

OTHER PROJECT CONTACTS

Project Contact 1 Name:	Project Contact 1 Phone:
Project Contact 1 Email:	
Project Contact 2 Name:	Project Contact 2 Phone:
Project Contact 2 Email:	

SITE PLAN CHECKLIST

Applications for a General-Use Zoning Permit may require a basic Site Plan. A Site Plan is not always required. Please contact the Planning & Zoning Administrator for guidance on submitting a Site Plan. For most small projects, it is typically not necessary to hire the services of a professional surveyor. A basic or “sketch” Site Plan will probably be sufficient, provided it accurately illustrates or represents your Project. See common Site Plan elements, below.

Site Plan Elements (Recommended)	Completed by Applicant	Completed by Planning & Development Staff	
	YES	YES	NO
1. Site Data Table: Include the property address, Rowan County Parcel ID number (PID), property size (in acres or square feet), zoning district, current use, allowed building height (if applicable), setback requirements, and building square footage (existing and proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) and contact information of owner, applicant, and all other project contacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Label names of all adjacent streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show accurate property boundaries with dimensions (e.g., width and depth of property, or length of each boundary for irregular lots).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. General location, size, and shape of any structures presently on the site and of those proposed for construction; including buildings, retaining walls, patios, decks, and porches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide dimensions between buildings and property lines, buildings and other buildings, and fences and/or walls and property lines. For existing and proposed structures, provide the front, side, and rear distances from structures to property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location and dimensions of all driveways, parking areas, and other paved areas (existing and proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Clearly label existing and proposed development. Provide clear identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features. Statements such as “Existing wall to remain” are acceptable call-outs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Show and label existing and/or proposed fencing. Provide an elevation of the fence and label the height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Show and label existing and/or proposed retaining wall(s) and include wall height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Floodplain Involvement

Is any portion of this property located in or near a designated floodplain? -----

If so, you will need to contact Rowan County at 704-216-8588 concerning a
Floodplain Permit