



**TOWN OF ZEBULON**  
**CHECKLIST FOR SITE PLAN**  
**INFORMATION**



**APPLICATION FORM:**

The following information **MUST** be provided in the Application Form:

- Applicant name, mailing address, & phone number
- Requested use and/or conditions described
- Property owner, mailing address, & phone number
- Location of site, NC tax map block & lot #'s
- Site designer, mailing address, & phone number
- Site zoning, site acreage & disturbed area
- Signatures of applicant and owner (if different)

**SITE PLAN DEVELOPMENT:**

The following *informational data* **MUST** be provided on the Site Plan:

NOTE: Plans must be prepared and sealed by N.C. Licensed Landscape Architect, Engineer, or Surveyor.

Vicinity Map:

- Site and streets identified zone
- North Arrow

Site Data Block:

- Site and surrounding zone
- Site area and disturbed area
- Impervious surface area
- Number of lots and lot sizes
- Landscape requirements

Title Block:

- Development name and address
- Property owner and mailing address
- Seal of designer and/or map preparer
- Graphic scale, North arrow,  
& date of plan

The following *existing features* **MUST** be included on the Site Plan:

- Site structure and improvements
- Property boundaries with labeled metes and bounds
- Right-of-ways, roadways, and drives
- Adjacent intersecting boundaries
- Easement, Utilities (type, location, & size)
- Topography at two foot intervals

- Existing vegetation and natural features
- Floodway, floodplain, and water elements
- Zoning of all adjacent properties
- Drainageway and drainage facilities

The following *proposed features* MUST be included on Site Plan:

NOTE: Additional information may be required depending upon proposed application.

- Lot layout indicated with dimensions, acreage,
- Easement: Easement for utilities must be twenty (20) feet wide. Indicate type & location.
- Storage areas: Indicate type, location, setbacks, & screening.
- Proposed structure and improvements: Indicate setback and screening. Size, height, access, and relationships to other buildings.
- Right-of-ways, public/private streets, drives: Indicate location material and dimensions.
- Site lighting, signage, fencing, walls, and amenities
- Sidewalks and walkways: indicate location, materials, and dimensions.
- Proposed topography at two foot contour intervals with spot elevations.
- Parking locations and layout: indicate materials & dimensions.
- Landscape plan: indicate planting pattern, type of vegetation, and species planted.
- Handicapped access on site, detailed with parking locations and layout.
- Public/private recreational areas and facilities located and detailed. (*Only if Necessary*)
- Refuse collection area: indicate size, location, and screening indicated.
- Truck loading/unloading areas located with dimensions screening, & setbacks.

**NOTE: Nine (9) copies of the site plan must be submitted when applying for TRC approval.**

Staff Notes:

---

---

---

---

---

---

---