



General Plan Level I Checklist

This checklist is provided as a starting point for plan preparation for developers and their consultants. It is not intended as a complete list of all information that the Director of Planning & Development or his/her designee may need in order to review a set of plans. Each site is unique, and there may be more or, in some cases, less information that the consultant should provide.

General Information

- Title Block with project name, label of "General Plan Level 1", date, and revisions
- Developer's or owner's name, address and contact information
- Engineer's or surveyor's name, address, & contact information (if applicable)
- Parcel identification number
- Vicinity map that clearly shows the project location
- North arrow
- Graphic scale (1"= 20' preferred)
- Minimum sheet size of 11" X 17" (Maximum sheet size of 24" X 36" preferred)
- Adjacent property owners' names
- Adjacent property land uses
- Assigned parcel addresses
- Metes & bounds of all property boundaries
- Building setbacks from property lines
- Arterial setback (if applicable)
- Zoning district (with conditional uses if applicable)
- Location of all easements and rights-of-way
- Existing structures, parking lots, loading areas, driveways & signs
- Proposed building footprint (Clearly distinguish between existing and proposed)
- Square footage of existing and proposed structures
- Proposed HVAC equipment location & screening
- Proposed landscaping and buffer areas
- Proposed dumpster pad with area light per City Details 1.9, 1.10, 1.11 & 1.11a (if applicable)

Parking, Traffic & Transportation

- Location and name of all public and private streets
- Number of existing parking spaces
- Number of required parking spaces
- Proposed signs (location, size & type)

Utilities

- Existing utilities (water, sewer, gas & electric)
(Contact City Gas Division at 252/467-4827 & City Electric Division at 252/467-4808 for assistance)
- Proposed water service (location, size & material)
- Proposed water main extension & fire hydrant(s) (location, size, & material)
- Proposed water meter (location & size)
- Proposed backflow prevention assembly (location, type, make & model number per www.rockymountnc.gov/utilities/documents/PolicyIX-3.pdf)
- Proposed fire department connection (FDC) (if applicable)
- Proposed sanitary sewer service (location, size, & material) and cleanouts
- Proposed in-ground grease interceptor (if applicable per www.rockymountnc.gov/utilities/documents/FOGPolicy.pdf)
- Proposed sanitary sewer main extension (location, size, & material)
- Proposed natural gas meter location (if applicable; contact Gas Division at 252/467-4827 for assistance)
- Location of proposed natural gas service line (if applicable)
- Natural gas BTU load per hour (total of all equipment to be utilized; if applicable)

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- Natural gas working pressure requested to be delivered (if applicable)
- Load and voltage of proposed electrical service (if known; contact Electric Division at 252/467-4808 for assistance)
- Proposed location of electrical service entrance

City of Rocky Mount Standard Information

A. Site Data

- Existing Impervious Area = _____ acre(s)
- Proposed Impervious Area = _____ acre(s)
- Total Impervious Area (Post-construction) = _____ % of the site
- Total Disturbed Area = _____ acre(s)
- Parking Spaces Required = _____
- Parking Spaces Provided = _____

B. Standard notes:

1. All required improvements shall conform to the City of Rocky Mount's Land Development Code and Manual of Specifications and Details, latest edition.
2. This plan is valid for two (2) years from the date of approval.
3. All signs shown on this plan shall conform to Tables 7-6 and 7-7 of the Land Development Code.
4. The City of Rocky Mount will not issue a certificate of occupancy for this project until the developer or contractor provides a landscape maintenance bond.
5. The disturbed area for this project is less than 0.5 acre. Therefore, stormwater detention and nutrient management are not required.
6. The disturbed area for this project is less than 1 acre. Therefore, a formal Sedimentation and Erosion Control Plan is not required. However, the site is subject to erosion control provisions and the developer/contractor/property owner is responsible for containing all erosion and sedimentation within the project limits.
7. Copies of all permits and approved plans must be kept on site in a permit box that is conspicuously located and easily accessible during construction. This includes approved construction plans, encroachment agreements, and driveway permits.
8. Site lies in Flood Zone _____, per FEMA FIRM # _____ dated _____. Base flood (100-year) elevation is _____.
9. Contractor/owner/developer shall contact City of Rocky Mount Public Utilities at 252/467-4808 to coordinate the installation of electric services and 252/467-4827 to coordinate the installation of natural gas services.
10. The electric customer shall own and be responsible for the installation of electric service to the point of delivery identified by Rocky Mount Public Utilities.
11. The developer/owner is responsible for all costs related to the relocation of any existing utilities.
12. For underground utilities, the developer/owner is responsible for all costs of borings, conduit, pavement patching and landscaping replacement.
13. The property owner shall provide an executed right-of-way easement prior to the installation of gas or electric utilities.
14. The contractor is responsible for calling the NC One Call Center at 811 to locate existing utilities prior to beginning work.