



Planned Building Group Preliminary 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 Preliminary 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
- Bearings & exact lineal distances 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
- 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

- Conceptual landscape plan showing existing & proposed plantings, fencing, buffers & walls
- 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 building finished floor elevation(s)
- Proposed pipe systems & ditches (plan view only)
- Conceptual stormwater management plan for detention & nutrient management

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) (plan view only)
- Proposed sanitary sewer service (location, size, & material)
- Proposed in-ground grease interceptor (if applicable per www.rockymountnc.gov/utilities/documents/FOGPolicy.pdf)
- Proposed sanitary sewer main extension (plan view only)
- Proposed natural gas service line (plan view only)
- 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 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)

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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.
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.
- 18. Construction may not begin until a Planned Building Group Construction Plan showing all required design details and calculations is approved by the Development Review Committee.**
21. Water and sewer fees may be due on this project. Please contact Elaine Pate at 252/972-1126 for fee information.