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# FORM 1 SITE PLAN SUBMITTAL CHECKLIST

This form is for your reference only. An electronic checklist is required as part of your online submittal. Submit **ALL** site plans for review electronically at https://winston-salem.idtplans.com/secure/.

*Please use this checklist to ensure that UDO requirements for Form 1 site plan submittals have been satisfied. This checklist may also be used for Form 2 submittals (i.e., first phase of a two-phase rezoning). For Form 2 submittals, requirements shown in bold below may be omitted. If you have any questions, contact the Planning Division at (336)747-7070.*

| SPECIAL SUBMITTAL INFORMATION | YES | NO | N/A |
|---|---|---|---|
| Is a Traffic Impact Analysis (TIA) required? (If yes, include it with your site plan submittal.) | ☐ | ☐ | ☐ |
| Does the request include partial PINs? (If yes, include a legal description with your site plan submittal.) | ☐ | ☐ | ☐ |
| Have building elevations been included for multifamily residential requests or nonresidential requests including the use Retail Store? | ☐ | ☐ | ☐ |

| GENERAL INFORMATION | YES | NO | N/A |
|---|---|---|---|
| Are ALL requested uses identified using UDO language? (Indicate the intended use(s), if known, for each building. If the request includes existing buildings, indicate both current and proposed use(s).) | ☐ | ☐ | |
| Are the proposed uses allowed in the requested zoning district? | ☐ | ☐ | |
| Is the plan drawn to an appropriate scale for the site acreage? (For sites 25 acres or smaller, use 1" = 50' or smaller; use 1" = 100' or smaller for sites larger than 25 acres.) | ☐ | ☐ | |
| Is a location map included with an appropriate number of cross streets, a directional arrow, etc.? | ☐ | ☐ | |
| Are the development name (including previous development names, dockets, etc.) and date of submittal provided? | ☐ | ☐ | |
| Are the name(s), address(es), phone number(s), and email address(es) of the owner(s)/applicant(s)/plan preparer(s) included? | ☐ | ☐ | |
| Is the PIN of the subject property indicated? | ☐ | ☐ | |
| Are the bearings and distances for property boundaries shown? (Use survey benchmarks.) | ☐ | ☐ | |
| Are the ownership, zoning, property boundaries, and PINs of adjacent properties shown, including for those properties across any streets? | ☐ | ☐ | |
| Has the site plan been sealed and signed by the site plan preparer? (This is required for your official submittal and MUST be marked "Preliminary – NOT for construction.") | ☐ | ☐ | |
| Are a scale (text and graphic) and directional arrow included? | ☐ | ☐ | |
| Is the total acreage listed? Are the lengths (in linear feet) of public/private streets included? | ☐ | ☐ | |
| If residential, are unit counts listed by type and density? (Provide specific information about the type of residential unit. Examples may include two-story townhouse, apartments with common access, etc.) | ☐ | ☐ | |
| If residential, are common open space and recreation area calculations shown? | ☐ | ☐ | |
| If residential, is the connectivity index included? | ☐ | ☐ | |
| Is the percentage of building coverage to land shown? | ☐ | ☐ | |
| Is the percentage of paved/graveled surface to land shown? | ☐ | ☐ | |
| Is the percentage of open space to land shown? | ☐ | ☐ | |
| Is the total percentage of impervious surface on the site shown? | ☐ | ☐ | |

| | YES | NO | N/A |
|---|---|---|---|
| Are the proposed number of parking spaces and calculations for required parking minimums shown? | ☐ | ☐ | ☐ |
| Are tree save calculations shown? (Use the Tree Save legend.) | ☐ | ☐ | ☐ |
| Is watershed designation information shown? | ☐ | ☐ | ☐ |
| Does the plan CLEARLY indicate whether public/private water, sewer, and streets are proposed? (Disclose the jurisdiction/entity for offers of dedication, or indicate the party responsible for maintenance of private infrastructure.) | ☐ | ☐ | ☐ |
| Does the plan indicate the zoning/municipal jurisdiction under which it falls? | ☐ | ☐ | ■ |
| Does the plan include a purpose statement clearly outlining the request? | ☐ | ☐ | ■ |

| PLAN-SPECIFIC INFORMATION | | | |
|---|---|---|---|
| | YES | NO | N/A |
| Are streams, stream names, and stream buffers shown? | ☐ | ☐ | ☐ |
| Are drainage ways and floodway/fringe areas shown? | ☐ | ☐ | ☐ |
| Are wooded areas and other natural features shown and labeled? | ☐ | ☐ | ☐ |
| Does the plan show existing/proposed topography *(Use at least 4-foot contours and include finished floor elevations for buildings and grading. Provide elevations for the bottom and top of each proposed retaining wall.)* | ☐ | ☐ | ■ |
| Are natural features to remain labeled as such? | ☐ | ☐ | ☐ |
| **Are existing and proposed buildings shown with use(s) and setbacks labeled?** | ☐ | ☐ | ☐ |
| **Are building dimensions and maximum height labeled?** | ☐ | ☐ | ☐ |
| **Are structures like signs, walls, and fences shown?** | ☐ | ☐ | ☐ |
| Are rights-of-way and easements shown and labeled as public/private? *(Provide details for any and all proposed roadway cross section(s), including sidewalk, utility, and street tree locations.)* | ☐ | ☐ | ■ |
| Are all proposed streets/roads named? *(For State Roads, include the NCDOT designation.)* | ☐ | ☐ | ☐ |
| Are motor vehicle surface areas (i.e., access drives/parking areas) shaded? *(Label dimensions and surface types.)* | ☐ | ☐ | ■ |
| Are features like sign/utility/drainage easements, common areas, and open space labeled? | ☐ | ☐ | ☐ |
| **Are parking and loading areas shown and labeled with typical dimensions?** | ☐ | ☐ | ☐ |
| **Are solid waste disposal facilities (e.g., dumpsters, compactors) shown and labeled?** | ☐ | ☐ | ☐ |
| Are all existing/proposed above-ground or underground utility lines shown, including fire hydrant locations and hydrant spacing? *(Distinguish proposed features by utilizing different line types/weights. For existing utilities, include City project numbers in a note.)* | ☐ | ☐ | ■ |
| Are adjacent parcels shown and labeled? | ☐ | ☐ | ■ |
| **Are all existing/proposed phase lines shown and labeled on the overall development plan?** *(Phase lines can be modified at the staff level during the construction plan approval process.)* | ☐ | ☐ | ☐ |
| Is all existing/proposed storm drainage shown and labeled? | ☐ | ☐ | ■ |
| Are all streets and driveways within 100 feet of the site shown? | ☐ | ☐ | ■ |
| **Are bufferyards, streetyards, and other required landscaping shown and labeled?** *(Include bufferyard and streetyard widths.)* | ☐ | ☐ | ☐ |
| Have all use-specific conditions been met? | ☐ | ☐ | ☐ |