

# 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? <i>(If yes, include it with your site plan submittal.)</i>			
Does the request include partial PINs? <i>(If yes, include a legal description with your site plan submittal.)</i>			
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? <i>(Indicate the intended use(s), if known, for each building. If the request includes existing buildings, indicate both current and proposed use(s).)</i>			
Are the proposed uses allowed in the requested zoning district?			
Is the plan drawn to an appropriate scale for the site acreage? <i>(For sites 25 acres or smaller, use 1" = 50' or smaller; use 1" = 100' or smaller for sites larger than 25 acres.)</i>			
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? <i>(Use survey benchmarks.)</i>			
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? <i>(This is required for your official submittal and MUST be marked "Preliminary – NOT for construction.")</i>			
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? <i>(Provide specific information about the type of residential unit. Examples may include two-story townhouse, apartments with common access, etc.)</i>			
<b>If residential, are common open space and recreation area calculations shown?</b>			
<b>Is the percentage of building coverage to land shown?</b>			
<b>Is the percentage of paved/graveled surface to land shown?</b>			
<b>Is the percentage of open space to land shown?</b>			
<b>Is the total percentage of impervious surface on the site shown?</b>			
<b>Are the proposed number of parking spaces and calculations for required parking minimums shown?</b>			
Are tree save calculations shown? (Use the <a href="#">Tree Save legend</a> .)			

Is watershed designation information shown?			
Does the plan CLEARLY indicate whether public/private water, sewer, and streets are proposed? ( <i>Disclose the jurisdiction/entity for offers of dedication, or indicate the party responsible for maintenance of private infrastructure.</i> )			
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 ( <i>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.</i> )			
Are natural features to remain labeled as such?			
<b>Are existing and proposed buildings shown with use(s) and setbacks labeled?</b>			
<b>Are building dimensions and maximum height labeled?</b>			
<b>Are structures like signs, walls, and fences shown?</b>			
Are rights-of-way and easements shown and labeled as public/private? ( <i>Provide details for any and all proposed roadway cross section(s), including sidewalk, utility, and street tree locations.</i> )			
Are all proposed streets/roads named? ( <i>For State Roads, include the NCDOT designation.</i> )			
Are motor vehicle surface areas (i.e., access drives/parking areas) shaded? ( <i>Label dimensions and surface types.</i> )			
Are features like sign/utility/drainage easements, common areas, and open space labeled?			
<b>Are parking and loading areas shown and labeled with typical dimensions?</b>			
<b>Are solid waste disposal facilities (e.g., dumpsters, compactors) shown and labeled?</b>			
Are all existing/proposed above-ground or underground utility lines shown, including fire hydrant locations and hydrant spacing? ( <i>Distinguish proposed features by utilizing different line types/weights. For existing utilities, include City project numbers in a note.</i> )			
Are adjacent parcels shown and labeled?			
<b>Are all existing/proposed phase lines shown and labeled on the overall development plan?</b> ( <i>Phase lines can be modified at the staff level during the construction plan approval process.</i> )			
Is all existing/proposed storm drainage shown and labeled?			
Are all streets and driveways within 100 feet of the site shown?			
<b>Are bufferyards, streeyards, and other required landscaping shown and labeled?</b> ( <i>Include bufferyard and streeyard widths.</i> )			
<b>Have all use-specific conditions been met?</b>			