



# Site Plan Intake Sheet

**AN INTAKE SHEET MUST ACCOMPANY INITIAL AND ALL SUBSEQUENT SITE PLAN SUBMITTALS.**

Project Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-Application meeting held? \_\_\_\_ yes/no If yes, date of meeting: \_\_\_\_\_

Type of Submittal (Choose One):

|                        |
|------------------------|
| File No.: ZP-____-____ |
| Rec'd by: _____        |
| Date: _____            |
| Sharenet: _____        |

\_\_\_\_\_ **Initial site plan submittal (electronic only):**

- \_\_\_\_\_ Site Plan Review Application
- \_\_\_\_\_ Copy of recorded Conditional Use Permit, if applicable
- \_\_\_\_\_ Appointment of Agent, if applicable, signed by the property owner and the agent
- \_\_\_\_\_ Site plan review fee \$\_\_\_\_\_ \*New fees effective July 1, 2019
- \_\_\_\_\_ Drawings (see UDO Appendix A – Site Plan Checklist)
- \_\_\_\_\_ Construction Project Plan Review Checklist
- \_\_\_\_\_ Checklist for Planning/Zoning
- \_\_\_\_\_ Fire Department Site Plan Review Checklist
- \_\_\_\_\_ Soil Erosion and Sedimentation Control - Compliance Form (if the tract is less than 30,000 SF)
- \_\_\_\_\_ Financial Responsibility/Ownership Form (if the tract is over 30,000 SF); fee paid: \$\_\_\_\_\_
- \_\_\_\_\_ Application for Approval of Engineering Plans and Specifications for Water Supply Systems
- \_\_\_\_\_ Fast Track Sewer System Extension Application (FTA 04-16)
- \_\_\_\_\_ Flow Tracking/Acceptance of Sewer Extension Application (FTSE 04-16)
- \_\_\_\_\_ Construction on Town Right-of-Way application
- \_\_\_\_\_ Installation of Water/Sewer Service Permit Application (tap/new construction/new meter) (optional)
- \_\_\_\_\_ Calculations: stormwater, erosion control, water and sewer

\_\_\_\_\_ **Subsequent site plan submittal (electronic only):**

- \_\_\_\_\_ Letter addressing comments from previous submittal
- \_\_\_\_\_ Other revised materials: \_\_\_\_\_

\_\_\_\_\_ **Final plans for signature:**

- \_\_\_\_\_ Letter addressing comments from previous submittal (if any)
- \_\_\_\_\_ Three (3) 24" x 36" sets of drawings
- \_\_\_\_\_ One (1) 11" x 17" set of drawings
- \_\_\_\_\_ One (1) electronic (PDF) copy (emailed to [plan@southernpines.net](mailto:plan@southernpines.net) or other method: \_\_\_\_\_)

**PLANNING DEPARTMENT**  
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