

MINOR SITE PLAN APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



PROJECT AND PROPERTY INFORMATION

Project Name: _____

Proposed Use: _____

Property Address: _____

Tax Map Number(s): _____ Township: _____

Site Data: Total Acreage: _____ *Total Square Footage of Proposed Buildings: _____

Zoning District: _____ *Number of Proposed Buildings/Units: _____

Existing Land Use: _____ * = if applicable

Infrastructure:

Water Supply: Individual Well Community System ONWASA Northwest Onslow

Sewer Type: Individual Septic Community System ONWASA Pluris

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

SURVEYOR/ENGINEER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

MINOR SITE PLAN SUBMITTAL POLICY

An application is considered complete only if it includes **ALL** of the following:

- A completed Site Plan Application Form;
- \$200 Application fee; and,
- Two (2) folded copies **AND** an electronic copy of the site plan emailed to landuse@onslowcountync.gov

Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number. **Business checks** must have a North Carolina address.*

Application Submittal Dates

There is not specific date for submittal of these types of submissions; however, submittals for major site plans will take precedence on identified submittal dates.

Review Process

- The Zoning Administrator shall distribute the plat to the Technical Review Committee (TRC) for review and comment. Within ten (10) working days following plan distribution, the Zoning Administrator shall provide a summary of comments to the applicant.
- Following receipt of the comments, the applicant shall have fifteen (15) working days to submit their revised plan. Failure to resubmit or request an extension within this time period constitutes denial and a full resubmittal is required.
- The Zoning Administrator shall transmit their decision for approval or denial within five (5) working days of the receipt of the revised plan.

Plan Approval

A site plan approval is valid for two (2) years.

Plan Revisions after Approval

A revised site plan is required when there has been an increase in density, traffic layout changes, and/or utility service changes. The revised major site plan will be processed in the same manner as a new site plan.

Major/Minor Site Plan Applicability

Major	Minor
New nonresidential use and construction of a principal structure, addition of a drive-through	Non-residential use of 3,000 heated sqft or less with no drive-through or with fewer than 20 required parking spaces, new construction
Detached secondary non-residential principal structure 91% or more of existing structure's square footage, new	Change of use requiring site improvements not including a new drive-through
Campground or Manufactured Home Park, new or expansion	Expansion of a nonresidential structure by 10,000sqft or 25% gross floor area whichever is less
Ground Mounted Solar Electricity Facility, new	Detached secondary non-residential principal structure 90% or less of existing structure's square footage, new
Multi-family residential dwelling units twenty (21) or more, new	New Multi-family residential dwelling units between three (3) and twenty (20) or any that has been approved through preliminary plat subdivision process
Mines or quarries one (1) acre or greater, new or expansion	Any open use of land such as outdoor storage to include flea market or fair with or without structures
Small, Large, or Utility-Scale Wind Energy Facility, new	Mines less than one (1) acre, new or expansion
Wireless Telecommunication and Broadcast Tower, new	Nonresidential accessory structure 2,000sqft or more, new
	Parking lot expansion of 20 or more spaces.

MINOR SITE PLAN REVIEW CHECKLIST

Plat

- Prepared by A Professional Engineer or Professional Land Surveyor
- Scale Bar
- North Arrow

Zoning

- Contact Information for the owner(s) of the subject property
- Location of property lines
- Acreage of the subject property, and parcel identification number
- Current zoning classification
- Adjacent properties parcel identification number, zoning, and uses
- Proposed and required setbacks for all structures
- Fire district and ISO rating
- The location and nature of any known military training or operational impacts, as defined in the most recent Joint Land Use Study and Compatible Use Zone Studies for local military installations

Site Conditions

- Hydrologic features (i.e. rivers, streams, lakes, and/or ponds)
- Special flood hazard areas and FIRM reference number
- Wetlands

Proposed/Existing Development

- The number of proposed dwelling units and/or gross floor area of nonresidential structures, and any proposed phasing
- The location and dimensions of all buildings and other structures, proposed/existing
- Boundaries of proposed development areas, including the type of development proposed in each
- Utility infrastructure, including onsite septic systems and repair areas, proposed/existing
- Rights-of-way with widths delineated, proposed/existing
- Easements with widths delineated, proposed/existing
- Buffers and landscaped areas, including fences and/or walls, proposed/existing
- Access points to external roadways, proposed/existing
- Internal traffic circulation drives to include drive-through lanes
- Proposed onsite and offsite traffic management improvements, if known, such as road widenings, turn lanes, traffic signals, and similar features
- Parking lot and loading area layout to include all spaces, aisle widths and dimensions, proposed/existing
- Provision for solid waste disposal
- Lighting Plan
- Hours of Operation

This checklist is a summary, for further detailed information see the Onslow County Zoning Ordinance