: _____

TO BE COMPLETED BY APPLICANT	YES	N/A
<b>General Information:</b>		
1. Name of Subdivision		
2. Name of Owner/Subdivider		
3. Location – Township, county, & state		
4. Vicinity map with boundary of project shown		
5. Boundary Survey		
6. Scale of drawing		
7. Graphic scale bar & north arrow		
8. Name, Address, Phone Number, Registration Number, and Seal of Registered Surveyor		
9. Name, Address, Phone Number of Preparer (Engineering Firm)		
10. Existing & proposed contour & topography plan		
<b>Site Data with the following information (Preferably in a Table):</b>		
1. Address of overall site (if applicable)		
2. Parcel ID # (s)		
3. Owner of property		
4. Total # of lots		
5. Total Site Area		
6. Area calculations of total roads proposed		
7. Open space calculations		
<b>Zoning Information (Preferably in a Table):</b>		
1. Current zoning		
2. Case #		
3. Minimum setbacks (Front, rear, side) and proposed		
4. Max building height allowed		
5. Area coverage (Total, Right-of-Way, Lots, & COS)		
6. Maximum & minimum lot Size Required and proposed		
7. Density/Units per acre		
<b>Data Concerning Streets &amp; Transportation</b>		
1. All proposed streets & street names		
2. Existing & platted streets on adjoining properties and is the proposed subdivision		
3. Rights-of-Way, locations & dimensions		
4. Pavement widths		

5. Street Names (if any road is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by NCDOT, Division of Highways' Manual on Driveway regulations. Evidence that the subdivider has obtained such approval must accompany plat)		
6. Curb, gutter, and sidewalks		
<b>Location &amp; Dimension/Count of all:</b>		
1. Utility & other easements		
2. Areas to be dedicated for public Use		
3. Areas to be used for purposes other than residential with the purpose of each stated (if applicable)		
4. Street trees		
<b>Tree Preservation</b>		
1. Tree survey (UDO Section 9.21)		
2. Tree save area defined		
3. Mitigation plan, tree bank or replacement fee (If applicable)		
4. Buffers, screening, & landscape (may be on landscape plan)		
<b>Utilities</b>		
1. Plans for individual water supply & sewage disposal systems if any		
2. Sanitary sewers, areas, and/or easements		
3. Storm sewers, areas, and/or easements		
<b>Architectural Standards</b>		
1. Utility & mechanical, service entry screening (non-residential)		
2. Materials		
3. Elevations		
4. Color boards		
5. Streetscapes for non-residential & multi-family buildings (UDO Section 20.5)		
<b>All Other Information Required</b>		
1. Boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown		
2. The names, zoning classification, and jurisdiction of adjoining property owners		
3. The names of any adjoining subdivisions of record or proposed and under review		
4. Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining		
5. Lots numbered consecutively throughout subdivision		
6. The exact location of the flood hazard, floodway, and floodway fringe areas from the community's FEMA maps		
7. Lighting plan		
8. Proposed number, type, and location of signs		
<b>Parking Requirements (Non-residential):</b>		
1. Required spaces & handicap space(s)		
2. Parking lot landscaping		
3. Parking lot paving material		
4. Visibility of parking (placed to side or rear of buildings facing public streets)		
5. Dimensional requirements for parking spaces, aisles, and driveways		
6. Parking alternatives		
7. Loading berth required		
8. Bicycle parking		