



Commercial Site Plan Review Checklist

(Last Updated November 2020)

Project Name: _____ EPM #: _____
Street Address: _____
Contact: _____ Phone: _____
Date Submitted: _____ Fax: _____
Reviewer: _____ Email: _____

First Review Completed: _____

Second Review: _____

Third Review: _____ ***(Schedule Pre-resubmittal meeting if not approved)***

Fourth Review: _____

Reviews Required Prior to Commercial Site Plan Approval – For Planning Department Review

- _____ Conditional Rezoning – Rezoning Conditions?
- _____ Preliminary Subdivision Plan Approved? – Subdivision Sketch Plan Conditions?
- _____ Determination of Adequacy (DOA) – If Applicable
- _____ Traffic Impact Analysis (TIA) – Mitigation Requirements if Applicable
- _____ Verify Final Plat *(If Applicable)*
- _____ Multiple Building Site *(Subdivision Reg. 6.800)*
- _____ Disturbing or grading more than one acre? Need grading permit
- _____ Notify adjoining property owners (subdivision only)
- _____ Verify whether this is affected by any small area studies; NC 73, MIL, Downtown, etc.
- _____ Notify Charlotte if rezoning on their border
- _____ Master Plan (Churches and Schools)

Please show/label all items listed below on your site plan sheet.

General Site Plan Information (Planning Department Review) Per Article 11.6.2

- _____ Vicinity Map
- _____ Tax Parcel Number
- _____ Site Address including township, county, state
- _____ Original submittal date
- _____ Date and type of revisions to the plan
- _____ North arrow and declaration
- _____ Scale in feet per inch and bar graph *(no smaller than 1 inch=100)*
- _____ Name and address of property owner
- _____ Name, address, telephone number of site designer
- _____ Tract boundaries including all bearings and distance
- _____ Names of owners, tax parcel numbers, and zoning of adjoining property owners
- _____ Project timetable (start of grading, start of building construction, occupancy, etc)
- _____ Location and size of all public utility lines (water, sewer, storm drainage, etc)
- _____ Label existing easements: Driveway, Duke ROW, Piedmont Natural Gas, CMUD/Utility

- ___ Water tap locations, sewer tap locations
- ___ Electrical meter locations, gas meter locations, transformer locations, HVAC location
- ___ Location and dimensions of loading areas, docks, ramps, and spaces
- ___ Fire Hydrants (Existing and Proposed)
- ___ Location, dimensions, and height of retaining walls (TOW / BOW)

Zoning Districts (Article 3) – To be located on the Site Plan

- ___ Zoning _____
- ___ Overlay _____
- ___ Watershed District _____
- ___ Permitted Use _____
- ___ Conditions (Article 9) _____
- ___ Permitted Accessory Use _____

Lot Type (Article 4) – To be located on the Site Plan

- ___ Building/Lot Type _____
- ___ Square feet/Acres _____
- ___ Setbacks/Build to Line: Front _____ Corner _____ Rear _____ Side _____
- ___ Pedestrian access from front (direct sidewalk to the front door from the street)
- ___ Building Entrance Location – Functional door on street façade required; either primary or secondary access.
- ___ Sideyard Parking- % Permitted _____ % Proposed _____
 - ___ Distance of street frontage at build to line
 - ___ Distance of sideyard parking proposed
 - ___ Distance of sideyard parking permitted
- ___ Trash containers – to be located in rear parking areas only (*See Article 6*)
- ___ Building utilities (mechanical equipment) to be located in side/rear only; not permitted on street side generally.

Building Type (Article 4) – To be located on the Site Plan

- ___ Building Height (street grade to occupied roofline) _____
- ___ Building Size (square feet) _____
- ___ Building Materials (no metal visible from a public street, CD conditions?) _____
- ___ Massing (building is compatible in size, setback, height, materials, etc with existing development?)
- ___ Front elevation – either a primary or secondary building entrance facing the street.
- ___ Building Floor plan – need to show that the front entrance leads to general access area for the building.
- ___ Untinted Windows – minimum 35 % visual transmittance – Mirrored or reflective glass is prohibited
 - Street level windows may not be blocked off.
- ___ Rooftop equipment – Must be enclosed. Or not visible from anywhere at grade level.
- ___ Building Separation (*Article 8.10*)
- ___ Accessory Structure and Use (*Article 3 Permitted Accessory Uses*)
- ___ Location and dimensions of any fences or walls on the plan (*Article 8.11.2*)

___ Backflow Preventers Screened (*Article 8.8.10*)

Off Street Parking (Article 6) (For Lots with more than 5 spaces)

- ___ Driveway width – 24’ recommended or NCDOT standards.
- ___ If more than 36 spaces, interior landscaping “tree rooms” required. No more than 36 spaces per “room”.
- ___ Sidewalks to accommodate for vehicle overhang. Generally 7 feet needed for overhang and 5 feet clearance for pedestrians.
- ___ Parking area paved with asphalt, concrete, or brick pavers.
- ___ Parking Required ___ Parking Proposed ___ Shared Parking ___
- ___ Parking space dimensions, parking aisle dimensions, driveway dimensions – See TOH detail 710.1
- ___ Pedestrian corridors (Article 6) – Generally required for sections/lots with 2 bays of parking or more.
- ___ Bicycle parking (parking area and rack *recommended*, but not required)
- ___ Cross Easement(s) – Generally needed when parking lots are stubbed or connected to other parking lots.
- ___ Perimeter Planting Strip 10’ Width (continuous row of evergreen shrubs, 6’ OC, 3’ at installation, Art. 7.2.13)
- ___ Interior Planting Island - 8’ Min width, 200 SF of pervious area, curb at least 6” in height
- ___ Perimeter Tree Spacing 40’ OC (in utility easements 30’ OC)
- ___ Large maturing canopy trees in interior of parking up to 36 spaces per section.
- ___ Dumpsters on concrete bed, opaque screen not less than 6’ in height
- ___ Tree Species & Shrub Species (Huntersville Approved Tree & Shrub list)

SWIM Buffer (Article 8.25)

- ___ Label Buffer widths & Buffer Zones
- ___ Label top of bank

Watershed (Article 3)

- ___ Watershed district _____ Low Density or High Density
- ___ Impervious SF allowed _____ Impervious SF Permitted _____
- ___ Vegetative watershed buffer (*measured from banks on each side of the stream*)

Water Quality (Mecklenburg County Review)

- ___ Water Quality Management Plan (*Article 8.17 creation/addition of 5000 SF of new impervious coverage*)
- ___ Boundaries of BMP’s
- ___ BMP Pond, Stormwater and watershed calculations _____
- ___ Stormwater Permit Concept Plan Approval

Impervious Area for Detention Requirements (Mecklenburg County Review)

- ___ Impervious Breakdown (**If over 20,000 SF Detention will be required**):
- ___ Building _____ SF; Sidewalks _____ SF; Parking Lots _____ SF; Other _____ SF; Total _____ SF

Streets (Article 5)

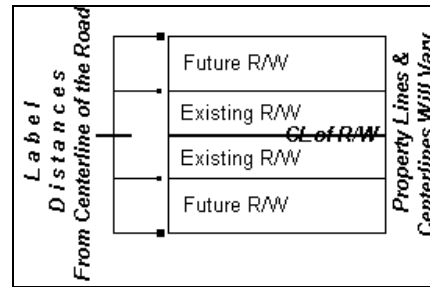
- ___ Street Names Listed (Contact county addressing if necessary)

- _____ Building elevations relative to future road construction (setback measured from future ROW) – See CRPTO CTP Plan and Article 8.15.2.
- _____ Show and label street centerline. Show distance from center line to current right of way, and future ROW if applicable.
- _____ Off-site ingress/egress points (driveways/streets) on both side of the street w/in 500' of the subject property
- _____ Any existing adjacent stub streets
- _____ Street layout in accordance with approved rezoning/sketch plan
- _____ Proposed stub streets to vacant parcels
- _____ Street cross sections for all proposed streets
- _____ Street cross sections for existing streets – show frontage improvements; sidewalk, street trees, edge of pavement, *ditch section*, future ROW, current ROW, landscape easement. Street trees cannot be located in the ditch.
- _____ Methods of traffic calming
- _____ Major subdivisions-street blocks may not exceed 800' between cross streets
- _____ On street parking
- _____ Street Markings/Barricades (Sect. 8.170)
- _____ Pavement Markings
- _____ Planting Strip Min. 7' (*Between road & sidewalk within the ROW*)
- _____ Street trees - Large Maturing Canopy Trees - 40' OC in Planting Strip (*2 inches in caliper, 8 feet in height, Article 7.2.12*) Street trees must be located 4 feet from ditch.
- _____ Utility Lines in ROW? - Small Maturing Trees – 30' OC – (Please show the lines on the landscape plan)
- _____ Additional row of street trees on all *thoroughfares*.
- _____ (*10' landscape easement recorded on a Final Plat: locate between sidewalk & building; Article 7.7.2*)
Easement must at minimum extend from current ROW back to include second row of street trees.
- _____ Sidewalk 5' / 10' on Commercial Town Street (Minimum)
- _____ (*Location: back edge of future ROW/Behind ditch in a sidewalk easement. May need to be pushed back further if street trees are pushed back to avoid the ditch*)
- _____ Sidewalk easement to be recorded on Final Plat if sidewalk is outside of ROW
- _____ ADA Ramps at intersections, driveways, and pedestrian corridors. (*Town of Huntersville Standards Manual*)
- _____ Crosswalks at intersections, driveways, and pedestrian corridors. (*Town of Huntersville Standards Manual*)
- _____ Location & dimension of curb and gutter provided on all arterial/collector and town streets (Sect. 8.130)
- _____ Sight triangles & sight distance (*Article 8.9 and Article 11.6.2.c.4(q)*)
- _____ Street Lighting (Sect. 8.160)

Street Improvements (Article 8.14 & 8.15) (Town of Huntersville Engineering Review)

- _____ Driveway Permit(s) _____ Driveway Location _____ Number of Access Points _____
- _____ Town or NCDOT Street _____
- _____ Curb radius not to extend in front of adjacent properties
- _____ Turn Lanes _____ Internal Channelization _____ (Measured from the future ROW)
- _____ Turn Lanes required _____ Proposed widening _____
- _____ Will developer need to acquire ROW from adjacent property owners?
- _____ Transitional Right-of-way (*see Thoroughfare Plan*)(Article 8.15) _____

- ___ Distance from centerline reservation or dedication, to NCDOT or Huntersville.
- ___ Distance from CL to Property Line
- ___ Show/label CL
- ___ Show existing ROW width
- ___ Show existing edge of pavement
- ___ Show adjacent driveway locations and roadway improvements
- ___ ROW Existing for TIA Mitigation _____
- ___ TIA Improvements Consistent with TIA Mitigation Plan



Buffer Yards (Article 7.5) *N/A for TC, TOD-R & TOD-E Districts

- ___ Left Yard Depth Abuts zoning district ___
- ___ Right Yard Depth Abuts zoning district ___
- ___ Rear Yard Depth Abuts zoning district ___
- ___ I-77 Buffer Depth ___

Screening (Article 7.6)

- ___ Dumpster Opaque
- ___ Rooftop and at Grade Mechanical Equipment Opaque
- ___ Outdoor Storage Opaque
- ___ Loading Docks/Spaces Semi-Opaque
- ___ Service Entrances/Utilities Semi-Opaque

Tree Preservation (Article 7)

- ___ Existing Conditions Plan (existing tree line, survey of all trees over 12" DBH; species, DBH, location, etc)
- ___ Show & Label Tree Save Area (on site plan, grading & erosion control, & landscaping sheets) *Include the disturbed limits on the tree save plan to show any encroachments to the dripline of trees.*
- ___ 30% of Specimen Trees Saved (varies with subject zoning district)
- ___ 100% of Heritage Trees Saved
- ___ Tree Canopy Area Saved (only in residential zoning districts)
- ___ Tree Protection Fencing

Site Lighting (Article 8.26)

- ___ Photometric Lighting Plan Required (proposed footcandle measurements at ground level)
- ___ Height of Lights – Max 40 feet
- ___ Max-Foot Candles – Generally 10 footcandles in parking area, 15 footcandles under canopies; varies with proposed use.
- ___ Fixture type: Full cutoff fixtures required
- ___ Security Lighting (wall packs, sconces, etc. *(No ≥ than 45° from straight down)*) should be shown on architectural elevations and included in the photometric design.

- _____ Uniformity Ratio (for lots over 1 acre) = Maximum 4:1 Average to Minimum. *Applicable for entire developed and lighted area of the site. Not just for parking lot.*
- _____ Maximum 1.0 footcandle at the existing ROW and property lines.

Final Plat Requirements (Please include the following items on final plat if applicable)

- _____ Recordation of BMP easements on Final plat prior to CO's (Article 8.17.8d)
- _____ Include the statement: This lot contains a water quality feature that must be maintained in accordance with the recorded Maintenance Covenants as specified in Section 8.17.12(a) of the Huntersville Ordinance.
- _____ 10' Landscape easement recorded on a Final Plat: Locate between sidewalk & building (Article 7.7.2)
- _____ Sidewalk easement if sidewalk is outside of ROW
- _____ Tree save areas (Article 7.4.2(e))
- _____ ROW reservation or dedication (see notes below)

Notes to Place on Plans:

Notes are available as a Word file and can be emailed to you.

Site Plan Notes:

• **Dedication of Right-of-Way**

_____ Feet from the centerline of the road to be dedicated as Right-of-Way to NCDOT (if it is a state road) or the Town of Huntersville (if it is a town road) prior to issuance of building permits.

If dedicating Right-of-Way, a recorded plat will need to be reviewed and approved by the Town of Huntersville prior to issuance of building permits.

OR

• **Reservation of Right-of-Way**

_____ Feet from the centerline of the road to be reserved as future Right-of-Way.

Sidewalk easement measured _____ feet in width must be recorded prior to issuance of building permits.

If reserving Right-of-Way, a sidewalk easement will need to be documented by a recorded plat, which will require review and approval by the Town of Huntersville prior to issuance of building permits.

- Mechanical equipment at ground level shall be placed on the parking lot side of building away from buildings on adjacent sites, and shall be screened from view with an opaque screen.
- Street level windows should be untinted. Tinted glass with a minimum visual light transmittance factor of 35 is permitted. Mirrored or reflective glass is not permitted in any location.
- Traffic control plans showing signage and pavement markings shall be prepared in accordance with the guidance of the Manual on Uniform Traffic Control Devices. The developer is responsible for the initial installation of the devices or markings and the maintenance thereof until the public accepts the street for maintenance.
- Dumpsters shall be set on a concrete bed and shall be hidden by an opaque fence or wall of sufficient height to screen the bin and any appurtenances, but not less than 6' in height.
- Wherever used, fences and walls should be constructed to match the architectural detail of the main building(s).
- All mechanical equipment and rooftop equipment shall be screened from view with an opaque screen.

Place on the Photometric Lighting Plan and Architectural Elevations

General Requirements

- To prevent glare on off-site locations, **all outdoor lighting fixtures shall be full cut-off**. Where necessary to prevent light trespass or glare, accessories such as hoods and shields shall be used on fixtures. No source of glare shall be visible from any adjacent property or street.
- Light trespass shall be prevented by employing lighting shields, hoods, walls, or fences, which control light projection. In no case shall the spillover light level from site lighting onto adjacent property or a public road exceed 0.1 foot-candle measured at ground level 10' into the adjacent property or street from any orientation of the measuring device.
- Security lighting (floodlights, where permitted, wall packs, and etc.) shall be shielded and directed at a downward angle no higher than 45 degrees above straight down (half-way between straight down and straight to the side) measured perpendicular from the pole or mounting wall.
- Unless otherwise specified by this ordinance, uniformity ratios shall not exceed 4:1. Uniformity shall be based on average illuminance. Uniformity ratios shall only be measured for developed areas of the site for parcels greater than one acre.
- Parking lot lighting shall not exceed an initial maximum output of ten foot-candles as measured at ground level from any orientation of the measuring device.
- An as-built/installed lighting certification sealed by a registered engineer stating that all site lighting is installed according to an approved site plan shall be required prior to issuance of a certificate of occupancy for all non-residential projects.
- Decorative lighting shall be focused toward the ground, be designed and installed to prevent light trespass and unnecessary glare, and only be used to highlight significant architectural or natural features.
- Outdoor lighting not necessary for security purposes shall be turned off during non-operating hours.

Prohibited Lighting and Fixtures

- Drop lenses and similar lighting fixtures are prohibited.
- Floodlights are not permitted for illumination in non-residential districts unless expressly permitted by this ordinance. In all applications, lighting shall be directed downward. Floodlights in residential districts shall not shine directly onto an adjacent property or public rights-of-way.
- Canopies and awnings used for building accents shall not be internally illuminated.
- Flashing, colored or obtrusive lighting is prohibited.
- The use of laser source light or any similar high intensity light for outdoor advertising or entertainment is prohibited.
- The operation of searchlights for advertising purposes is prohibited.
- Black lights and neon lights (including argon and similar rare gas fixtures), except for signage, are prohibited.

Maintenance requirements.

- All light fixtures that are required to be shielded shall be installed and maintained in such a manner that the shielding is effective as required.
- Anything other than routine servicing and same-type lamp replacement of any exterior lighting shall require town approval prior to installation.
- Any damaged, broken or malfunctioning light fixture or pole, which results in failure to meet any part of this ordinance, shall be repaired or replaced immediately.

Place on Landscape Plan

Installation Guarantee Required

- A final Certificate of Occupancy may be issued prior to the installation of trees and shrubs, excluding yard trees, during the non-planting season if a Cash Bond, Surety Bond or Letter of Credit is issued for 120% of the cost of materials and installation. Planting shall be completed during the next planting season.

- The planting season shall run from October 15 to March 15, except for extreme weather conditions as determined by staff. A final Certificate of Occupancy shall not be given during the planting season unless all of the landscaping is completely installed according to this Article.

Maintenance Surety Required

- Developers shall enter into a maintenance surety agreement with the Town of Huntersville guaranteeing the viability of street trees and trees and shrubs planted in buffer yards for a period of 1 year following planting. The amount of the surety shall be equal to 50% of the value of the new trees or landscape material and their installation. The maintenance surety shall be provided when all of the required trees and shrubs have been planted.

Place on Tree Preservation and Existing Features Plan

Tree Protection

- *Applicability*

A Tree and Root Preservation Plan delineating areas of tree save shall be incorporated as part of the Landscaping, Grading, and Erosion Control Plans. The following measures shall be followed to protect existing trees on a developing site:

- Prior to demolition, clearing, construction, grading, and installation of erosion control measures; tree protective barriers must be installed around all tree save areas by the developer and approved by the Town.
- The tree protection fence shall be located along the perimeter of the tree save area (drip line plus 5 feet). Tree protection fencing for a forest canopy stands area is to be located along the perimeter of the tree save area around the forest edge. Tree protection fencing shall consist of orange safety fencing or a combination of orange safety fencing with silt fencing at a minimum of 4 feet in height on metal or wood posts.
- All tree protection areas must be designated as such with "tree save area signs" posted in addition to the required protective fencing. Signs requesting subcontractor cooperation and compliance with tree protection standards are recommended for site entrances
- No soil disturbance or compaction, stock piling of soil or other construction material, vehicular traffic, or storage of equipment and materials are allowed within the tree save area.
- No ropes, signs, wires, unprotected electrical installation or other device or material, shall be secured or fastened around or through a tree or shrub.
- All protective measures shall be maintained throughout the land disturbing and construction process, and shall not be removed until final landscaping is installed.

- *Encroachment*

If encroachment into a required Tree Save/Preservation Area occurs which causes irreparable damage to the trees, the Tree Preservation and/or Replacement Plan shall be revised to compensate for the loss. Encroachments shall be subject to the penalties listed in Article 7.9. Encroachments, damage and removal of vegetation in a tree save/preservation area shall be replanted in accordance with Article 7.4.5

- *Tree Removal*

Land Disturbing Permit Required. Land disturbing activities shall not commence until such activities have been authorized by issuance of a valid Land Disturbing Permit as specified under the provisions of the Charlotte-Mecklenburg Land Development Standards Manual and Erosion and Sedimentation Control Manual.

- *Mitigation*

If a required tree save/preservation area or required undisturbed buffer yard is disturbed for any reason, it shall be restored at a rate of 10 trees per 1000 square feet. Trees to be planted shall have a minimum caliper of 2 inches, shall be 8-10 feet in height at installation, and shall be at least 75% large maturing varieties. Where a disturbed area also functioned to buffer adjacent properties or public street(s), at least 50% of the trees shall be evergreen varieties. Trees shall be distributed throughout the disturbed area in such a way as to effectively replace the vegetation disturbed. Where under story vegetation is removed or disturbed it shall be replaced at a rate of 40 shrubs per 100 linear feet. Shrubs shall

be evergreen and 3 feet in height when installed and are expected to reach a minimum height of 6 feet at maturity. When a tree is destroyed due to an act of God, it shall be replaced with the same species or comparable species, 2 inch in caliper in size. A planting plan is required for staff review and approval prior to commencement of planting.

Place on Grading and Erosion Control

- *Inspections shall be conducted as prescribed by the Maintenance Covenant. Additional inspections may be conducted by the Town of Huntersville on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspections of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual dischargers of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of State or Federal water quality standards or the NPDES Storm Water Permit; and joint inspections with other agencies inspecting under environmental and safety laws. Inspections may include, but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in BMPs; evaluating the condition of BMPs and storm water management practices.*
- Right-of-Entry for Inspection. When any new BMP is installed on private property, the property owner shall grant to the Town of Huntersville the right to enter the property at reasonable times and in a reasonable manner for the purpose of inspection. This includes the right to enter a property when the Town of Huntersville has a reasonable basis to believe that a violation of this regulation is occurring or has occurred, and to enter when necessary for abatement of a public nuisance or correction of a violation of this regulation.