



**ENGINEERING DEPARTMENT
SITE PLAN CHECK LIST**

GENERAL	YES	NO	N/A
1. Title Block Information			
a. Building address			
b. Six digit parcel ID (PID) number			
c. Name of property owner and address			
d. Scale of drawing			
e. Date of drawing			
f. Name of design firm, phone number, fax number and e-mail address			
g. Proposed use and existing use			
h. Legend			
2. Sheet size 24" x 36"			
3. Plans drawn to an engineering scale, i.e., (1" = 20', 1" = 30', 1" = 40') Show bar scale			
4. Show all property lines with bearing and distances.			
5. Total property area and total impervious area. If upgrading an existing site also show total new impervious area.			
6. Show vicinity map			
7. Show north arrow			
8. Show all existing buildings, driveways, retaining walls and other predominant features on the site.			

UTILITIES	YES	NO	N/A
1. Label all utilities as existing or proposed.			
2. Show all easements to be dedicated (storm drainage, sewer, water, etc.)			
3. Show all existing easements and rights-of-way on property.			

4. Show storm drainage lines and structures. All pipe installed in R/W and/or easement to be RCP.			
5. Encroachment agreement required for a private system to tie into a public storm drain system or any other City property. (Applications will be returned after review.)			
6. NCDOT encroachment required for public utilities in State R/W. (Application will be returned after review. Staff signatures required before forwarding to NCDOT.)			
7. Show sanitary sewer line, manholes, inverts (size, location and material). Profiles required for proposed public sewer. Scale to be 1" = 40' horizontal and 1" = 4" vertical. Plan and profile drawings to be on same sheet with profiles below plan view. Show all other utility crossings. Label length and pipe material for proposed lines.			
8. Show finished floor elevation (FFE) of structure with respect to sanitary sewer invert.			
9. Local sanitary sewer permit approval if required (Forms and applications will be returned after review.)			
10. Show water mains and valves. (Approximate location and size.) Profiles required for proposed public lines. Show length and pipe material.			
11. Show force main, wet well, pump station and valves.			
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			

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at R/W.			
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13. Irrigation taps – show size and location of meter, backflow preventer and lines. (Irrigation systems shall not be installed within street R/W.)			
14. Local water permit approval if required (Forms and applications will be returned after first review.)			
15. Show distance to nearest City maintained fire hydrants.			
16. Show FDC (requires a dedicated fire hydrant within 100’.)			
17. Show location of any above or below ground tanks. Permits may be required.			
18. Show all power and utility poles and streetlights.			
19. Show electrical entrance to building with load required.			
20. Show dumpster location. (Minimum 10’x20’x6” concrete pad.)			

DRIVEWAY AND PARKING LOT				YES	NO	N/A
1. Label type of curbing and proposed surface type.						
2. Show limits of pavement in parking areas without curbing.						
3. Parking design requirements (See Std. Detail 71A-2) Show dimensions.						
Angle	Aisle Width	Stall Length	Stall Width			
90	24'	19'	9'			
45	13'	19' 10"	12' 9"			
60	18'	21' 0"	10' 5"			

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4. Show handicap entrance and parking spaces.			
5. Show minimum 10' parking setback from street R/W. 6" curbing required to prevent parking in setback per Sec. 17-207 of City Zoning Ordinance			
6. Label existing driveway widths.			
7. Label proposed driveway widths. (24' minimum and 36' maximum)			
8. Label drive aisle widths.			
9. Show elevation difference when parking lot abuts a property line per Sec. 17-143 of City Zoning Ordinance (2:1 maximum slope when abutting residential use)			
10. Driveway on City maintained streets per Std Detail 71D-16 through 71D-18. No curb and gutter shall be installed between the limits of the right-of-way to 2 ½ feet from back of curb.			
11. Driveway on NCDOT maintained roads per state details. (Application will be returned after review. City staff signatures required before forward to NCDOT)			
12. Minimum setback for driveways from street right-of-way at intersections:			
City Street	25'		
State Road (minor)	30' (measured from end of each radii)		
State Road (major)	50' (measured from end of each radii)		
13. Minimum driveway radius (clearance from property line at R/W) 10' unless otherwise approved by the City. (See City of Gastonia Std. Detail 71D-16)(Min. 20' on NCDOT roads.)			

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14. Maximum of two driveway entrances per street.			

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15. All driveways are to have concrete aprons from the edge of street to the street R/W line or radius point, whichever is greater unless approved by City for street entrance.			
16. Close existing curb cuts not being utilized.			
17. Escape lane required for drive-thru.			
18. Show site triangles on corner lots - 25 feet for streets less than or equal to 50 foot right-of-way, and 40 feet for streets greater than 50 foot right-of-way.			

STORMWATER DETENTION AND DRAINAGE	YES	NO	N/A
1. Stormwater Phase II detention as required by Section 14-730 of the City Zoning Ordinance.			
2. Calculations submitted to GCDNR for review and approval.			
3. For all sites requiring detention:			
a. Topographic contour lines at 2' intervals			
b. Basin site and volume			
c. Outlet pipe design (with exit velocity shown)			
d. Outlet pipe size with % grade and pipe material			
e. Apron size required			
f. Emergency spillway design: Show location and type of overflow provided spillway required.			
4. Show 100 year flood elevation if applicable. (First floor elevation 2 feet above 100 year flood elevation and as required by FEMA regulations.)			
5. All storm drain pipe installed in R/W and/or easements to be RCP.			

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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.			
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.			

REVISED PLANS	YES	NO	N/A
1. Show all revisions in balloon or by notes (triangle) or by other standard engineering practice.			
2. Label dates of revisions.			
3.			

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) 866-6022 at least one (1) working day prior to beginning construction for inspection.			
2. Note: Provide "competent" card carrying individuals for OSHA regulations.			

10-28-04
L:forms/Site Plan Check List/dsp

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Updated - 4-18-08
Updated - 5-21-08
Updated - 7-13-10
Updated - 5-8-12
Updated - 9-17-14

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