

ENGINEERING DEPARTMENT SITE PLAN CHECK LIST

GENERAL	YES	NO	N/A
1. Title Block Information			
Building address			
Name of property owner			
Scale of drawing			
Date of drawing			
Name of firm, phone number, fax number			
Proposed use and existing use			
2. Size no larger than 24 x 36			
3. Scale: Using engineering scale, i.e., (1" = 20', 1" = 30', 1" = 40')			
4. Show all property lines with bearing and distances.			
5. Show north arrow.			
6. Show all existing buildings, driveways, retaining walls and other predominant features on the site.			
7. Parcel Identification (PID)			
8. Vicinity map			
9. Total property area and total impervious area.			

DRIVEWAY AND PARKING DETAILS	YES	NO	N/A
1. Label type of curbing and proposed surface type.			
2. Show limits of pavement in parking areas without curbing.			

* All items on this check list may not be applicable to all sites.

DRIVEWAY AND PARKING DETAILS – Cont.				YES	NO	N/A
3. Parking design requirements (See Std. Detail 71A-2)						
Angle	Aisle Width	Stall Length	Stall Width			
90	24'	19'	9'			
45	13'	19' 10"	12' 9"			
60	18'	21' 0"	10' 5"			
4. Dimension typical parking layout.						
5. Dimension 10' minimum parking setback from street right-of-way (6" curbing required to prevent parking in this setback as per Section 17-207 © of the City of Gastonia Zoning Ordinance.						
6. Label existing driveway widths.						
7. NCDOT driveway permit required for new driveway or widening of existing driveway along State Road.						
8. Driveway Widths						
24' Minimum						
36' Maximum						
9. Show elevation difference when parking lot abuts a property line should conform to Section 17-143 of City of Gastonia Zoning Ordinance. 2:1 maximum slope when abutting residential use or zone.						
10. No curb and gutter shall be installed between the limits of the right-of-way to 2½ feet from the back of curb. (See Std. Details 71-D16, D17, D18)						
11. Show sight triangles on corner lots: 25' for streets less than or equal to 50' right-of-way 40' for streets greater than 50' right-of-way						
12. Show driveway locations with dimensions.						

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DRIVEWAY AND PARKING DETAILS – Cont.	YES	NO	N/A
13. Minimum setback for driveways from street right-of-way at intersections:			
City Street	25'		
State Road			
Minor Road	30'		
Major Road	50'		
Minimum radius (clearance from property line at R/W) for driveways is 10' unless otherwise approved by the City. (See City of Gastonia Std. Detail 71D-16)(Min. 20' on NCDOT roads.)			
14. All driveways are to have concrete aprons from the edge of street to the street R/W line or radius point, whichever is greater.			
15. Maximum of two driveway entrances per site permitted on each street.			
16. Close existing curb cuts not being utilized.			
17. Handicap entrance and parking space.			
18. Escape lane required for drive-thru.			

DRAINAGE INFORMATION	YES	NO	N/A
1. Development other than single-family residential in any other than the C-B Zone, shall provide for storm water detention as required by Section 17-410 of the City Zoning Ordinance, unless specifically exempted by said section.			
2. For all sites requiring detention:			
a. Topographic contour lines at 2' intervals			
b. Detention calculations			
c. Basin site and volume			
d. Outlet pipe design (with exit velocity shown)			
e. Outlet pipe size with % grade and pipe material			
f. Apron size required			
g. Emergency spillway design: Show location and type of overflow provided spillway required.			

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DRAINAGE INFORMATION – Cont.	YES	NO	N/A
3. Show 100 year flood elevation if applicable. (First floor elevation 2' above 100 year flood elevation & as required by FEMA regulations.)			
4. All storm drain pipe installed in R/W and/or easements to be RCP.			

UTILITIES	YES	NO	N/A
1. Label all utilities as existing or proposed.			
2. Show storm drainage lines and structures.			
3. Encroachment agreement required for a private system to tie into public storm drain system or any other city property.			
4. Show power and utility poles – street lights.			
5. Show sanitary sewer line, manholes, inverts (location, size, material).			
6. Show water main and valves (approximate location & size)			
7. Show distance to nearest city maintained fire hydrants.			
8. Show location of fire sprinkler connection with size. Easements required for facilities.			
9. Show location of fire sprinkler connection with size. Easements required for facilities outside of street R/W. (See fire checklist.)			
10. Local sewer approval – if required permit #			
11. Local water approval – if required permit #			
12. Show location and size of existing and proposed taps, backflow preventers & meters. Water & sewer taps with invert at tie-in to sanitary sewer main with clean out at R/W.			

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UTILITIES – Cont.	YES	NO	N/A
13. Irrigation taps – show size and location of meter, backflow preventer and lines. (Irrigation systems shall not be installed within street R/W).			
14. Sewer use application (if required).			
15. Note strength or proposed waste water & approximate volume (GPD) i.e., residential, industrial, etc.			
16. Show finished floor elevation of structure with respect to sanitary sewer invert.			
17. Show all easements and rights-of-way on property.			
18. Show all easements to be dedicated (storm drainage, water, sewer, etc.)			
19. Show location of any above or below ground tanks – permits may be required. (See fire checklist.)			
20. Show electrical entrance to building with load required.			
21. Water and Sewer agreement executed.			

UTILITIES CONSTRUCTION	YES	NO	N/A
1. Show dumpster location.			
2. Minimum 20' x 10' x 6" concrete dumpster pad recommended by City of Gastonia Sanitation Department.			

STREET INFORMATION	YES	NO	N/A
1. Label the following:			
Existing sidewalks with widths			
Existing curb & gutter with widths			
Existing street pavement width of all streets adjacent to the site.			
Right-of-way width of all streets adjacent to the site property.			

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STREET INFORMATION – Cont.	YES	NO	N/A
2. Show name of all existing streets abutting and adjacent to the property.			
3. Show distance to nearest street intersection.			
4. Label street right-of-way to be dedicated.			
5. Show state route number if applicable.			

SPECIAL NOTES: These notes are required to appear in site plan.	YES	NO	N/A
1. Note: Construction SHALL NOT begin prior to a preliminary construction inspection of the site. Contact the office of the Construction Engineer/Right-of-way Administrator at (704) 854-6627 at least one (1) working day prior to beginning construction for inspection.			
2. Note: Provide “competent” card carrying individuals for OSHA regulations.			

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