



## **Planned Building Group Construction Plan 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 Development Review Committee (DRC) may need in order to review a set of plans. Each site is unique, and there may be additional information that the consultant should provide or the DRC may request.

### **General Information**

- Title Block with project name, label of "Planned Building Group Construction Plan", date, and revisions
- Developer's or owner's name, address and contact information
- Engineer's or surveyor's name, address, contact information, seal, date, & signature
- Parcel identification number
- Vicinity map that clearly shows the project location
- North arrow
- Graphic scale (1"= 20' preferred)
- Minimum sheet size of 18" X 24" (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 (referenced to NAD 83)
- Building setbacks from property lines
- Arterial setback (if applicable)
- Zoning district (with conditional uses if applicable) of parcel & adjacent properties
- Location of all easements and rights-of-way
- Existing structures, parking lots, loading areas, driveways & signs
- Proposed building footprint(s) (Clearly distinguish between existing and proposed, if applicable)
- Square footage of existing and proposed structures
- Proposed dumpster pad with area light, fencing, & gate per City Details 1.9, 1.10, 1.11 & 1.11a
- Proposed construction phasing (if applicable)
- Director of Planning & Director of Engineering certification & signature block  
(Please locate in the lower right corner of each sheet.)

### **Landscaping & Buffers**

- Landscape plan (Clearly delineate all existing & proposed plantings, fencing, buffers & walls)
- Calculations showing required large trees, small trees, and shrubs
- Proposed HVAC equipment location & screening
- Recreation/play area (residential apartments, condominiums, & manufactured home parks only)

### **Parking, Traffic & Transportation**

- Location and name of all public and private streets within & surrounding the project
- Proposed parking lot(s), loading area(s), and driveway(s) (Clearly distinguish between existing and proposed)
- Number of existing parking spaces
- Number of proposed parking spaces
- Number of required parking spaces
- Proposed parking lot and driveway surface material(s)
- Dimensions of proposed driveway(s), parking spaces, and aisles
- Proposed signs (location, size & type)
- Proposed sidewalk along street frontage per City Details 2.20, 2.1, 2.2, 2.17, 2.21, 2.22, & 2.23
- Peak hour and daily trip generation calculations (if applicable)
- Submission to NCDOT (if project is located adjacent to NCDOT maintained road)
- Traffic impact analysis (TIA) (if applicable)

### **Grading, Drainage & Stormwater**

- Existing contours (referenced to NAVD 88)

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- \_\_\_ Existing pipe systems & drainage courses (including Tar-Pamlico riparian buffers)
- \_\_\_ Location and elevation of 100-year flood plain boundary (if applicable)
- \_\_\_ Location of floodway boundary (if applicable)
- \_\_\_ Proposed contours (Clearly distinguish between existing and proposed)
- \_\_\_ Proposed building finished floor elevation(s)
- \_\_\_ Proposed pipe systems & ditches (plan & profile view) & associated details
- \_\_\_ Pipe sizing & velocity calculations
- \_\_\_ Watershed plan showing drainage area to each structure and/or water course
- \_\_\_ Stormwater Management Plan for detention & nutrient management including calculations & details
- \_\_\_ Stormwater Discharge Permit

### **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](http://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](http://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)
- \_\_\_ 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

### **Sedimentation & Erosion Control**

- \_\_\_ Sedimentation and erosion control plan. Clearly show existing & proposed contours, all proposed measures, and limits of disturbance.
- \_\_\_ Sedimentation & erosion control calculations
- \_\_\_ Sedimentation & erosion control standard details ([www.rockymountnc.gov/engineering/drawings.html](http://www.rockymountnc.gov/engineering/drawings.html))
- \_\_\_ Financial responsibility/ownership form
- \_\_\_ Sedimentation & erosion control fee (\$50.00/disturbed acre rounded up to the next full acre)
- \_\_\_ Sedimentation & erosion control standard notes:
  1. Approval of this plan permits only those clearing and grading activities listed within this plan. This plan does not permit the construction of any impervious surface or structure.
  2. Approval of this plan constitutes approval from the City of Rocky Mount only. Additional approvals (such as 401/404 wetlands, etc.) may be required prior to authorization to begin clearing and grading. Copies of all additional approvals must be provided to the Department of Engineering upon receipt.
  3. A copy of the approved Sedimentation & Erosion Control Plan must be kept on site at all times in a permit box that is conspicuously located and easily accessible during construction.
  4. The approved plan should be regarded as depicting the minimum requirements. Additional measures shall be put in place as needed to ensure that no sediment is released from the site.
  5. Erosion control measures shall be constructed prior to any clearing or grading activities beyond that necessary to install such measures. Approval of constructed erosion control measures shall be obtained in writing from Engineering Department staff prior to site clearing and grading. Contact City of Rocky Mount Engineering Inspector Bill Pridgen at (252) 343-3156 to inspect erosion control measures prior to any grading activities.

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6. City of Rocky Mount Engineering Department Personnel must be granted access upon reasonable request to any and all areas of the subject site for the inspection of sedimentation and erosion control adequacy.
7. If additional erosion and sedimentation controls are required to prevent offsite sedimentation, these plans must be modified and submitted to the Department of Engineering within five business days for approval and addition to their records.
8. Any grading beyond the limits of disturbance shown on the approved plan is in violation of the City of Rocky Mount's Land Development Code and the N. C. Sedimentation and Pollution Control Act. Such violations may result in fines to the property owner(s).
9. The contractor and all sub-contractors shall take all necessary precautions to ensure that paints, liquid wastes, demolition materials, concrete and sediment do **not** enter streams or storm drains or have contact with surface waters, wetlands or buffers. Failure to do so will be considered a violation of the NPDES General Permit NCG010000 for Construction Activities and may result in State or Federal civil or criminal penalties.

### City of Rocky Mount Standard Information

A. Applicable Standard Details ( [www.rockymountnc.gov/engineering/drawings.html](http://www.rockymountnc.gov/engineering/drawings.html))

#### B. 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 = \_\_\_\_\_

#### C. 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 greater than 0.5 acre. Therefore, stormwater detention and nutrient management are typically required.

*Select the applicable statement(s) below to complete Note 5:*

- a. Detention for this project is accomplished utilizing \_\_\_\_\_ (*describe BMP*).
  - b. Nutrient management for this project is accomplished utilizing (*describe BMP and/or in-lieu fee payment*).
  - c. There is no net increase in impervious area for this project. Therefore, stormwater detention and nutrient management are not required.
  - d. The overall impervious surface area is less than 15% of the total site. Therefore, stormwater detention is not required for this project.
  - e. The increase in peak flow between the pre-development and post-development conditions does not exceed 10%. Therefore, stormwater detention is not required for this project.
6. The disturbed area for this project is greater than 1.0 acre. Therefore, a formal sedimentation and erosion control plan and permit are required prior to any grading or construction on the site.
  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. Contours on these plans were obtained from an actual field survey performed by (*Name of PLS*) on (*date*). Reference horizontal datum is NAD 83 and reference vertical datum is NAVD 88.
  9. Site lies in Flood Zone \_\_\_\_\_, per FEMA FIRM # \_\_\_\_\_ dated \_\_\_\_\_. Base flood (100-year) elevation is \_\_\_\_\_.
  10. Contractor/Developer shall contact City of Rocky Mount Construction Inspector Bill Pridgen at 252/343-3156 one week prior to beginning construction.

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11. 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.
12. 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.
13. The developer/owner is responsible for all costs related to the relocation of any existing utilities.
14. For underground utilities, the developer/owner is responsible for all costs of borings, conduit, pavement patching and landscaping replacement.
15. The property owner shall provide an executed right-of-way easement prior to the installation of gas or electric utilities.
16. The contractor is responsible for calling the NC One Call Center at 811 to locate existing utilities prior to beginning work.
17. The contractor shall provide the Fire Department with vehicular access to all structures under construction at all times. In areas where ground surfaces are soft or are likely to become soft, the contractor shall provide and maintain stable all weather surfaces.