

Town of Kernersville Land Development Manual (LDM)
First Edition – Effective April 3, 2024



Table of Contents

Introduction	3
Chapter 1 Design Guidelines	4
Chapter 2 Submittal Requirements for Board-Approved Site Plans	13
A. Requirements Applicable to all Board-Approved Site Plans	13
B. Table of Requirements for Particular Types of Site Plans...15	15
C. Form 1 Submittal Requirements.....15	15
D. Form 2 Submittal Requirements.....16	16
E. Form 3 Submittal Requirements (for a single manufactured home on one and one-half (1.5) acres or less)	17
Chapter 3 Submittal Requirements for Civil Construction Plans18	18
A. Civil Construction Plan Requirements with Road Construction	18
B. Civil Construction Plan Requirements without Road Construction	27
Chapter 4 Submittal Requirements for Plats	33
A. Plat Definitions.....33	33
B. Final Plats	36
C. Site Plan/ Preliminary Plats.....40	40
D. Certification Blocks	43
Chapter 5 Submittal Calendars	46
A. Planning Board Submittal Calendar	46
B. Board of Adjustment Submittal Calendar	47

Introduction

Last Updated: 04.03.2024

The purpose of this manual is to assist in the administration of land development review for the Town of Kernersville. The Town of Kernersville development review process is established by the Board of Aldermen to provide a framework that allows reasonable oversight by town staff and officials while ensuring development projects are consistent with the Unified Development Ordinance and adopted plans.

The manual's primary goal is to explain the review procedures of development applications established in the UDO. To ease the review process, this manual also contains application forms, staff review checklists, and submittal and fee schedules. The land development manual consolidates information in the development review process, and helps applicants understand the procedures and requirements. The intent of this land development manual is more specifically to:

- A. Clarify the standards and items for submitting complete and relevant information for development applications;
- B. Establish construction standards for infrastructure constructed in the service of development;
- C. Establish planting standards that promote health and survival of landscaping installed in the county.
- D. Establish design standards for the development of various building types

To help consolidate the development process and promote efficiency, the Kernersville Department of Community Development has established this land development manual as an aid for citizens, public officials, engineers, and developers. The manual includes submittal requirements, development and design guidelines, and construction standards for a variety of development applications submitted to the Department. The included items are necessary to enable the review of development submittals for compliance with the ordinance and these processes.

While the land development manual is not an ordinance, it is incorporated by reference within the Unified Development Ordinance. This allows the information in the manual to remain reflective of changing economic and environmental conditions.

Should you have any questions or comments about this manual please contact the Planning and Community Development Department.

A digital version of this manual is available online at the Planning and Community Development Department's webpage at: <https://toknc.com/community-development>

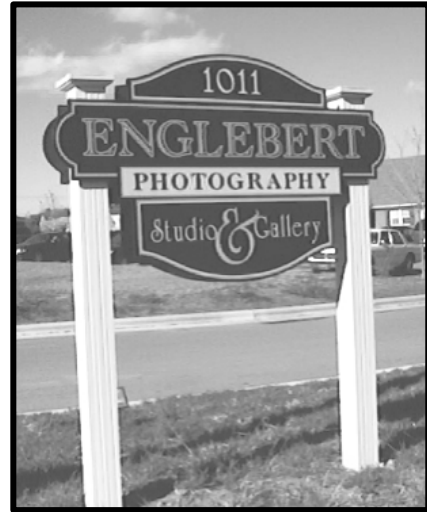
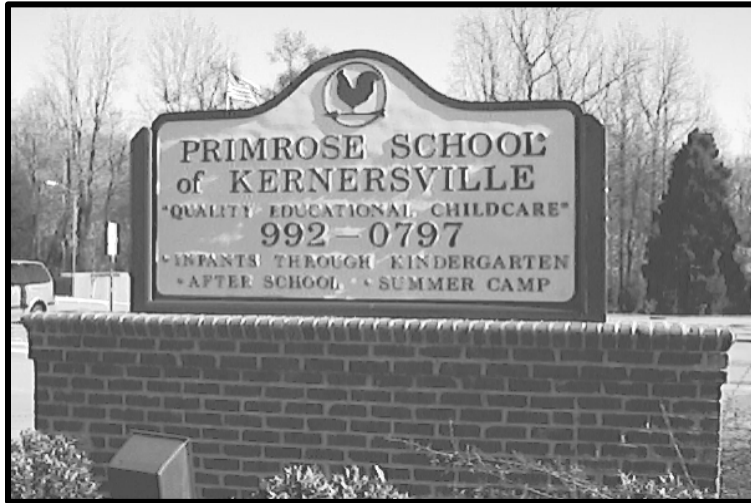
Applicants are reminded that this manual does not serve as a substitute for any of the Town of Kernersville's adopted ordinances or plans and is intended only as a guide to the users of the Town of Kernersville Unified Development Ordinance. In case of conflict between this document and other town ordinances, the adopted town ordinances shall control.

Chapter 1 Design Guidelines

The architectural features of this section are applicable to zoning districts where building materials and/or design is part of the regulation.

A. Building Design Guidelines

1. Design Guidelines applicable to all overlay districts when required



Example of a monument sign and double post sign



Example of a knockout

Example of fuel pumps located to



2. Design Examples for MBP Medical Business Park District – façade compositions



Unique Top



Unique Top



Architectural
Precast



Architectural
Cast Stone



Base, Middle and Top



Middle Expression



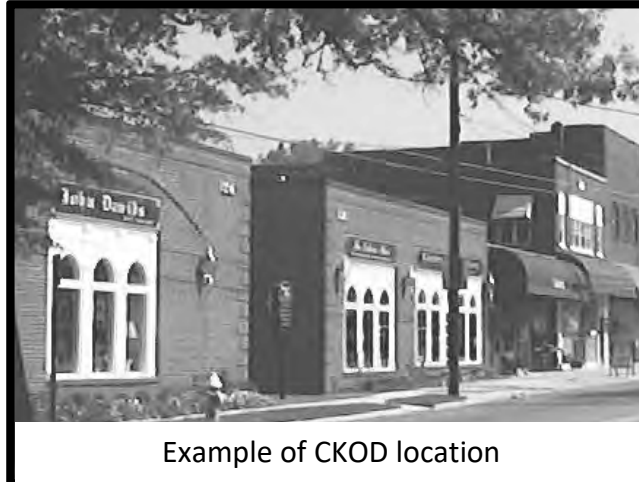
Parking Lot Islands



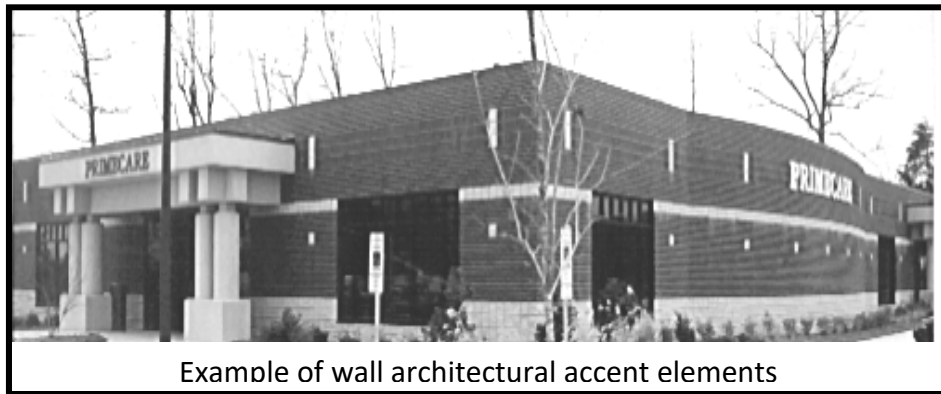
Circulation



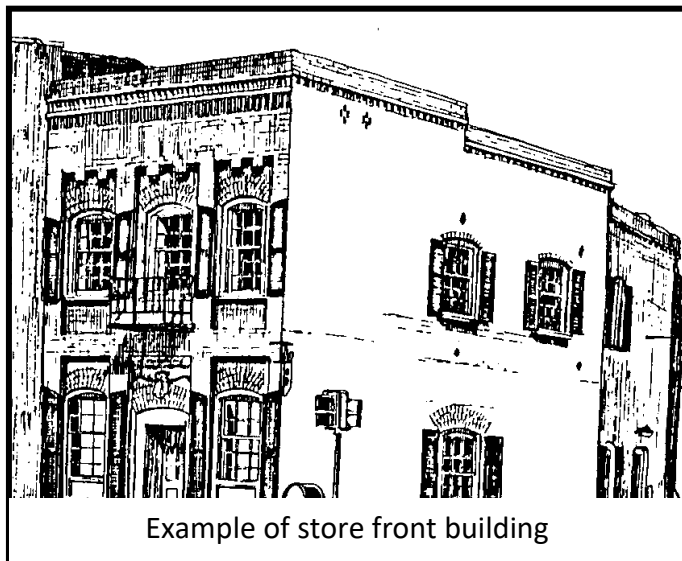
3. Design Guidelines for the Central Kernersville Overlay District (CKOD).



Example of CKOD location

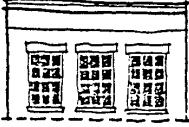

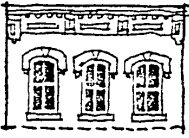

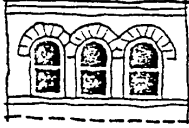





Example of wall architectural accent elements

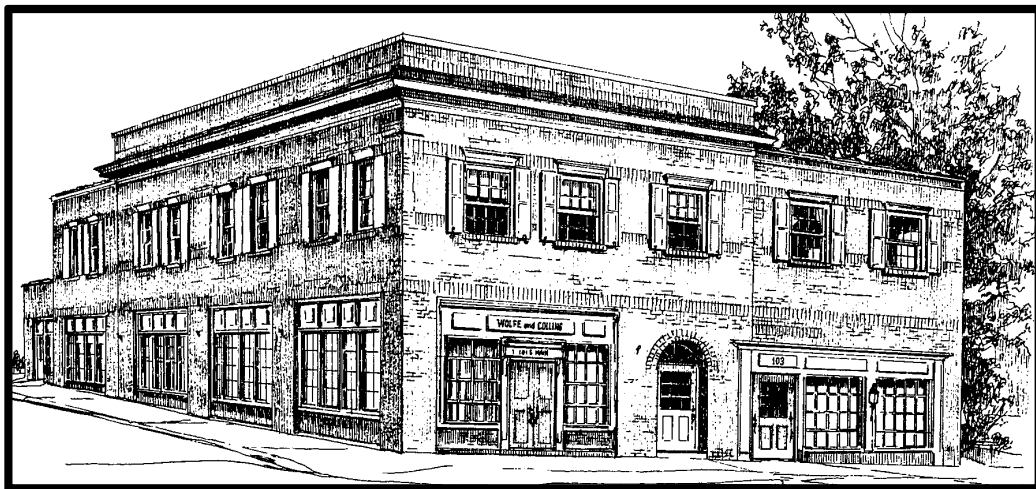


Example of store front building



TYPICAL UPPER FACADES		TYPICAL STOREFRONTS	
	<p><i>Early to Mid 1800s</i></p> <ul style="list-style-type: none"> • SIMPLE CORNICE • LINTELS OVER WINDOWS • SMALL WINDOW PANES 		<p><i>Early to Mid 1800s</i></p> <ul style="list-style-type: none"> • POST AND BEAM FRAME • DIVIDED DISPLAY WINDOWS • SIMPLE DECORATION
	<p><i>Mid to Late 1800s</i></p> <ul style="list-style-type: none"> • BOLDLY DECORATED CORNICE • WINDOW HOODS • 2 OVER 2 WINDOWS 		<p><i>Mid to Late 1800s</i></p> <ul style="list-style-type: none"> • BOLDLY DECORATED CORNICE • CAST IRON COLUMNS • LARGE DISPLAY WINDOWS
	<p><i>Late 1800s to Early 1900s</i></p> <ul style="list-style-type: none"> • CORBELLED BRICK CORNICE • LARGE, ARCHED WINDOWS 		<p><i>Late 1800s to Early 1900s</i></p> <ul style="list-style-type: none"> • SIMPLE CORNICE • TRANSOM WINDOWS • RECESSED ENTRANCE
	<p><i>Early 1900s to 1930s</i></p> <ul style="list-style-type: none"> • SIMPLE BRICK CORNICE • LARGE WINDOW OPENINGS WITH MULTIPLE UNITS 		<p><i>Early 1900s to 1930s</i></p> <ul style="list-style-type: none"> • METAL WINDOW FRAMES • STRUCTURAL GLASS • RECESSED ENTRANCE

Elements of building design



Example of office building

Example of 3' brick wall separating street from parking area



4. Design Guidelines for the Highway Corridor Overlay District (HCOD).



Example of a stucco façade building

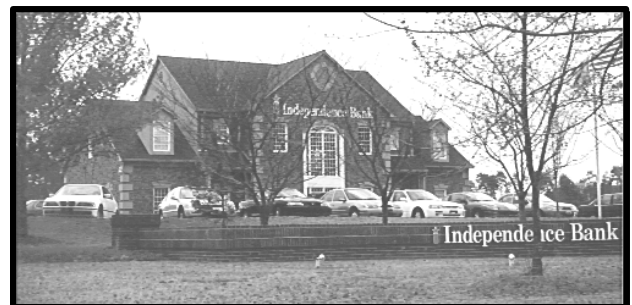


Example of a vinyl façade building



Example of a building meeting the HCOD Building Design and Material Standards

5. Design Guidelines for the Neighborhood Scale Commercial Overlay District (NSCOD).



6. Design Guidelines for the Industrial Corridor Overlay District



Example of an industrial building meeting the ICOD Building



Example of 10' brick facade

B. Landscaping Recommended Plant Species

1. Large Variety Trees (mature height: thirty-five (35) feet or greater):

Willow Oak	<i>Quercus phellos</i>
Sugar Maple	<i>Acer saccharum</i>
Red Maple	<i>Acer Rubrum</i>
Scarlet Oak	<i>Quercus coccinea</i>
Southern Magnolia	<i>Magnolia grandiflora</i>
London Plane-tree	<i>Platanus acerifolia</i>
River Birch	<i>Betula nigra</i>
Japanese Zelkova	<i>Zelkova serrata</i>
Tulip Poplar	<i>Liriodendron tulipifera</i>
Pin Oak	<i>Quercus palustris</i>
Black Gum	<i>Nyssa sylvatica</i>
Littleleaf Linden	<i>Tilia cordata</i>
White Oak	<i>Quercus alba</i>
Japanese Scholartree	<i>Sophora japonicum</i>
Gingko	<i>Gingko biloba</i>
English Oak	<i>Quercus robur</i>
Japanese Katsuratree	<i>Cercidiphyllum japonicum</i>
Schumard Oak	<i>Quercus schumardi</i>
Chinese Elm	<i>Ulmus parviflora</i>

2. Medium Variety Trees (mature height: twenty-five (25) to thirty-five (35) feet):

Bradford Pear	<i>Ps calleryana "Bradford"</i>
Mountain Silverbell	<i>Halesia monticola</i>
Sourwood	<i>Oxydendrum arboreum</i>
Thornless Honeylocust	<i>Gleditsia triacanthos "Inermis"</i>
Eastern Redbud	<i>Cercis canadensis</i>
Mountain Ash	<i>Sorbis americana</i>
Yoshino Cherry	<i>Prunus yedoensis</i>
Golden-Rain-Tree	<i>Koelreuteria paniculata</i>
Saucer Magnolia	<i>Magnolia soulangeana</i>
Weeping Cherry	<i>Prunus subhirtilla pendula</i>
Kwansan Cherry	<i>Prunus serrucata "Kwansan"</i>
Yellowwood	<i>Cladastris lutea</i>
Ironwood	<i>Carpinus carolineana</i>
Pistachio	<i>Pistachia chinensis</i>
Redmond Linden	<i>Tilia americana "Redmond"</i>
American Holly	<i>Ilex opaca</i>

3. Small Variety Trees (mature height: less than twenty-five (25) feet):

Japanese Maple	<i>Acer palmatum</i>
Japanese Dogwood	<i>Cornus kousa</i>
Flowering Dogwood	<i>Cornus florida</i>
Smoketree	<i>Cotinus coggyria</i>
Crape Myrtle	<i>Lagerstroemia indica</i>
Crabapple (var.)	<i>Malus hybrida (var.)</i>
Amur Maple	<i>Acer ginnala</i>
Russian Olive	<i>Eleaegnus angustifolia</i>

Wax Myrtle
Star Magnolia

Myrica Cerifer
Magnolia stellate

4. Streetyard and Interior Shrubs (mature height: approximately thirty-six (36) inches):

a. Evergreen.

Warty Barberry
Dwarf Burford Holly
Japanese Holly (var.)
Azalea (var.)
Mugo Pine
Juniper (var.)
Euonymous (var.)
Leatherleaf Viburnum

Berberis verruculosa
Ilex cornuta "Burfordii" nana
Ilex crenata (var.)
Azalea sp.
Pinus mugo
Juniperus sp.
Euonymous sp.
Viburnum rhytidophyllum

b. Deciduous.

Forsythia
Dwarf Burning Bush
Thunberg Spirea
Viburnum (var.)
Oakleaf Hydrangea
Japanese Flowering Quince
Potentilla

Forsythia sp.
Euonymous alatus "Compacta"
Spirea thunbergi
Viburnum sp.
Hydrangea quercifolia
Chaenomeles japonic
Potentilla fruticose

c. Ornamental Grass Varieties

Oregonholly Grape
Nandina
Dwarf Nandina

Mahonia bealei
Nandina domestica
Nandina domestica nana

5. Outdoor Storage area Screening Plants (installation height: six (6) feet):

American Holly
Burforda Holly
Nellie Stevens Holly
Red Tip Photinia
Wax Myrtle
Hetz Juniper
Arborvitae
Eastern Red Cedar
Japanese Black Pine

Ilex opaca
Ilex cornuta "Burfordii"
Ilex cornata "Nellie Stevens"
Photinia glabra
Myrica cerifera
Juniperus hetzi
Thuja occidentalis
Juniperus virginiana
Pinus thunbergiana

6. Groundcovers (planting areas, berms, wall planters):

Lily-Turf *Liriope muscarii*
Creeping Lilyturf
Hybrid Daylily
Periwinkle
English Ivy
Purpleleaf Winter- creeper
Aaronsbeard
Rockspray Cotoneaster

Liriope spicata
Hemerocallis hybrida
Vinca minor
Hedera helix
Evonymous fortunei coloratus
Hypericum calycinum
Cotoneaster horizontali

Chapter 2 Submittal Requirements for Board-Approved Site Plans

Last Updated: 8.29.2024

The following sections list submittal requirements applicable to all Forms as well as for each type of Form.

A. Requirements Applicable to all Board-Approved Site Plans

1. Required copies: Three (3) paper copies folded to 9" X 12" page size with the title block showing, and a digital submission through the town's permitting portal, see below.
2. Scale:
 - Less than 25 acres: no smaller than 1" to 50'
 - 25 or more acres: no smaller than 1" to 100'
 - Very large developments: 1" to 200' with approval of Community Development staff.
3. Location Map containing a north arrow and the intersection of at least two (2) public streets nearest to the property.
4. Title Block in the lower right-hand corner of the site plan with:
 - development name
 - name and address of the owner and petitioner
 - name and address of the architect, land planner, landscape architect, engineer or surveyor who prepared the map, and his/her registration seal, (only the name and address of the site plan preparer is required for applications for a single manufactured home on one and one-half (1.5) acres or less)
 - date of survey if applicable for , except that a survey is not required for the first phase site plan submittal of a two-phase conditional zoning district petition
 - scale, date and north arrow
5. Property Boundaries including bearings and distances
6. All Adjacent Property ownership and zoning
7. Electronic Files submitted through [ViewPoint](#) online permitting system
 - site plan (pdf & jpg)
 - legal description – if “part-of” a parcel/PIN # (doc)
 - building elevations (pdf & jpg) if applicable
 - CAD – geocoded (dwg)
 - other as required by staff for adequate review
8. Required Certifications

ZONING

EXISTING ZONING: _____
 PROPOSED ZONING: _____
 TYPE OF REVIEW REQUESTED: _____
(I.E. REZONING, PLANNING BOARD REVIEW, PRELIMINARY SUBDIVISION APPROVAL, ETC.)

SITE SIZE AND COVERAGE

TOTAL ACREAGE: _____
 SITE COVERAGE: _____

BUILDING TO LAND	_____ %
PAVEMENT TO LAND	_____ %
OPEN SPACE	_____ %
TOTAL	(100%)

BUILDING SQUARE FOOTAGE: _____ SF.
 BUILDING HEIGHT: _____ FT. OR STORIES

DENSITY CALCULATIONS
 (IF APPLICABLE)

NUMBER OF UNITS/LOTS: _____ UNITS/LOTS
 DENSITY: _____ UNITS/ACRE OR LOTS/ACRE

INFRASTRUCTURE

WATER: _____ PUBLIC _____ PRIVATE
 SEWER: _____ PUBLIC _____ PRIVATE
 STREETS: _____ PUBLIC _____ PRIVATE

OFF STREET PARKING
 (IF APPLICABLE)

PROPOSED USE(S): _____
 PARKING CALCULATION: _____ SPACES: _____
 (MAY BE MORE THAN ONE CALCULATION REQUIRED)
 REQUIRED PARKING: _____ SPACES
 PARKING PROVIDED: _____ SPACES

OTHER INFORMATION OR NOTES
(I.E. USE CONDITION COMPLIANCE INFORMATION OR OTHER SPECIAL NOTES)

OFF STREET LOADING
 (if applicable)

REQUIRED LOADING/UNLOADING SPACES: _____
 LOADING/UNLOADING SPACES PROVIDED: _____
 SIZE: _____ FT. X _____ FT.

BUFFERYARDS
 (IF APPLICABLE)

ADJOINING ZONING: _____
 TYPE REQUIRED: _____
 WIDTH PROVIDED: _____
 FENCE OPTIONS: _____

WATERSHED SITE DATA
 (IF APPLICABLE)

A. Total Site Area	_____ (sq.ft.)
B. Proposed Disturbed Area	_____ (sq.ft.)
C. Existing Impervious Surface Area	_____ (sq.ft.)
D. Existing Impervious Surface Area Built Before 1993	_____ (sq.ft.)
E. Total Regulated Undeveloped Site Area (A-D)	_____ (sq.ft.)
F. Total Proposed Impervious Surface Area	_____ (sq.ft.)
G. Regulated Impervious Surface Area (F-D)	_____ (sq.ft.)
H. Proposed Impervious Surface Area Percentage: (F/A)*100	_____ %
I. Regulated Impervious Surface Area Percentage (G/E)*100	_____ %
J. (If Residential) Units Per Acre	_____

B. Table of Requirements for Particular Types of Site Plans

The following table lists the specific type of submittal form required for each type of site plan in the Town of Kernersville for board approval. Requirements for each type of form follow the table.

Type of Form Required With Submittals That Require Board Approval

Type of Application	Form
Uses Listed in Table 3.8 as Requiring Planning Board Review	Form 1
Uses Listed in Table 3.8 as Requiring Special Use Permit from Board of Adjustment	Form 1
Uses Listed in Table 3.8 as Requiring Special Use Permit from Board of Aldermen	Form 1
Petition for Conditional Zoning District One-Phase Rezoning Other Than Manufactured Home on 1.5 acres or smaller lot One-Phase Rezoning For Manufactured Home on 1.5 acres or smaller lot Two-Phase Rezoning First Phase Site Plan Second Phase Final Development Plan	Form 1 Form 3 Form 2 Form 1
Permitted Uses in NSB and C Districts	Form 1
Permitted Uses in MU-C Districts	Form 1 or 2
Permitted Uses in H and HO Districts	See Article 3 Section 3.11 of the UDO

C. Form 1 Submittal Requirements

The following items are required for a Form 1 submittal in addition to A. Requirements Applicable to all Board Approved Site Plans.

1. Site Plan Information Blocks shall be in the form of the templates pictured below and shall contain the following details as appropriate:
 - Residential zoning - maximum number of dwelling units by type and density
 - Nonresidential zoning - type of use(s) and proposed maximum square footage of land and buildings in nonresidential uses
 - Total acreage
 - Approximate percent of building coverage to land
 - Approximate percent of paved or graveled surface to land
 - Approximate percent of open space to land
 - Acreage in common open area used for active recreational uses, indicating purposes and uses (common open space as computed shall not include streets, drives, parking or loading areas)
 - Total number of parking spaces, and information necessary to calculate needed parking.

2. Natural Features, existing and proposed:
 - Streams and stream buffers, drainageways, floodway and floodway fringe boundaries and elevations
 - Wooded areas and other natural features
 - Topography at four (4) foot intervals and two (2) 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 lines)
 - Natural features to be left undisturbed. Any existing trees to be retained shall be preserved during construction pursuant to Article 5 Section 5.3.2.H. of the UDO
 - Slopes at twenty percent (20%) or greater grade, if bonus density is requested for a planned residential development under Article 4 Section 4.4.60 of the UDO

3. Constructed Features, existing and proposed:
 - Buildings with setbacks from property lines and maximum height indicated;
 - Other structures, fences, walls, signs, plantings, etc.;
 - Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
 - Private and public drives including pavement widths, curbcuts, names, and an indication of whether public or private;
 - All other easements, parklands, playgrounds and other common or public areas;
 - Sidewalks, greenways, and other pedestrian ways;
 - Parking and loading areas with typical dimensions for spaces and lots;
 - Solid waste disposal facilities;
 - Utility lines over and under the site including storm drainage system;
 - Finished elevation on all center lines of new streets and any stub streets, both on site and at connection with adjacent property(s);
 - All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
 - Public/private water system.

4. Other Requirements of The UDO necessary for review as applicable to the proposed use.

D. Form 2 Submittal Requirements

The following items are required for a Form 2 submittal in addition to A. Requirements Applicable to all Board Approved Site Plans.

1. Legend (on right hand side of map) indicating:
 - Residential zoning - maximum number of dwelling units by type and density
 - Nonresidential zoning - type of use(s) and proposed maximum square footage of land and buildings in nonresidential uses
 - Total acreage
 - Preliminary development schedule

2. Natural features, existing and proposed:
 - Streams and stream buffers, drainageways, floodway and floodway fringe boundaries and elevations;

- Wooded areas and other natural features;
 - Topography at four (4) foot intervals and two (2) 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 lines); and,
 - Natural features to be left undisturbed. Any existing tree to be retained shall be preserved during construction in accordance with Section 3-4.2(H)(3).
3. Constructed Features, existing and proposed:
- Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
 - Private and public drives including pavement widths, curbcuts, names, and an indication of whether public or private;
 - All other easements, parklands, playgrounds and other common or public areas;
 - Sidewalks, greenways, and other pedestrian ways;
 - Utility lines over and under the site including storm drainage system;
 - Proposed driveways;
 - All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
 - Public/private water system.
4. Other Requirements of This Ordinance necessary for review as applicable to the proposed use.

E. Form 3 Submittal Requirements (for a single manufactured home on one and one-half (1.5) acres or less)

The following items are required for a Form 3 submittal in addition to A. Requirements Applicable to all Board Approved Site Plans.

1. Natural Features, existing and proposed:
- Streams and stream buffers, drainageways, floodway and floodway fringe boundaries and elevations; and,
 - Wooded areas and other natural features.
2. Constructed Features, existing and proposed:
- Buildings with setbacks from property lines and maximum height indicated;
 - Other structures, fences, walls, signs, plantings, etc.;
 - Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
 - Private and public drives including pavement widths, curbcuts, names, and an indication of whether public or private;
 - Utility lines over and under the site and storm drainage system;
 - All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
 - Public/private water system.
3. Other Requirements: Evidence of compliance with the use conditions for manufactured homes in Article 4 Section 4.4 and other applicable provisions of the UDO.

Chapter 3 Submittal Requirements for Civil Construction Plans

Last Updated: 09.16.2024

The following checklists include the submittal requirements for civil construction plans with and without road construction.

A. Civil Construction Plan Requirements with Road Construction

PROJECT INFORMATION: (FILLED OUT IN OPENGOV)

- | | |
|-------------------------------|-----------------------------------|
| • Project Name | • Project Type |
| • Subdivision | • PIN(s) of Affected Properties |
| • Project Description | • Property Owner Name |
| • Property Owner Address | • Property Owner City, State, Zip |
| • Property Owner Phone # | • Property Owner Email |
| • Engineer Name | • Engineer Firm |
| • Engineer Phone # | • Engineer Email |
| • Landscape Architect Name | • Landscape Architect Firm |
| • Landscape Architect Phone # | • Landscape Architect Email |

General Submittal Requirements

Initial Plan Set

- 1) 1 full-size hard copy folded to 9"x12".
- 2) All drawings in a set of construction plans to be scaled to a 24" x 36" sheet. This size shall be uniform throughout the submittal.
- 3) Plans shall be marked as "For Review Only" at this stage.
- 4) A watershed application will need to be uploaded with the initial submittal (digital copy only).
- 5) Upload to portal using standardized file naming using the following formats:
 - a) Civil Plans: Project Name + Civil Plan Set + Submittal/Revision+ Date of Upload (yyyymmdd) [Example: HarmonPark_Civil Plan Set_Submittal_20240129]
 - b) Other Documents(s): Project Name + Submittal Type + Submittal/Revision + Date of Upload (yyyymmdd) [Example: HarmonPark_WatershedApplication_Revision_20240129]

Each Subsequent Resubmittal

- 1) Resubmittals shall be required in both digital and hard copy form:
 - a) 1 full-size hard copy folded to 9"x12"
 - b) Digital copy to be uploaded to OpenGov Portal using standardized file name.
- 2) Plans shall be marked as "For Review Only" at this stage
- 3) Response to comment letter shall be required or the resubmittal will be deemed incomplete.

Approved Plan Set

- 1) Upon approval of construction drawings three (3) full size sets [two (2) sets if no work is proposed in current or future right-of-way] shall be submitted to the town for signature and stamping.
 - a) Each page shall be signed, sealed and dated by a NC Registered Professional Engineer and/or Architect.
 - b) Plans shall be marked as “For Construction”
- 2) Two CAD (.dwg) files shall be submitted
 - a) File 1 shall include all relevant layers on the landscape and site plan.
 - b) File 2 shall title related layers under the categories below (Anything in asterisk should not be in the title):
 - i) Parcel Boundary
 - ii) Building footprints
 - iii) Impervious *total impervious surface in one layer*
 - iv) STW Easements *stormwater easements*
 - v) STW Conveyance *Swales or any other designed stormwater conveyance that brings rain water to the pond*
 - vi) Inlet *type needs to be provided*
 - vii) Outlet *type needs to be provided*
 - viii) SCM *Stormwater control measures footprint*
 - ix) Stormwater Connection *size and material must be provided*
 - x) Junction Box *areas where there is a junction box with an access*
 - c) Signature as referenced on each sheet below scaled to 2.5” x 2.5”
- 3) A zoning permit will be issued after plans and watershed permit have been released which will be required for a building permit application to be considered complete.

SPECIFIC SUBMITTAL REQUIREMENTS

The following minimum plan sheets and documents, meeting the requirements that follow, comprise a typical construction plan submittal. Each typical sheet type may require multiple sheets – refer to pre-application form.

- 1) Title/Cover Sheet
- 2) Overall Site Plan
- 3) Utility Plan
- 4) Grading Plan
- 5) Landscaping Plans
- 6) Details
- 7) Additional Sheets, as necessary

The list above applies to commercial and residential subdivisions that do not include road construction, and to redevelopment projects. The following additional sheets are required when development includes the construction of roads and/or non-residential development:

- 8) Existing Conditions/Demolition Plan
- 9) Erosion Control Plan
- 10) Storm Drain Plan and Profile(s)
- 11) Drainage Area map

- 12) Stormwater Management Plan (SCM plan/profile/cross sections/details)
- 13) Road Plan & Profile
- 14) Water Plan & Profiles
- 15) Sewer Plan & Profiles
- 16) Lighting Plan
- 17) Additional Sheets, as necessary
- 18) High density project submittals must also include a Stormwater Impact Statement.

Requirements to be included on every sheet aside from the Title/Cover Sheet

- 1) North arrow with horizontal and vertical datum.
- 2) All public rights-of-way and easements are shown and dimensioned.
- 3) All lot lines, setback and buffers are clearly shown and dimensioned as applicable.
- 4) Vicinity Map (Scale of 1" = 2,000')
- 5) Property Boundaries w/ Bearings & Distances
- 6) Adjoining Property Owners w/ Tax Pin Numbers & Zoning Information
- 7) Scale (Engineering), denoted graphically and numerically
- 8) Legend
- 9) Streams, Riparian Buffer Boundaries, Floodplain, and Wetlands Boundaries, where applicable
- 10) Revision Block included and must be correct and up to date for each sheet
- 11) Profiles located under the corresponding plans on the same sheet
- 12) Zoning for split parcel zoning

Sheet Specific Requirements


Sheet Type	Requirements
<p>Title/Cover Sheet (3+ sheets)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Project/development name and phase (as applicable); <input type="checkbox"/> Sheet index; <input type="checkbox"/> Vicinity Map (Scale of 1" = 2,000'); <input type="checkbox"/> Engineer of record including address, email, and phone number; <input type="checkbox"/> Name of the developer and/or owner including address, email, and phone number.
<p>Existing Conditions/ Demolition Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Representation of the site as it exists at the time of Civil Plan application; <input type="checkbox"/> Label structures and utilizes to remain, be demolished, or altered; <input type="checkbox"/> Tree protection fence shown around trees to remain; <input type="checkbox"/> Show and label all topography with a maximum of two-foot contour intervals for the development; <input type="checkbox"/> Indicate the source of the topography information. <input type="checkbox"/> Required Signature Block(s): A and B

<p style="text-align: center;">Overall Site Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed building locations; <input type="checkbox"/> Description and analysis of adjacent land uses, roads, topography, soils, drainage patterns, environmental constraints, features, and existing vegetation; <input type="checkbox"/> Location, arrangement, width and dimensions of vehicular parking, width of aisles and bays, angle of parking, number of spaces, handicapped parking, and bicycle parking; <input type="checkbox"/> Typical pavement sections and surface type; <input type="checkbox"/> Location of existing and proposed fire hydrants; <input type="checkbox"/> Location of existing and proposed above ground transformers and other above ground mechanical equipment; <input type="checkbox"/> Location and size of grease interceptor (if applicable); <input type="checkbox"/> Location and dimension of all vehicle entrances, exits, and drives both on site and within 100 feet of the property boundary; <input type="checkbox"/> Dimensioned street cross-sections and rights-of-way widths; <input type="checkbox"/> Pavement, curb, and gutter construction details; <input type="checkbox"/> Dimensioned sidewalk(s) labelled as either proposed or existing; <input type="checkbox"/> Proposed transit improvements including but not limited to bus pull-offs and/or bus shelters; <input type="checkbox"/> Proposed mail collection facilities (if applicable); <input type="checkbox"/> Required buffers (or proposed alternate buffers); <input type="checkbox"/> Required recreation area/open space and clear delineation between the two (including written statement of recreation plans); <input type="checkbox"/> Refuse collection facilities (existing and proposed) or shared dumpster agreement; <input type="checkbox"/> Construction parking; staging, storage area, and construction trailer location; <input type="checkbox"/> Typical street cross-section/typical lot plan; <input type="checkbox"/> Form 1 site data tables. <input type="checkbox"/> Required Signature Block(s): A, B, and C (as needed)
<p style="text-align: center;">Utility Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed utilities and utility easements clearly marked and dimensioned for the full plan; <input type="checkbox"/> Location of existing and proposed fire hydrants; <input type="checkbox"/> CCUC or City of High Point approval for water/sewer stamps on final plans for stamping. <input type="checkbox"/> NOTE: Do not have CCUC or City of High Point stamp your utility plans until you have received notification to go print final copies in order to avoid having to revise approved utility plans with those agencies. <input type="checkbox"/> NOTE: All above ground mechanical equipment shall be screened per requirements of the Town of Kernersville’s Unified Development Ordinance. <input type="checkbox"/> Required Signature Block(s): A

<p>Grading and Erosion Control Plan(s)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> NOTE: Grading and erosion control plans may be submitted as one document so long as all contents are clearly legible. <input type="checkbox"/> Topography (2-foot contours); <input type="checkbox"/> Cut and fill lines; <input type="checkbox"/> Detailed drawings of infrastructure (BMP, curb inlets, infiltration systems, erosion control, etc.); <input type="checkbox"/> Limits of disturbance; <input type="checkbox"/> Pertinent off-site drainage features; <input type="checkbox"/> Ground cover; <input type="checkbox"/> Spot elevations (as necessary). <input type="checkbox"/> Required Signature Block(s): A
<p>Storm Drainage Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Topography (2-foot contours); <input type="checkbox"/> Existing and proposed drainage and stormwater structures and conveyances and materials (labeled as appropriate); <input type="checkbox"/> Roof drains; <input type="checkbox"/> Easements; <input type="checkbox"/> Storm drainage design tables from Appendix C of Design and Construction Specifications; <input type="checkbox"/> Open channel calculations table and formulae used, provide Manning’s “N” values; <input type="checkbox"/> Calculations and construction details for Energy Dissipaters. <input type="checkbox"/> Required Signature Block(s): A
<p>Drainage Area Map</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All pipes and structures shown and labeled; <input type="checkbox"/> Drainage areas identified. <input type="checkbox"/> Required Signature Block(s): A
<p>Stormwater Management Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan view of SCM, including existing/proposed contours, riser, pipes, spillway location, fencing, retaining walls, and outfall measures; <input type="checkbox"/> Profile/cross section showing inlet/forebay, SCM, and outfall infrastructure; <input type="checkbox"/> Risers, including rim/invert elevations, drawdown orifice size/elevations, orifice protection, foundation design, and riser steps; <input type="checkbox"/> Draw/label water elevations for normal pool, water quality, Q1, Q10, Q25, and Q100; <input type="checkbox"/> Trash rack detail, including access hatch location/details; <input type="checkbox"/> Drain valve/handwheels, if applicable, should be located inside riser; <input type="checkbox"/> All proposed SCM landscaping, special media mix details, and installation requirements; <input type="checkbox"/> Spillway detail, including lining details, and spillway elevation; <input type="checkbox"/> Anti-seep collars and/or filter diaphragm for any dam outfalls. <input type="checkbox"/> Required Signature Block(s): A

<p style="text-align: center;">Road Plan and Profile</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan and profile of all streets at 1” – 4’ or larger horizontal and 1” – 4’ vertical or large scale; <input type="checkbox"/> Profile views should line up with and be placed directly under the corresponding plan view; <input type="checkbox"/> ROW, easements, and sight distance triangles; <input type="checkbox"/> Indicate functional classification and design speed; <input type="checkbox"/> Intersection curb radii; <input type="checkbox"/> Curb return elevations in plan view on the street and on the intersecting street; <input type="checkbox"/> Drainage structures and conveyances; <input type="checkbox"/> Percent grades; <input type="checkbox"/> Tie-ins to existing street network, with patching and other necessary work shown; <input type="checkbox"/> Horizontal and vertical curve data; <input type="checkbox"/> Vertical alignment information (profile, curve length, grades, k-values); <input type="checkbox"/> Sidewalks that are adjacent to street – see sidewalk comments below; <input type="checkbox"/> Sidewalks and Bicycle Paths – Construction plans are required for all public sidewalks and bicycle paths. If construction plans for any streets are required, the sidewalk may be shown adjacent to the street. If the street is already in existence, sidewalk plans must be submitted and labeled “Sidewalk Plans.” Sidewalks shown on a site layout submitted for the purpose of a building permit are not sufficient. <input type="checkbox"/> Guardrails and barricades (as necessary); <input type="checkbox"/> Pavement marking plans and permanent signage plans; <input type="checkbox"/> The following Utility and Drainage information shall be shown on construction plans for transportation improvements: <ul style="list-style-type: none"> <input type="checkbox"/> All existing adjacent and conflicting utility and drainage features are shown in the plan view. <input type="checkbox"/> Nearby utilities may be shown for reference in the profile view. <input type="checkbox"/> Manholes, junction boxes, valve boxes, and other at-surface features shown and labeled in plan view. <input type="checkbox"/> All proposed adjacent and underlying utility and drainage features shown in plan view. <input type="checkbox"/> All subsurface utility and drainage crossings shown in profile view. <input type="checkbox"/> Inlets, flumes, and other structures that may affect the street shown in plan view. <input type="checkbox"/> Required Signature Block(s): A and C
<p style="text-align: center;">Water Plan/Sewer Plan and Profiles</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Per CCUC or City of High Point approval for water and sewer.


<p style="text-align: center;">Landscaping Plans</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Overall site plan (can be broken up into sections if covering a large area but will also require a section plan); <input type="checkbox"/> All overhead and underground utilities shall be clearly labeled and symbolized on the plan in order to avoid conflict with landscaping; <input type="checkbox"/> Provide an itemized list of plantings to include the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Associated symbology; <input type="checkbox"/> Scientific name; <input type="checkbox"/> Common name; <input type="checkbox"/> Designation as small, medium, or large (trees); <input type="checkbox"/> Designation as evergreen or deciduous (trees); <input type="checkbox"/> Quantity required; <input type="checkbox"/> Quantity provided; <input type="checkbox"/> Streetyards: <ul style="list-style-type: none"> <input type="checkbox"/> Clearly dimension and label the extent of all required streetyards; <input type="checkbox"/> Provide a table showing the square footages and percentages of pervious and impervious surface located within the streetyard; <input type="checkbox"/> Show the radius of coverage for trees used to satisfy the requirement of having all parking located within fifty (50) feet of the trunk of a tree; <input type="checkbox"/> Clearly mark and identify any walls, berms, or plantings that are to be used as screening and describe the materials to be used; <input type="checkbox"/> Bufferyards: <ul style="list-style-type: none"> <input type="checkbox"/> Clearly label and dimension required bufferyards; <input type="checkbox"/> Clearly mark any existing plantings to be used to meet bufferyard requirements and provide a separate table showing they meet the requirements to be used; <input type="checkbox"/> Clearly indicate the use of any fence, wall, or berm options as provided for in the Unified Development Ordinance; <input type="checkbox"/> Include a sheet for reference regarding installation requirements and details that meet or exceed the requirements of the Unified Development Ordinance. <input type="checkbox"/> Required Signature Block(s): B
<p style="text-align: center;">Lighting Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Overall lighting plan showing footcandles to the property line; <input type="checkbox"/> Include all pole and building mounted light sources; <input type="checkbox"/> Provide a table listing equipment specs for all sources; <input type="checkbox"/> Provide pole height for each pole; <input type="checkbox"/> Provide base height for any constructed base for a pole; <input type="checkbox"/> Provide mounting height; <input type="checkbox"/> Include equipment specification sheets from the manufacturer. <input type="checkbox"/> Required Signature Block(s): B
<p style="text-align: center;">Details</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Include miscellaneous detail sheets as necessary. <input type="checkbox"/> Required Signature Block(s): A, B, or C as requested/appropriate.

<p>Stormwater Impact Statement (1 sealed copy to be submitted)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Written narrative describing existing and proposed conditions, anticipated stormwater impacts, and management structures and strategies to mitigate impacts; <input type="checkbox"/> Description of land uses and area (in square footage); <input type="checkbox"/> Existing and proposed impervious surface area in square feet for all subareas and project area; <input type="checkbox"/> Ground cover and uses information; <input type="checkbox"/> Soil information (classification, infiltration rates, depth to groundwater and bedrock); <input type="checkbox"/> Time of concentration calculations and assumptions; <input type="checkbox"/> Topography (2-foot contours); <input type="checkbox"/> Pertinent on-site and off-site drainage conditions; <input type="checkbox"/> Upstream and/or downstream volumes; <input type="checkbox"/> Discharges and velocities; <input type="checkbox"/> Backwater elevations and effects on existing drainage conveyance facilities; <input type="checkbox"/> Location of jurisdictional wetlands and regulatory FEMA Special Flood Hazard Areas; <input type="checkbox"/> Water quality volume calculations; <input type="checkbox"/> Drainage areas and sub-areas delineated; <input type="checkbox"/> Peak discharge calculations and rates (1,2, and 25-year storms); <input type="checkbox"/> Hydrographs for pre- and post-development without mitigation, post-development with mitigation; <input type="checkbox"/> Volume calculations and documentation of retention for 2-year storm; <input type="checkbox"/> 85% TSS removal for post development stormwater run-off.
<p>Signature Block A (Engineering) 2.5' x 2.5'</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>TOWN OF KERNERSVILLE ENGINEERING DIVISION</p> <p>APPROVED FOR CONSTRUCTION</p>  <p>Applicant must obtain Zoning or Building Permit(s) prior to construction.</p> <p>Contact (336) 996-6916 prior to Beginning Any Work in the Right of Way.</p> </div>

Signature Block
B (Planning)
2.5' x 2.5'

TOWN OF KERNERSVILLE PLANNING DIVISION  APPROVED FOR CONSTRUCTION 
Applicant must obtain Zoning or Building Permit(s) prior to construction. Contact (336) 996-6916 prior to Beginning Any Work in the Right of Way.

Signature Block
C (Public Services)
2.5' x 2.5'

TOWN OF KERNERSVILLE PUBLIC SERVICES  APPROVED FOR CONSTRUCTION 
Applicant must obtain Zoning or Building Permit(s) prior to construction. Contact (336) 996-6916 prior to Beginning Any Work in the Right of Way.

B. Civil Construction Plan Requirements without Road Construction

PROJECT INFORMATION: (Filled out in OpenGov)

- Project Name
- Subdivision
- Project Description
- Property Owner Address
- Property Owner Phone #
- Engineer Name
- Engineer Phone #
- Landscape Architect Name
- Landscape Architect Phone #
- Project Type
- PIN(s) of Affected Properties
- Property Owner Name
- Property Owner City, State, Zip
- Property Owner Email
- Engineer Firm
- Engineer Email
- Landscape Architect Firm
- Landscape Architect Email

General Submittal Requirements

Initial Plan Set

- 1) 1 full-size hard copy folded to 9"x12".
- 2) All drawings in a set of construction plans to be scaled to a 24" x 36" sheet. This size shall be uniform throughout the submittal.
- 3) Plans shall be marked as "For Review Only" at this stage.
- 4) A watershed application will need to be uploaded with the initial submittal (digital copy only).
- 5) Upload to portal using standardized file naming using the following formats:
 - a) Civil Plans: Project Name + Civil Plan Set + Submittal/Revision+ Date of Upload (yyyymmdd) [Example: HarmonPark_Civil Plan Set_Submittal_20240129]
 - b) Other Documents(s): Project Name + Submittal Type + Submittal/Revision + Date of Upload (yyyymmdd) [Example: HarmonPark_WatershedApplication_Revision_20240129]

Each Subsequent Resubmittal

- 1) Resubmittals shall be required in both digital and hard copy form:
 - a) 1 full-size hard copy folded to 9"x12"
 - b) Digital copy to be uploaded to OpenGov Portal using standardized file name.
- 2) Plans shall be marked as "For Review Only" at this stage
- 3) Response to comment letter shall be required or the resubmittal will be deemed incomplete.

Approved Plan Set

- 1) Upon approval of construction drawings three (3) full size sets [two (2) sets if no work is proposed in current or future right-of-way] shall be submitted to the town for signature and stamping.
 - a) Each page shall be signed, sealed and dated by a NC Registered Professional Engineer and/or Architect.
 - b) Plans shall be marked as “For Construction”
- 2) Two CAD (.dwg) files shall be submitted
 - a) File 1 shall include all relevant layers on the landscape and site plan.
 - b) File 2 shall title related layers under the categories below (Anything in asterisk should not be in the title):
 - i) Parcel Boundary
 - ii) Building footprints
 - iii) Impervious *total impervious surface in one layer*
 - iv) STW Easements *stormwater easements*
 - v) STW Conveyance *Swales or any other designed stormwater conveyance that brings rain water to the pond*
 - vi) Inlet *type needs to be provided*
 - vii) Outlet *type needs to be provided*
 - viii) SCM *Stormwater control measures footprint*
 - ix) Stormwater Connection *size and material must be provided*
 - x) Junction Box *areas where there is a junction box with an access*
 - c) Signature as referenced on each sheet below scaled to 2.5” x 2.5”
- 3) A zoning permit will be issued after plans and watershed permit have been released which will be required for a building permit application to be considered complete.

SPECIFIC SUBMITTAL REQUIREMENTS

The following minimum plan sheets and documents, meeting the requirements that follow, comprise a typical construction plan submittal. Each typical sheet type may require multiple sheets – refer to pre-application form.

- 1) Title/Cover Sheet
- 2) Overall Site Plan
- 3) Utility Plan
- 4) Grading Plan
- 5) Landscaping Plans
- 6) Details
- 7) Additional sheets as required

Requirements to be included on every sheet aside from the Title/Cover Sheet

- 1) North arrow with horizontal and vertical datum.
- 2) All public rights-of-way and easements are shown and dimensioned.
- 3) All lot lines, setback and buffers are clearly shown and dimensioned as applicable.
- 4) Vicinity Map (Scale of 1” = 2,000’)
- 5) Property Boundaries w/ Bearings & Distances
- 6) Adjoining Property Owners w/ Tax Pin Numbers & Zoning Information
- 7) Scale (Engineering), denoted graphically and numerically
- 8) Legend







- 9) Streams, Riparian Buffer Boundaries, Floodplain, and Wetlands Boundaries, where applicable
- 10) Revision Block included and must be correct and up to date for each sheet
- 11) Profiles located under the corresponding plans on the same sheet
- 12) Zoning for split parcel zoning

Sheet Specific Requirements

Sheet Type	Requirements
Title/Cover Sheet (3+ sheets)	<ul style="list-style-type: none"> <input type="checkbox"/> Project/development name and phase (as applicable); <input type="checkbox"/> Sheet index; <input type="checkbox"/> Vicinity Map (Scale of 1" = 2,000'); <input type="checkbox"/> Engineer of record including address, email, and phone number; <input type="checkbox"/> Name of the developer and/or owner including address, email, and phone number.
Overall Site Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed building locations; <input type="checkbox"/> Description and analysis of adjacent land uses, roads, topography, soils, drainage patterns, environmental constraints, features, and existing vegetation; <input type="checkbox"/> Location, arrangement, width and dimensions of vehicular parking, width of aisles and bays, angle of parking, number of spaces, handicapped parking, and bicycle parking; <input type="checkbox"/> Typical pavement sections and surface type; <input type="checkbox"/> Location of existing and proposed fire hydrants; <input type="checkbox"/> Location of existing and proposed above ground transformers and other above ground mechanical equipment;
Overall Site Plan (cont.)	<ul style="list-style-type: none"> <input type="checkbox"/> Location and size of grease interceptor (if applicable); <input type="checkbox"/> Location and dimension of all vehicle entrances, exits, and drives both on site and within 100 feet of the property boundary; <input type="checkbox"/> Dimensioned street cross-sections and rights-of-way widths; <input type="checkbox"/> Pavement, curb, and gutter construction details; <input type="checkbox"/> Dimensioned sidewalk(s) labelled as either proposed or existing; <input type="checkbox"/> Proposed transit improvements including but not limited to bus pull-offs and/or bus shelters; <input type="checkbox"/> Proposed mail collection facilities (if applicable); <input type="checkbox"/> Required buffers (or proposed alternate buffers); <input type="checkbox"/> Required recreation area/open space and clear delineation between the two (including written statement of recreation plans); <input type="checkbox"/> Refuse collection facilities (existing and proposed) or shared dumpster agreement; <input type="checkbox"/> Construction parking; staging, storage area, and construction trailer location; <input type="checkbox"/> Typical street cross-section/typical lot plan; <input type="checkbox"/> Form 1 site data tables. <input type="checkbox"/> Required Signature Block(s): A, B, and C (as required)

<p>Utility Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed utilities and utility easements clearly marked and dimensioned for the full plan; <input type="checkbox"/> Location of existing and proposed fire hydrants; <input type="checkbox"/> CCUC or City of High Point approval for water/sewer stamps on final plans for stamping. <input type="checkbox"/> NOTE: Do not have CCUC or City of High Point stamp your utility plans until you have received notification to go print final copies in order to avoid having to revise approved utility plans with those agencies. <input type="checkbox"/> NOTE: All above ground mechanical equipment shall be screened per requirements of the Town of Kernersville’s Unified Development Ordinance. <input type="checkbox"/> Required Signature Block(s): A
<p>Grading Plan(s)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> NOTE: Grading and erosion control plans may be submitted as one document so long as all contents are clearly legible. <input type="checkbox"/> Topography (2-foot contours); <input type="checkbox"/> Cut and fill lines; <input type="checkbox"/> Detailed drawings of infrastructure (BMP, curb inlets, infiltration systems, erosion control, etc.); <input type="checkbox"/> Limits of disturbance; <input type="checkbox"/> Pertinent off-site drainage features; <input type="checkbox"/> Ground cover; <input type="checkbox"/> Spot elevations (as necessary). <input type="checkbox"/> Required Signature Block(s): A

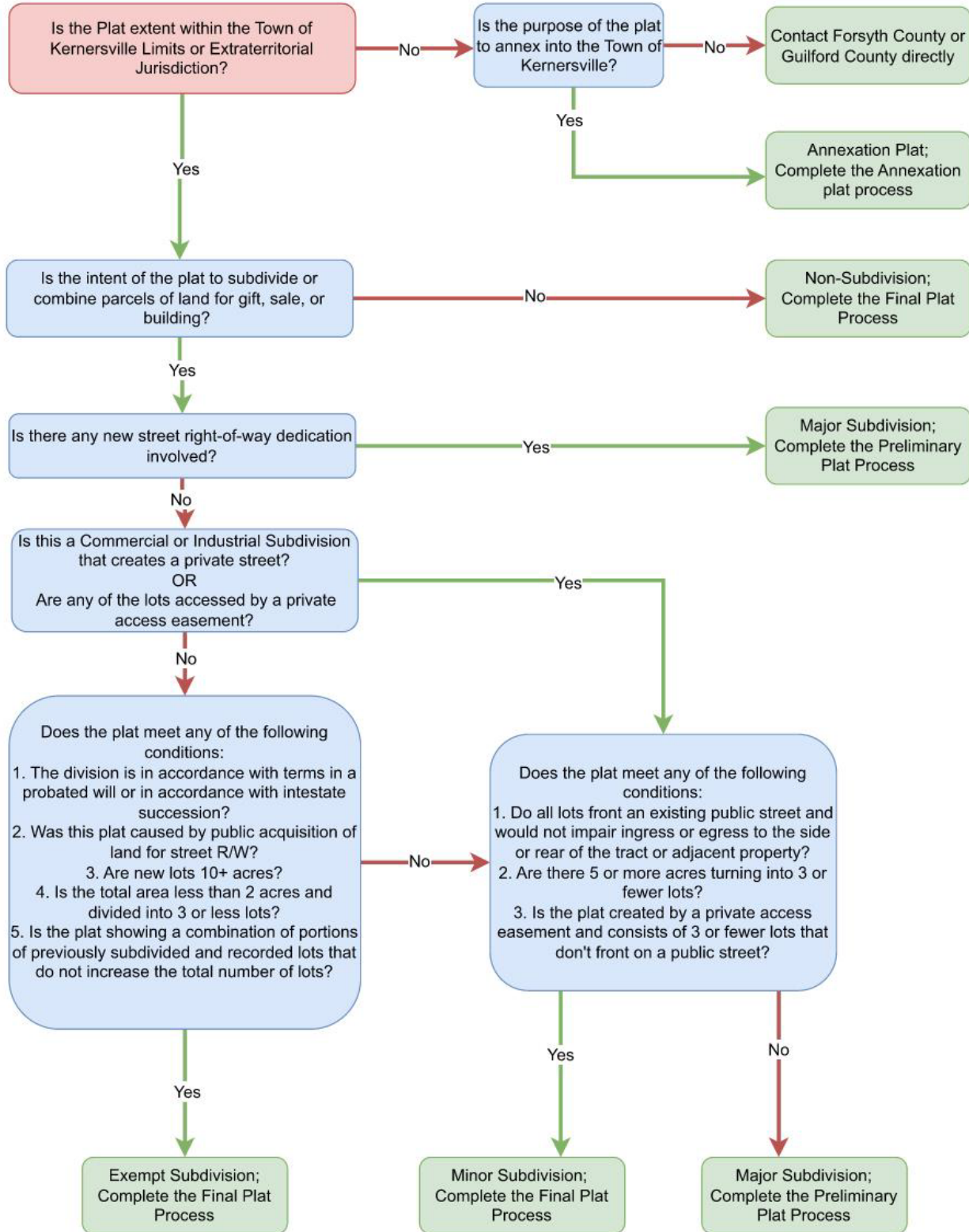
<p style="text-align: center;">Landscaping Plans</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Overall site plan (can be broken up into sections if covering a large area but will also require a section plan); <input type="checkbox"/> All overhead and underground utilities shall be clearly labeled and symbolized on the plan in order to avoid conflict with landscaping; <input type="checkbox"/> Provide an itemized list of plantings to include the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Associated symbology; <input type="checkbox"/> Scientific name; <input type="checkbox"/> Common name; <input type="checkbox"/> Designation as small, medium, or large (trees); <input type="checkbox"/> Designation as evergreen or deciduous (trees); <input type="checkbox"/> Quantity required; <input type="checkbox"/> Quantity provided; <input type="checkbox"/> Streetyards: <ul style="list-style-type: none"> <input type="checkbox"/> Clearly dimension and label the extent of all required streetyards; <input type="checkbox"/> Provide a table showing the square footages and percentages of pervious and impervious surface located within the streetyard; <input type="checkbox"/> Show the radius of coverage for trees used to satisfy the requirement of having all parking located within fifty (50) feet of the trunk of a tree; <input type="checkbox"/> Clearly mark and identify any walls, berms, or plantings that are to be used as screening and describe the materials to be used; <input type="checkbox"/> Bufferyards: <ul style="list-style-type: none"> <input type="checkbox"/> Clearly label and dimension required bufferyards; <input type="checkbox"/> Clearly mark any existing plantings to be used to meet bufferyard requirements and provide a separate table showing they meet the requirements to be used; <input type="checkbox"/> Clearly indicate the use of any fence, wall, or berm options as provided for in the Unified Development Ordinance; <input type="checkbox"/> Include a sheet for reference regarding installation requirements and details that meet or exceed the requirements of the Unified Development Ordinance. <input type="checkbox"/> Required Signature Block(s): B
<p style="text-align: center;">Details</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Include miscellaneous detail sheets as necessary. <input type="checkbox"/> Required Signature Block(s): A, B, or C as required/appropriate.

<p>Signature Block A (Engineering) 2.5' x 2.5'</p>	<div data-bbox="651 113 1170 636"><p>TOWN OF KERNERSVILLE ENGINEERING DIVISION  APPROVED FOR CONSTRUCTION </p><p>Applicant must obtain Zoning or Building Permit(s) prior to construction.</p><p>Contact (336) 996-6916 prior to Beginning Any Work in the Right of Way.</p></div>
<p>Signature Block B (Planning) 2.5' x 2.5'</p>	<div data-bbox="651 663 1170 1167"><p>TOWN OF KERNERSVILLE PLANNING DIVISION  APPROVED FOR CONSTRUCTION </p><p>Applicant must obtain Zoning or Building Permit(s) prior to construction.</p><p>Contact (336) 996-6916 prior to Beginning Any Work in the Right of Way.</p></div>
<p>Signature Block C (Public Services) 2.5' x 2.5'</p>	<div data-bbox="651 1199 1170 1724"><p>TOWN OF KERNERSVILLE PUBLIC SERVICES  APPROVED FOR CONSTRUCTION </p><p>Applicant must obtain Zoning or Building Permit(s) prior to construction.</p><p>Contact (336) 996-6916 prior to Beginning Any Work in the Right of Way.</p></div>

Chapter 4 Submittal Requirements for Plats

A. Plat Definitions

Major, Minor, Preliminary, Exempt, Easement, and Annexation Plats



1. Subdivision Plats

- Exempt Plats – Subdivision regulations shall be applicable to all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions when any one or more of those divisions is created for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets; but the following shall not be included within this definition nor be subject to the regulations:
 - a. The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the municipality as shown in its subdivision regulations.
 - b. The division of land into parcels greater than 10 acres where no street right-of-way dedication is involved
 - c. The public acquisition by purchase or condemnation of strips of land for the widening or opening of streets and for public transportation system corridors.
 - i. For easement and right-of-way dedication please use the Town of Kernersville Easement Plat Checklist.
 - d. The division of a parcel of land by a new boundary line coterminous with a public street right-of-way line in circumstances where the street prevents the use of the parcels one lot, so long as the boundaries of the parcel that are not on or within the street right-of-way are not changed.
 - e. The division of a tract in single ownership, the entire area of which is no greater than 2 acres, into not more than 3 lots where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the municipality's standards.
 - f. The division is in accordance with terms in a probated will or in accordance with inestate succession under Chapter 29 of the General statutes.
- Minor Plats – A minor subdivision shall mean all divisions of a tract or parcel of land into two (2) or more lots, building sites, or other divisions when any one or more of those divisions is created for the purpose of a gift, sale, or building development, whether immediate or future. All lots in a minor subdivision must comply with the lot size and area requirements of the Ordinance or any other applicable local or State land regulatory ordinances and meet any one of the following criteria:
 - a. Is a division of land where the entire area is greater than five (5) acres into not more than a total of three (3) lots resulting from the division, where no street right-of-way dedication is involved (see exception for industrial and commercial subdivisions in Section 10.6 of this Article Industrial and Commercial Subdivisions;
 - b. Is created by a private access easement established in compliance with Article 3 Section 3.1.6.C.2 and consists of no more than a total of three (3) lots per tract which do not front on a public street (see exception for industrial and commercial subdivisions in Section 10.6 of this Article Commercial and Industrial Subdivisions); or,
 - c. Is created by lots all of which front on an existing public street, provided that the subdivision would not impair ingress and egress to or from the rear or side of the subject tract or any adjacent property. All lots which front on a public street shall not be included in the provisions of Section 10.3.1 B.
- Major Plats – A major subdivision of land whether in single or multiple ownership shall mean all divisions of a tract or parcel of land into three (3) or more lots, building sites, or other divisions

when any one or more of those divisions is created for the purpose of a gift, sale, or building development, whether immediate or future and shall include all divisions of land involving the construction and dedication of a new public street or change in existing public streets. All lots must comply with the size and area requirements of the Ordinance or any other applicable local or state land regulatory ordinances.

- a. Major Plats must be approved by the Board of Alderman as a Preliminary Plat before a Final Plat can be approved for recording.

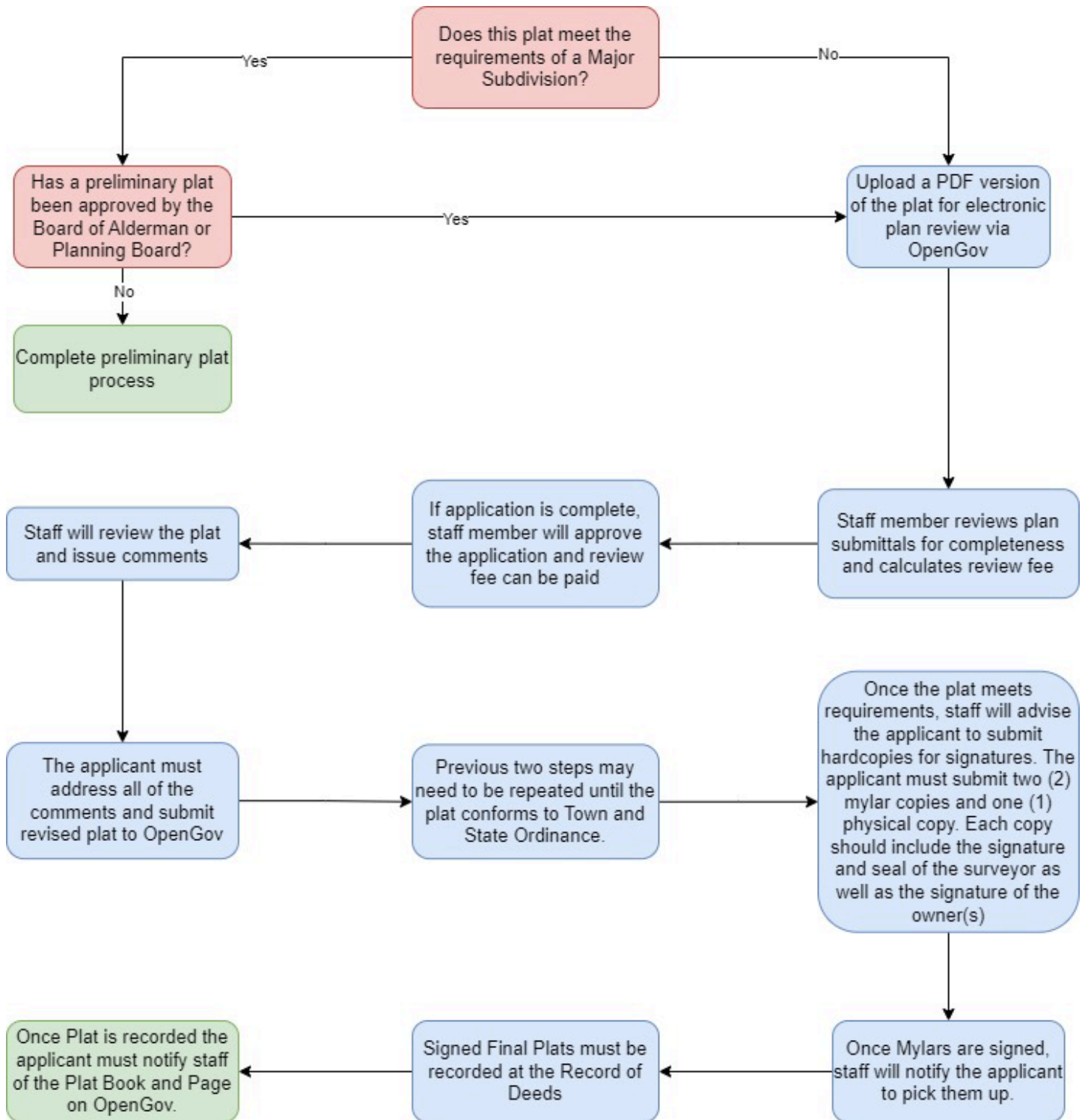
2. Non-Subdivision Plats

- Annexation Plats – Annexation plats are submitted along with an annexation petition to show the extent of the parcel(s) being annexed by the Town.
- Easement Plats – Easement plats are only intended to record or visualize the location of easements and do not show any division or combination of tracts of land.

B. Final Plats

Major, Minor, Exempt, and Easement Plats

1. Process



2. Submittal Checklist

PROJECT INFORMATION: (FILLED OUT IN OPENGOV)	
Plat Type <ul style="list-style-type: none"> Exempt Plat, Major Subdivision, or Minor Subdivision 	Parcel ID (PIN) <ul style="list-style-type: none"> Provide the PIN for all affected properties
Description <ul style="list-style-type: none"> Provide a summary of the plats purpose and scope 	
Street Address, if applicable <ul style="list-style-type: none"> Please provide the street address for all affected buildings if available 	Existing Zoning District(s) <ul style="list-style-type: none"> Provide all of the current zoning districts for affected areas
Acreage in Common Space Lots	Total Number of Lots
Total Acreage in Lots	
Are the propose lots on sanitary sewer or private septic?	
APPLICATION REQUIREMENTS	
<ol style="list-style-type: none"> 1. Digital Copy of Plat – Marginal size of either 18" x 24", 21" x 30", or 24" x 36", 0.5-inch border on all sides, landscape format must have 1.5-inch border on left side, portrait format must have 1.5-inch border on the top side. 2. Payment - Fees can be paid online, over the phone by calling (336) 992-0605, or in-person by check. Checks should be made payable to the Town of Kernersville. Please provide the project name and code at the time of payment. Review will not proceed until fees have been paid. 3. See checklist below for Plat Requirements 	
FINAL SUBMITTAL REQUIREMENTS	
<ol style="list-style-type: none"> 1. Each plat presented for recording shall be on polyester film (mylar) 2. Two mylar copies and one paper copy must be submitted to the town for signatures 3. Final PDF must be provided on OpenGov 	

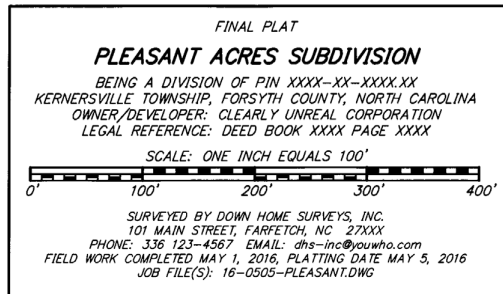
CHECKLIST ITEMS

All plats must contain the following elements and information:

**Title Block,
in lower
right-hand
corner**

- Project name
- The purpose of the plat. The following statements are some examples of the purpose of the plat:
 - The purpose of this plat is to (state exception to the definition of a subdivision when applicable).
 - All parcels shown are included in an estate which has not been described by deed or plat, and no new roads are involved.
 - The purpose of this plat is to show a utility easement only, and no new property boundary is shown.
 - The purpose of this plat is to show a parcel of land, said parcel being the remainder of a larger tract and said parcel having been created by the acquisition of a part of the larger tract for a public purpose by a governmental agency.
 - The purpose of this map is to show the public acquisition by purchase of strips of land for the widening or opening of streets.
 - The purpose of this map is to show a parcel of land and a building or buildings located upon said parcel and each building contains one (1) or more condominium units for sale in accordance with State law.
- Project Address
- PIN number for all effected parcels
- Township name, County name, North Carolina
- Date (original submittal and all revisions)
- Page number of total pages, if applicable
- Contact information for owner/applicant
- Survey Information - Firm name, address, license number, and the date(s) of the survey
- Dates and descriptions of revisions made after original signing
- Scale in words or figures and bar graph

Suggested title block:



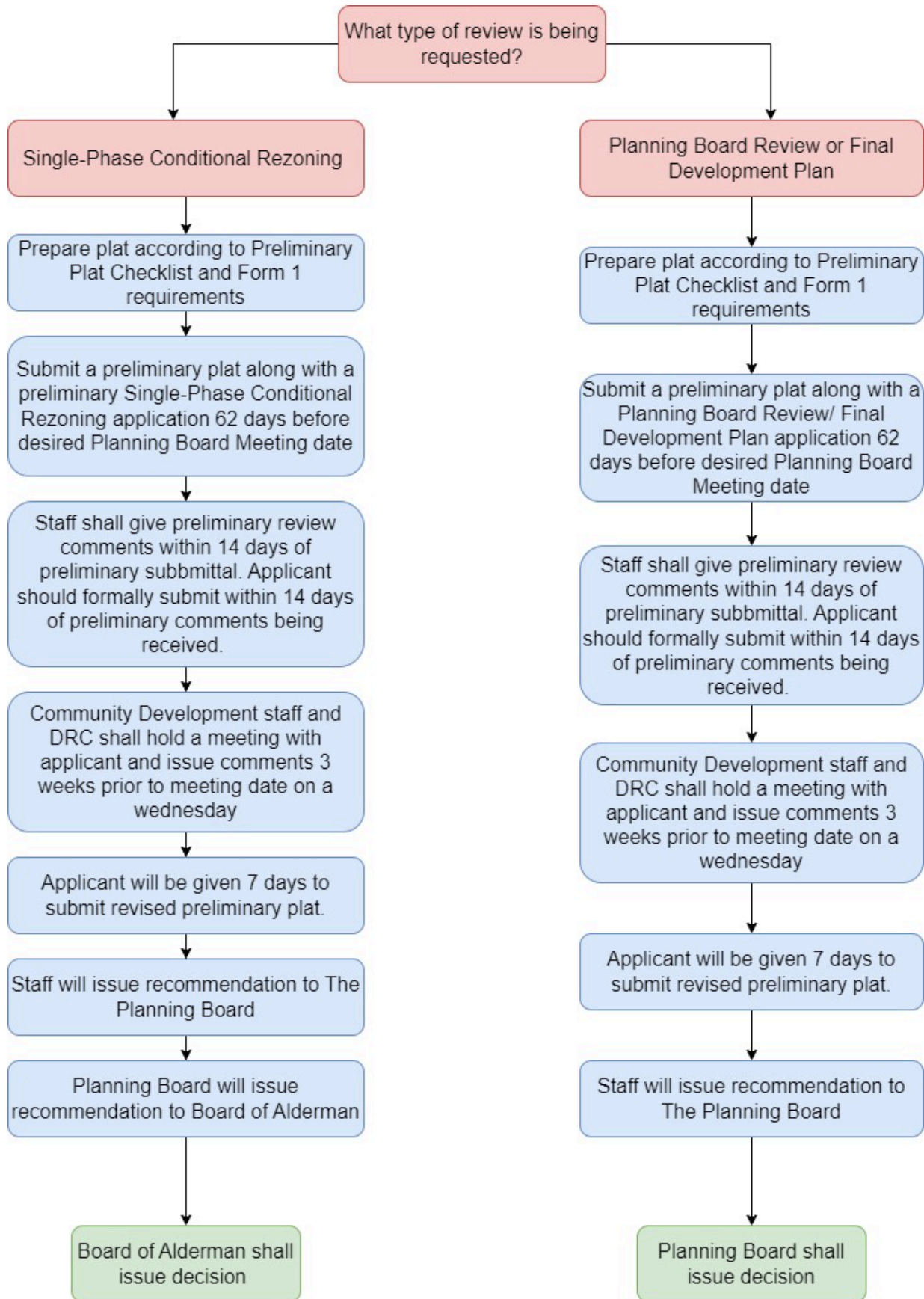
**Plat
Information**

- Location Map at a scale not smaller than one inch represents two thousand (2,000) feet (1" to 2,000'), indicating the location of the site and showing the intersection of at least two (2) public streets nearest to the property and a north arrow.
- Certificates, Refer to "Signature Block" section. All applicable blocks should be on the face of the plat.
- Legend on perimeter of plat showing all general symbology used in the plat.
- General notes should be provided on perimeter of plat. This should be used to convey information for the whole site.
 - Public/private water and sewer systems to be used

<p style="text-align: center;">Existing And Proposed Conditions</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Street addresses on the face of their respective lot or building footprint. <input type="checkbox"/> Existing and proposed property boundaries with metes and bounds, Property Identification Numbers of property and adjacent properties, all applicable property owners, and zoning base of all properties. <input type="checkbox"/> Proposed lot sizes. <input type="checkbox"/> Show and label existing and proposed open space or common areas. <input type="checkbox"/> Show and label proposed public recreation land and greenways (including to whom it is dedicated). <input type="checkbox"/> Easements (Sight Triangle, Utility (Public or Private), Access, Negative Access, etc.) <input type="checkbox"/> Existing and proposed utility and storm drainage easements. <input type="checkbox"/> Topography at no greater than four (4) 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 lines) <input type="checkbox"/> Water features (name and location), Stream buffers, Floodplains, drainage ways, wetlands and wetland buffers with setbacks. <input type="checkbox"/> Constructed Features <ul style="list-style-type: none"> <input type="checkbox"/> Rights-of-way and access easements with type and widths indicated and an indication of whether public or private. <input type="checkbox"/> Private and public drives including pavement widths, names and an indication of whether public or private. <input type="checkbox"/> Building footprint(s) within parcel(s) affected by the recordation of the plat. Footprint should state square footage and number of stories. <input type="checkbox"/> All major public serving utility lines visible on the site including water, sewer, power, telephone, gas, cable, or any other public utility <input type="checkbox"/> Septic tanks, drain fields, wells, hydrants, water meters, etc. <input type="checkbox"/> Culverts (other subsurface features) <input type="checkbox"/> Fire hydrants within 500 feet of the site <input type="checkbox"/> Railroads <input type="checkbox"/> Cemeteries <input type="checkbox"/> <u>For PDR lots only</u>: Setbacks/build-to lines labeled in a table and shown graphically <input type="checkbox"/> <u>For Major Subdivisions only</u>: Label the total number of Lots/dwelling units in the current phase and all other phases, if applicable.
<p style="text-align: center;">General Comments</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed lots must meet the requirements of the respective zoning district including preliminary approvals. <input type="checkbox"/> Existing conditions must be shown on site and within 100 feet of boundaries. <input type="checkbox"/> If a flag lot is created it must meet the requirements set in UDO Article 3.1.6.C. <input type="checkbox"/> Enlargements of portions of a plat are acceptable in the interest of clarity (shown as inserts). <input type="checkbox"/> Boundaries formed by a curved line must show actual survey data from the point of curvature to the point of tangency (shown as standard curve data or as a traverse of bearing and distances around the curve). <input type="checkbox"/> Bearings and distances must be sufficient enough to form a continuous closure of the entire perimeter. <input type="checkbox"/> If lots are serviced by a septic tank, a Health Department improvement permit must be submitted

C. Site Plan/ Preliminary Plats

1. Process



2. Submittal Checklist

CHECKLIST ITEMS	
All plats must contain the following elements and information:	
Cover Sheet or Overall Site Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Project name <input type="checkbox"/> Project Address <input type="checkbox"/> PIN number for all effected parcels <input type="checkbox"/> Township name, County name, North Carolina <input type="checkbox"/> Date (original submittal and all revisions) <input type="checkbox"/> Page number of total pages, if applicable <input type="checkbox"/> Contact information for owner, applicant, and all consultants <input type="checkbox"/> Plan developer information - Firm name, address, license number, and date(s) the plan was made <input type="checkbox"/> Scale in words or figures and bar graph <input type="checkbox"/> Location Map at a scale not smaller than one inch represents two thousand (2,000) feet (1" to 2,000'), indicating the location of the site and showing the intersection of at least two (2) public streets nearest to the property and a north arrow.
Existing Conditions Sheet: as applicable to the area of the proposed development (on site and within 100 feet of boundaries)	<ul style="list-style-type: none"> <input type="checkbox"/> Property lines and PIN(s) of site and adjacent properties <input type="checkbox"/> Site size, metes and bounds of property boundary, with north arrow, scale (in graphic and list format), and measurable graphic of larger site showing context of area of proposed change <input type="checkbox"/> Stream buffers, drainage ways, wetlands, and wetland buffers with setbacks <input type="checkbox"/> Conditions from previous approvals <input type="checkbox"/> Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible) <input type="checkbox"/> Adjacent streets (name and ROW width, SR if NCDOT roads) and features within the right-of-way <input type="checkbox"/> Setbacks/ build-to lines <input type="checkbox"/> Building footprint(s) with square footage and number of stories <input type="checkbox"/> Built improvements (loading areas, parking, driveways, alleys, streets, sidewalks, dumpsters, lighting) <input type="checkbox"/> Septic tanks, drain fields, wells, hydrants, water meters, etc. <input type="checkbox"/> Culverts (other subsurface features) <input type="checkbox"/> Utility or other easements (type, size, and whether public or private) <input type="checkbox"/> Fire hydrants within 500 feet of the site <input type="checkbox"/> Railroads <input type="checkbox"/> Cemeteries <input type="checkbox"/> Open space or common areas (including easements) <input type="checkbox"/> Topographic contours (2-foot intervals within 100 feet of developed area; 5-foot elsewhere)

<p>Proposed Conditions Sheet: <u>Site Plan</u>-all items drawn, labeled, and dimensioned</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Base information to remain (clearly distinguish between existing and proposed conditions) <input type="checkbox"/> Setbacks/build-to lines – UDO Article 3.5, 3.6, 3.7, & 3.8 <input type="checkbox"/> Streetyard extent, if applicable – UDO Article 5.3.4 <input type="checkbox"/> Bufferyard extent, if applicable – UDO Articles 3.10 & 5.4 <input type="checkbox"/> Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries. <input type="checkbox"/> Distances between buildings, as applicable <input type="checkbox"/> Motor Vehicle Surface Area Requirements: – UDO Article 5.2 <ul style="list-style-type: none"> <input type="checkbox"/> Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size, and pavement type labeled) <input type="checkbox"/> Handicap aisles, spaces, signage, and accessible route to main entrance <input type="checkbox"/> Sight distance triangles <input type="checkbox"/> Sidewalks, walkways, and trails <input type="checkbox"/> Loading, storage, and service areas (with required screening) – UDO Article 5.3.6 <input type="checkbox"/> Planting beds to meet landscaping requirements – UDO Article 5.3.4 <input type="checkbox"/> Residential landscaping locations – UDO Article 5.3.3 <input type="checkbox"/> Solid waste handling and recycling facilities (with location of screening) – UDO Article 5.3.6 <input type="checkbox"/> Fire lanes and access; storage areas with type of material (especially high-piled stock or storage areas) <input type="checkbox"/> Utilities (existing and proposed) (above ground utilities to be screened, with details) <input type="checkbox"/> Stream buffers, drainage ways, wetlands, and wetland buffers with setbacks <input type="checkbox"/> Open space and greenways (dedicated or reserved) <input type="checkbox"/> Other site features unique to proposed use
<p>Proposed Conditions Sheet: <u>Lighting Plan</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pole mounted fixture locations and details (with height labeled) <input type="checkbox"/> Building mounted fixture locations <input type="checkbox"/> Standard notes
<p>Proposed Conditions Sheet: <u>Elevations</u> – if within Kernersville overlay district</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Drawings must be to scale and have a graphic scale (1 inch to 32 feet or larger) <input type="checkbox"/> Building elevations (to show compliance with development plan design guidelines, to demonstrate compliance with UDO paragraph 7.3.1, or to show compliance with a Design District Zoning), with total building height and finish floor elevations labeled <input type="checkbox"/> All building materials must be labeled <input type="checkbox"/> Label frontage types for each building façade <input type="checkbox"/> Mechanical equipment locations and screening if visible from ROW
<p>General Comments</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed lots must meet the requirements of the respective zoning district including preliminary approvals <input type="checkbox"/> If a flag lot is created it must meet the requirements set in UDO Article 3.1.6.C <input type="checkbox"/> Enlargements of portions of a plat are acceptable in the interest of clarity (shown as inserts) <input type="checkbox"/> Boundaries formed by a curved line must show actual survey data from the point of curvature to the point of tangency (shown as standard curve data or as a traverse of bearing and distances around the curve). <input type="checkbox"/> Bearings and distances must be sufficient enough to form a continuous closure of the entire perimeter.

D. Certification Blocks

REQUIRED SIGNATURE BLOCKS	
Block Title	Signature Block Information
<p>Surveyor Certification for Subdivision</p>	<p>I, _____ Professional Land Surveyor, Number _____ certify to one or more of the following as indicated by an X:</p> <p>___a. That the plat is of a survey that creates a subdivision of land with the area of a county or municipality that has an ordinance that regulates parcels of land;</p> <p>___b. That this plat is of a survey that is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;</p> <p>___c. That this plat is of a survey of an existing parcel or parcels of land;</p> <p>___d. That this plat is of a survey of another category, such as the recombination of existing parcels, a court ordered survey, or other exception to the definition of a subdivision;</p> <p>___e. That the information available to this surveyor is such that I am unable to make a determination to the best of my professional ability as to provisions contained in a. through d. above.</p> <p>Signature _____</p> <p style="margin-left: 100px;">Surveyor</p> <p style="margin-left: 200px;">Registration Number</p>
<p>Surveyor Certification for Closure</p>	<p>I, _____ certify that this plat was drawn under my supervision from an actual survey made under my supervision (description recorded in _____ Deed Book _____, Page _____, or Plat Book _____ Page _____, if applicable); that the boundaries not surveyed are clearly indicated as drawn from deed information as shown; that the ratio of precision as calculated is 1: 10,000 ±; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number, and seal this _____ day of _____, A.D., _____.</p> <p>Signature _____</p> <p style="margin-left: 100px;">Surveyor</p> <p style="margin-left: 200px;">Registration Number</p>
<p>County Register of Deeds Plat Registration</p>	<p>Filed for registration at _____ o'clock _____ M</p> <p>This the _____ Day of _____, 20 _____</p> <p>and recorded in Plat Book _____ Page _____</p> <p>Filing Fee Paid: Lynne Johnson, Register of Deeds</p> <p>_____</p> <p>Assistant/Deputy Forsyth OR Guilford County, North Carolina</p>
<p>Watershed Certification</p>	<p>I certify that the plat shown hereon has been approved by the board of aldermen or the watershed review committee of the Town of Kernersville and is approved for recording in the office of the register of deeds.</p> <p>Notice: this property is subject to stormwater and/or watershed regulations. Watershed and/or stormwater development restrictions may apply.</p> <p>_____</p> <p style="margin-left: 100px;">Date</p> <p style="margin-left: 200px;">Watershed Administrator</p> <p style="margin-left: 150px;">Town of Kernersville, North Carolina</p>

Owner Certification	<p style="text-align: center;">Certificate of Ownership and Dedication</p> <p>The undersigned hereby acknowledge that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan and subdivision with my (our) free consent and upon approval by the Town of Kernersville that this plat be recorded in the office of the Register of Deeds of Forsyth OR Guilford County.</p> <p style="text-align: center;"> _____ Owner Date </p>
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POTENTIALLY APPLICABLE SIGNATURE BLOCKS

Block Title	Applicable when...	Signature Block Information
Subdivision Administrator Certification	Plat meets the definition of a subdivision	<p style="text-align: center;">Final Subdivision Plat Approval</p> <p>This is to certify that this plat meets the recording requirements of the Town of Kernersville Unified Development Ordinance, Subdivision Administrator for the Town of Kernersville, certify that this plat meets the recording requirements of the Town of Kernersville <i>Subdivision Regulation</i> and, if applicable, that a certificate of approval has been issued by the Division of Highways pursuant to Article 7, Chapter 136 of the General Statutes, State of North Carolina</p> <p style="text-align: center;"> _____ Subdivision Administrator Date _____ Town of Kernersville, North Carolina </p>
Exempt Plat: Subdivision Administrator	Plat is exempt from the definition of a subdivision	<p style="text-align: center;">State of North Carolina</p> <p>County of Forsyth OR Guilford, I _____, Subdivision Administrator for the Town of Kernersville, certify that this Plat is Exempt from the definition of Subdivision (e.g. is a survey of existing property, recombination plat, other exception to subdivision).</p> <p style="text-align: center;"> _____ Subdivision Administrator Date _____ Town of Kernersville, North Carolina </p>
Review Officer Certification	Surveyor marks plat with one of the following: 47-30(f)(11)a 47-30(f)(11)d 47-30(f)(11)e	<p>I, _____ Review Officer of Forsyth OR Guilford County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.</p> <p style="text-align: center;"> _____ Review Officer This the _____ Day of _____ 20_____ Forsyth OR Guilford County, North Carolina </p>
Public Dedication	Purpose of the plat is to dedicate land and nothing else	<p>I (OR WE) THE UNDERSIGNED HEREBY ACKNOWLEDGE THAT I, (OR WE) AM (ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN AND SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY DEDICATE FOR PUBLIC USE AS ROADS AND EASEMENTS FOREVER ALL AREAS SHOWN OR INDICATED ON SAID PLAT AND UPON APPROVAL BY THE BOARD OF ALDERMEN OF THE TOWN OF KERNERSVILLE AUTHORIZES THAT THIS PLAT BE RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS OF FORSYTH COUNTY OR GUILFORD COUNTY.</p> <p>Signature _____, Date _____ (Print owner's name) _____ (If corporation, print name of corporation and name and title of signer) PIN #(s) _____ (List PIN(s) owner is signing for)</p>

Land Development Manual – Chapter 4 Submittal Requirements for Plats

Last Updated: 09.16.2024

<p>HOA Covenants, Conditions, and Restrictions</p>	<p>HOA is required for subdivision approval</p>	<p>The current and future owners of property shown on this recorded plat shall be subject to the terms and conditions of the (Homeowner's/Property Owner's) Associational Covenants, Conditions and Restrictions which are recorded in Deed Book (), Page () in the offices of the Forsyth OR Guilford County Register of Deeds.</p>
<p>HOA Liability</p>	<p>HOA is required for subdivision approval</p>	<p>Should the (Homeowner's/Property Owner's) Association cease to exist, or fail to provide adequate maintenance of the Association's permanent storm water control structure(s), or be dissolved, the owners of record title to any property within the Development at the time of required maintenance shall be jointly and severally liable for maintaining the required permanent storm water control structure(s) in accordance with requirements of the Town of Kernersville Watershed Protection Ordinance and the laws of the State of North Carolina.</p>
<p>Public Services Proposed Subdivision Road Construction Standards Certification</p>	<p>Land is dedicated to Town of Kernersville R/W</p>	<p>Town of Kernersville Public Services Certification</p> <p>Approved _____ Public Services Director</p> <p>Date _____ Forsyth OR Guilford County, North Carolina</p>
<p>NCDOT Proposed Subdivision Road Construction Standards Certification</p>	<p>A new Road is being created and dedicated to NCDOT</p>	<p>NCDOT Certification</p> <p>Approved _____ District Engineer</p> <p>This the _____ Day of _____, 20_____ Forsyth OR Guilford County, North Carolina</p>
<p>Engineer/ Architects Condo Certification</p>	<p>Conformance to Condominium act is required</p>	<p>The undersigned, being duly shown, hereby certifies that 1) he or she is a registered engineer/architect licensed under the provisions of Chapter 89C of the General Statutes of the State of North Carolina, 2) the plans prepared by the undersigned to which this certificate is attached and collectively contain all of the information required under Section 47C-2-109 of the North Carolina Condominium Act, 3) said plans fully and accurately depict the layout, location, floor ceiling elevations, unit numbers, and dimensions of the units, as built.</p> <p>Signed _____</p> <p>License No. _____</p> <p>Date _____</p>

Chapter 5 Submittal Calendars

Last Updated: 04.03.2024

Submittal Calendars for applications that require Board review and/or approval are updated annually by the Community Development Director.

A. Planning Board Submittal Calendar

PLANNING BOARD 2024 CASE SUBMITTAL CALENDAR													
** NEW FOR 2024: ALL SUBMITTALS ARE DUE BY 12:00 PM. <i>NO EXCEPTIONS.</i> **													
	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024
SITE PLAN PRE-REVIEW	Oct. 30, 2023	Dec. 4, 2023	*Jan. 1, 2024	Jan. 29, 2024	March 4, 2024	April 1, 2024	April 29, 2024	June 3, 2024	July 1, 2024	Aug. 5, 2024	*Sept. 2, 2024	Sept. 30, 2024	Nov. 4, 2024
PLANNING BOARD - PETITION DEADLINE	Nov. 27, 2023	*Jan. 1, 2024	Jan. 29, 2024	Feb. 26, 2024	April 1, 2024	April 29, 2024	*May 27, 2024	July 1, 2024	July 29, 2024	*Sept. 2, 2024	Sept. 30, 2024	Oct. 28, 2024	Dec. 2, 2024
DRC MEETING (SITE PLAN REVIEW)	Dec. 13, 2023	Jan. 17, 2024	Feb. 14, 2024	March 13, 2024	April 17, 2024	May 15, 2024	June 12, 2024	July 17, 2024	Aug. 14, 2024	Sept. 18, 2024	Oct. 16, 2024	Nov. 13, 2024	Dec. 18, 2024
SIGN POSTING - PLANNING BOARD	Dec. 22, 2023	Jan. 26, 2024	Feb. 23, 2024	March 22, 2024	April 26, 2024	May 24, 2024	June 21, 2024	July 26, 2024	Aug. 23, 2024	Sept. 27, 2024	Oct. 25, 2024	Nov. 22, 2024	Dec. 27, 2024
PLANNING BOARD - LEGAL AD PUBLISHED	Dec. 26, 2023 (Dec. 21)	Jan. 30, 2024 (Jan. 25)	Feb. 27, 2024 (Feb. 22)	March 26, 2024 (March 21)	April 30, 2024 (April 25)	May 28, 2024 (May 24)	June 25, 2024 (June 20)	July 30, 2024 (July 25)	Aug. 27, 2024 (Aug. 22)	Oct. 1, 2024 (Sept. 26)	Oct. 29, 2024 (Oct. 24)	Nov. 26, 2024 (Nov. 21)	Dec. 31, 2024 (*Dec. 26)
PLANNING BOARD MEETING	Jan. 8, 2024	Feb. 12, 2024	March 11, 2024	April 8, 2024	May 13, 2024	June 10, 2024	July 8, 2024	Aug. 12, 2024	Annual Meeting Sept. 9, 2024	Oct. 14, 2024	*Nov. 11, 2024	Dec. 9, 2024	Jan. 13, 2025
BOARD OF ALDERMEN MEETING	Feb. 6, 2024	March 6, 2024	April 2, 2024	May 7, 2024	June 4, 2024	July 9, 2024	Aug. 7, 2024	Sept. 3, 2024	Oct. 1, 2024	Nov. 12, 2024	Dec. 3, 2024	Jan. 7, 2025	Feb. 4, 2025
* Holiday - Date May Change													
ANNEXATION 2024 SUBMITTAL CALENDAR													
ANNEXATION PETITION DEADLINE	Oct. 30, 2023	Dec. 4, 2023	*Jan. 1, 2024	Jan. 29, 2024	March 4, 2024	April 1, 2024	April 29, 2024	June 3, 2024	July 1, 2024	Aug. 5, 2024	*Sept. 2, 2024	Sept. 30, 2024	Nov. 4, 2024
BOARD OF ALDERMEN MEETING FOR CONSIDERATION	Jan. 3, 2024	Feb. 6, 2024	March 6, 2024	April 2, 2024	May 7, 2024	June 4, 2024	July 9, 2024	Aug. 7, 2024	Sept. 3, 2024	Oct. 1, 2024	Nov. 12, 2024	Dec. 3, 2024	Jan. 7, 2025
BOARD OF ALDERMEN MEETING FOR RESOLUTION	Feb. 6, 2024	March 6, 2024	April 2, 2024	May 7, 2024	June 4, 2024	July 9, 2024	Aug. 7, 2024	Sept. 3, 2024	Oct. 1, 2024	Nov. 12, 2024	Dec. 3, 2024	Jan. 7, 2025	Feb. 4, 2025

B. Board of Adjustment Submittal Calendar

2024 BOARD OF ADJUSTMENT SUBMITTAL CALENDAR													
	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024
BOARD OF ADJUSTMENT PETITION DEADLINE	Dec. 1, 2023	Dec. 29, 2023	Feb. 2, 2024	March 1, 2024	March 29, 2024	May 3, 2024	May 31, 2024	June 28, 2024	Aug. 2, 2024	Aug. 30, 2024	Oct. 4, 2024	Nov. 1, 2024	Nov. 29, 2024
SIGN POSTING - BOARD OF ADJUSTMENT	Dec. 8, 2023	Jan. 5, 2024	Feb. 9, 2024	March 8, 2024	April 5, 2024	May 10, 2024	June 7, 2024	July 5, 2024	Aug. 9, 2024	Sept. 6, 2024	Oct. 11, 2024	Nov. 8, 2024	Dec. 6, 2024
ADJACENT PROPERTY OWNER MAILING	Dec. 15, 2023	Jan. 12, 2024	Feb. 16, 2024	March 15, 2024	April 12, 2024	May 17, 2024	June 14, 2024	July 12, 2024	Aug. 16, 2024	Sept. 13, 2024	Oct. 18, 2024	Nov. 15, 2024	Dec. 13, 2024
BOARD OF ADJUSTMENT MEETING	Dec. 25, 2023	Jan. 22, 2024	Feb. 26, 2024	March 25, 2024	April 22, 2024	May 27, 2024	(Annual Meeting) June 24, 2024	July 22, 2024	Aug. 26, 2024	Sept. 23, 2024	Oct. 28, 2024	Nov. 25, 2024	Dec. 23, 2024
2024 Observed Town Holidays													
New Year's Day	Monday, January 1, 2024												
Martin Luther King Day	Monday, January 15, 2024												
Good Friday (Easter)	Friday, March 29, 2024												
Memorial Day	Monday, May 27, 2024												
Independence Day	Thursday, July 4, 2024												
Labor Day	Monday, September 2, 2024												
Veterans Day	Monday, November 11, 2024												
Thanksgiving	Thursday & Friday, November 28 & 29, 2024												
Christmas	Tuesday, Wednesday & Thursday, December 24, 25 & 26, 2024												
Petition Deadline	24 Calendar Days prior to meeting												
Sign Posting Deadline	15 Calendar Days prior to meeting												
Adj Property Mailing	10 Calendar Days prior to meeting												
Meeting	4th Monday in each month												

