



# CITY OF REIDSVILLE, NC

## SITE PLAN REQUIREMENT CHECKLIST

Site plans are to be submitted to the Community Development Department. A seven (7) work day review will commence once the (8) copies of a completed site plan are submitted.

1. \_\_\_ Development Name
2. \_\_\_ Name and address of architect, land planner, landscape architect, engineer, or surveyor who prepared the map and Registration Seal if required.
3. \_\_\_ Scale, date and north arrow.
4. \_\_\_ Legend indicating the following:
  - a. \_\_\_ Proposed use of property (type of business, etc.).
  - b. \_\_\_ Zoning.
  - c. \_\_\_ Number of employees (for manufacturing - no. of employees on largest shift).
  - d. \_\_\_ Acreage.
  - e. \_\_\_ Square footage in structure.
  - f. \_\_\_ Number of parking places.
  - g. \_\_\_ Tax Map Number.
  - h. \_\_\_ Indicate if this property is within a historic district, watershed or flood plain.

If the property is in a historic district - see Reidsville Zoning Ordinance Article VI and the Architectural and Historic Guidelines.

If the property is in the Troublesome Creek Watershed – see Reidsville Zoning Ordinance Article XIV.

If the property is in the Jordan Lake Watershed – see Reidsville Zoning Ordinance Article XVI.

If the property is in a flood plain – see the Flood Prevention Ordinance.

5. \_\_\_ Property boundaries with distances.
6. \_\_\_ Natural Features, existing and proposed, including the following:
  - a. \_\_\_ Streams, drainage ways, floodway fringe boundaries and elevations.
  - b. \_\_\_ Natural features to be left undisturbed.
  - c. \_\_\_ Existing and proposed topography will be required when any grading changes existing site elevations. Topography at four foot intervals or two foot intervals when available (distinction between existing and proposed topography lines to be shown according to the following: existing – light dashed lines / proposed – thin solid); in flat areas one foot or six inch contours shall be provided.

