

Non-residential Zoning Compliance Permit Application Checklist

The purpose of the Non-residential Zoning Compliance Permit Application (Application) checklist is to provide detail on 'what' is necessary to submit a complete non-residential development application to for processing. Applications are required to demonstrate compliance with land use development standards as embodied within the Unified Development Ordinance (UDO).

Most of this information is intended to be shown/displayed on a site plan. Questions on required submittal elements can be handled by email (planningapp@orangecountync.gov) or by phone (919-245-2575).

Part 1: Submittal Instructions

Submit to: Orange County Planning and Inspections
131 West Margaret Lane – Suite 201
PO Box 8181
Hillsborough, NC 27278

Email to: planningapps@orangecountync.gov

Plan submittals are accepted during normal business hours.

Plan Sufficiency Review: Per Section 2.2.6 of the UDO, staff has 5 business days to determine if a Plan complies with all applicable submittal requirements.

Staff shall notify the applicant, in writing (i.e. e-mail or formal letter), of any deficiencies and invite the applicant to revise the Plan, correcting identified deficiencies. Incomplete or deficient applications shall not be processed until identified issues are addressed.

If and/or when the Plan complies with all submittal requirements as detailed within the UDO, Staff shall formally accept the application and notify the applicant of its acceptance.

Site Plan Format: Site plans shall be completed/prepared by an appropriately licensed design professional (Section 2.5.2 (A) of the UDO) and drawn to an identified scale (e.g. 1 inch – 100 ft.).

Requirements: Submittals are required to contain:

1. A completed/signed Application;
2. Three copies of the site plan, prepared in accordance with the UDO;
3. Review fee(s) consistent with the adopted Orange County Fee Schedule;
4. A copy of the Orange County tax map with the subject property identified;
5. If applicable, legal documentation establishing entities responsible for control over common areas and facilities;
6. Three copies of the Environmental Assessment (EA) and/or Environmental Impact Statement (EIS), as required under Section 6.16 of this Ordinance;
7. A statement regarding the method of disposal of trees, limbs, stumps and construction debris associated with the permitted activity.

NOTE: Open burning of trees, limbs, stumps, and/or construction debris associated with the permitted activity is expressly prohibited.

Part 2: Submittal Content – General Site Plan Requirements

Requirement:	Included:	Not Applicable:
1. The boundary of the lot(s) to be developed with bearings and distances labeled.		
2. The name, address, and phone number of the: <ul style="list-style-type: none"> a. Applicant and the property owner (if different); b. Surveyor responsible for completing/sealing the site plan. 		
3. Contact information for utility providers (e.g. power, gas, telecommunications, etc.) anticipated to the project. NOTE: This is required so County staff can coordinate review/approval of proposed utility line locations.		
4. Adjacent right-of-way widths with road names and State Road numbers (if applicable).		
5. Adjacent parcel information (zoning, existing land uses, legal information on adjacent property including property owner, PIN number, Deed/Plat references, etc.). NOTE: Most of this information can be obtained from the County's on-line GIS Mapping System.		
6. Site plans shall contain/display the following: <ul style="list-style-type: none"> a. Vicinity map; b. North arrow; c. Scale of drawing; d. Parcel Identification Number (PIN) for property; e. Existing site conditions (e.g. structures, septic areas, wells, all easements, utilities, significant rock outcrops, existing impervious surface area); f. Contour data including identification of steep slopes (i.e. slopes over 15%); g. Location(s) of cleared/disturbed as well as vegetated areas; h. Date of plan preparation and subsequent revision dates (if applicable). 		
7. Anticipated number of daily traffic trips generated by proposed use. NOTE: Per Section 6.17 of the UDO, land uses involving more than 800 daily traffic trips are required to submit a Traffic Impact Analysis (TIA). If road improvements are necessary (internal and external), the site plan shall demonstrate how those improvements are proposed to be accomplished.		
8. Conditions from previous approvals (if applicable)		
9. Location of water features (e.g. streams, ponds, drainage ways, wetlands, floodplain) properly labeled. NOTE: Flood hazard areas shall be labeled with the correct Flood Insurance Rate Map (FIRM) panel number/effective date and applicable base flood elevation(s) for the property. Water features are required to be 'buffered' consistent with Section 6.13 of the UDO.		

Part 3: Submittal Content – Specific Site Plan Requirements - The following section(s) address required information associated with the actual proposed development of the property (e.g. structures, vehicular use areas, sidewalks, utility location, location of trash receptacles/waste handling facilities, landscape plan, lighting plan, signage, grading/erosion control, stormwater, etc.) with respect to demonstrating compliance with the UDO.

I. Development Summary:

Requirement:	Included:	Not Applicable:
1. Total acres of the property proposed for development, including breakdown of proposed open space/natural area.		
2. Zoning of the property, including applicable overlay districts (e.g. Watershed Protection Overlay, Major Transportation Corridor (MTC) Overlay, Efland Village/Interstate Overlay, etc.); NOTE: This information is available from staff or the County's on-line GIS Mapping System. Information on the various existing overlay districts is contained in Article 4 of the UDO. Dimensional/development standards associated with these overlay districts can be found in Section 6.6 <i>Additional Standards for Overlay Districts</i> of the UDO.		
3. Proposed building square footage. NOTE: Site plan shall include a detailed floorplan, which shall be required for parking calculation.		
4. Proposed building elevations, including a breakdown of construction materials to be used. NOTE: Certain Overlay Districts and general use zoning districts, notably Economic Development District(s), have specific architectural allowances and limitations that have to be adhered to.		
5. Proposed hours of operation.		
6. Number of employees (i.e. cumulative number as well as number of employees broken down by shift).		
7. Proposed land disturbance for project.		
8. Proposed utilities and easements (e.g. well, septic, overhead/underground power, cable, gas, utility lines, etc.).		
9. List of proposed land uses denoting compliance with Article 5 <i>Establishment of Use Regulations</i> of the UDO (i.e. category of use, complies with any specific development standard for proposed use as detailed in Article 5, etc.).		

II. Compliance with Dimensional Standards

Requirement:	Included:	Not Applicable:
1. Setbacks for proposed structures and vehicular use areas. NOTE: Setback(s) are based on the zoning of a parcel (e.g. general use, overlay). Further, Section 6.8 establishes		

<p>setback/open space requirements for vehicular use areas. In determining required setbacks, please refer to:</p> <ul style="list-style-type: none"> • Article 3 <i>Base Zoning Districts</i>; • Article 4 <i>Overlay Zoning Districts</i>; • Article 5 <i>Uses</i> (land uses may have a specific setback requirement); • Section 6.6 <i>Additional Standards for Overlay Districts</i>; and • Section 6.8 <i>Landscaping, Buffers, and Tree Protection of the UDO</i>. 		
2. Height of all proposed structures (Article 3 and Section 6.2.2 of the UDO).		
3. Compliance with Dimensional/Ratio Standards – Floor Area Ratio, Open Space Ratio, Pedestrian/landscape Ratio, (Article 3 and Section 6.3 of the UDO).		
<p>4. Compliance with impervious surface allowances (Section 4.2 of the UDO).</p> <p>NOTE: Allowable impervious surface area is based on the Watershed Protection Overlay District a parcel of property is located within. In certain circumstances, allowable impervious surface area may only be achievable with the installation of a stormwater control measure (SCM).</p>		
<p>5. Compliance with Section(s):</p> <ul style="list-style-type: none"> a. 6.2.5 <i>Principal Uses</i> – there shall be no more than one (1) principal use on any lot except as noted. b. 6.2.6 <i>Principal Structures</i> – there shall be no more than one (1) principal structure on a parcel of property except as noted. 		
6. Site visibility (Section 6.2.10 of the UDO).		
III. Performance Standards		
Requirement:	Included:	Not Applicable:
1. Compliance with the standards contained in Section 6.4 of the UDO related to: <ul style="list-style-type: none"> a. Electrical Disturbance; b. Noise limits; c. Vibration limits; d. Air Pollution; e. Disposal of Liquid Waste; and f. Hazardous Materials. 		
2. Architectural Design Standards (Section 6.5 of the UDO)		
3. Landscape/buffer standards (Section 6.8 of the UDO), including a landscape/buffer plan denoting compliance with:		
a. Tree Protection areas (Section 6.8.4 (A)).		
b. Required protection measures (Section 6.8.4 (B)).		
c. Required mitigation measures (Section 6.8.4 (C)).		
d. General design standards (Section 6.8.5 (A)).		
e. Basic plant types (Section(s) 6.8.5 (B) and (C)).		

f. Installation/maintenance (Section(s) 6.8.5 (D) and (E)).		
g. Land use buffer requirements (Section 6.8.6).		
h. Compliance with Section 6.8.7 inclusive (i.e. street trees, between lot plantings, foundation plantings, vehicular use areas, etc.).		
i. Screening for HVAC equipment, outdoor storage, loading areas, trash handling facilities, rooftop equipment, etc. (Section 6.8.9)		
j. Completion of landscape and tree preservation plan (Section 6.8.10)		
k. For projects in EDD zoning districts, site plans shall demonstrate compliance with Section 6.8.12 of the UDO as well.		
NOTE: Compliance with the provision of Section 6.8 does not exempt applicants from complying with the provisions of Section 6.13 <i>Stream Buffers</i> of the UDO related to the preservation of natural area in and around identified water features.		
4. Parking and loading requirements (Section 6.9) including a parking plan denoting compliance with:		
a. Location of driveways/internal roadways, including connectivity with adjacent property.		
b. Use of required parking and loading spaces (Section 6.9.4).		
c. If project involves change of use for an existing development, plan shall demonstrate compliance with Section 6.9.6.		
d. Number of required off-street parking spaces based on land use and size of structure (Section 6.9.7).		
e. Fractional results in required parking spaces (Section 6.9.9).		
f. Compliance with Section 6.9.10 parking lot design standards inclusive (i.e. standard and compact parking space guidelines, parallel parking space standards, handicapped parking, drive-isle widths, general standards, etc.)		
g. If joint parking facilities are proposed, compliance with Section 6.9.11 is required.		
h. If a project proposes development/use of satellite parking, the plan is required to demonstrate compliance with Section 6.9.12		
i. Loading berth/zone requirements (Section(s) 6.9.13 and 6.9.14).		
j. For projects in EDD zoning districts, site plans shall demonstrate compliance with Section 6.9.10 (F).		
k. For projects in EDD zoning districts, compliance with Section 6.10 <i>Roadway Improvements and Multi-Modal Transportation</i> shall be required.		

<p>NOTE: Development of off-street parking and loading facilities is prohibited within Special Flood Hazard Areas. Vehicular use areas (e.g. parking, loading, drive-isles, loading areas/berths, etc.) are required to be improved with asphalt or concrete.</p>		
5. Outdoor lighting (Section 6.11) including a lighting plan denoting compliance with:		
a. Lighting plan submittal requirements (Section 6.11.5) including, but not limited to: photometric data for each proposed lighting fixture showing the angle of light emission and lumen output, foot-candle data for all proposed lighting fixtures, demonstrated compliance with NC Department of Transportation roadway lighting standards, etc.		
b. General standards including foot-candle limits in urban and/or rural areas, use of floodlights, lights within subdivisions, etc. (Section 6.11.6)		
c. Specific standards for identified land uses (Section 6.11.7)		
d. For projects in EDD zoning districts, compliance with Section 6.11.8 shall also be demonstrated.		
6. Signage (Section 6.12) including a signage plan denoting compliance with:		
a. Signage plan submittal requirements (Section 6.12.7) including, but not limited to: dimensions of all proposed signage, a rendering of all proposed sign, method of illumination (i.e. internal or external), etc.		
b. Setbacks (i.e. right-of-way, property line, structures, other signs, etc.).		
c. Sign area (Sections 6.12.4, 6.12.11, and 6.12.12).		
d. For projects in EDD zoning districts, compliance with Section 6.12.14 shall also be demonstrated		
7. Compliance with applicable stream buffer regulations for all water features (Section 6.13).		
8. Site plans shall denote the location of all stormwater control measures (SCMs) in accordance with Section 6.14 of the UDO. NOTE: While not required, concurrent submittal of stormwater management plans is encouraged. Permit thresholds for stormwater projects, based on the river basin/watershed.		
9. Site plan shall contain information on the grading/final elevation of the property in accordance with Section 6.15 of the UDO. This includes location/development of any retaining walls, tree wells, etc. NOTE: While not required, concurrent submittal of erosion control plans is encouraged. Orange County requires the submittal of an erosion control plan based on proposed land disturbance.		
10. Submittal of required environmental report(s) consistent with the standards contained in Section 6.16.		

11. Public Sewer Connection (Section 6.20)		
12. Compliance with applicable flood regulations consistent with the standards contained in Section 6.21.		
13. All projects shall be required to demonstrate compliance with County adopted access management, transportation and/or connectivity plans and denote the location of future roadway(s) and access easements, whether public or private, to ensure and encourage future connectivity.		

Additional Notes:

1. This checklist is not intended to serve as a definitive list of required submittal information. Additional information based on the location of the project, the type of development proposed, surrounding land uses/zoning, etc.
2. Approval of a Plan does not exempt applicants from obtaining other permits/approvals authorizing commencement of development activity including, but not limited to:
 - a. Building Permit,
 - b. Erosion Control/Land Disturbance Permit (Section(s) 2.18 and 2.19 of the UDO),
 - c. Stormwater (Section 2.21 of the UDO),
 - d. Flood Development Permit (Section 2.6 of the UDO),
 - e. Buffer Authorization (Section 2.20 of the UDO),
 - f. Fire Marshal,
 - g. Solid waste management permit as issued by Orange County Solid Waste,
 - h. Environmental Health (well and septic), and
 - i. NC Department of Transportation (driveway permit).
3. Per Section 2.2.5 of the UDO, non-residential developments are required to schedule and hold a pre-application conference with staff prior to the formal submittal of a Plan. A Plan will not be accepted in this pre-application conference has not been held.
4. Certain land uses are required to hold neighborhood information meeting (NIM) as part of the development review process. Please consult Staff to ascertain if a NIM is required prior to the formal submittal of a Plan.
5. Per Section 6.21, development within Special Flood Hazard Areas is prohibited. This includes any and all grading/land disturbing activities or the location/development of SCMs.
6. Per Section 6.8.4 (B) of the UDO, the following notes shall be placed on the landscape plan/sheet:
 - a. *Existing trees, regardless of size, shall not be cut or otherwise damaged or destroyed within a primary tree protection area except as shown on an approved Landscape and Tree Preservation Plan, plot plan, or site plan;*
 - b. *Existing trees having a diameter of one foot or greater dbh (Diameter Breast Height) shall not be cut, damaged or destroyed within a secondary tree protection area except as shown on an approved Landscape and Tree Preservation Plan, plot plan, or site plan;*
 - c. *During construction activities, adequate protective measures shall be provided to minimize damage to existing trees and other vegetation;*
 - d. *All tree protection fencing shall be installed prior to any grading, construction traffic or activity taking place on site;*
 - e. *Logging mats shall be used in areas where critical root zones may be disturbed during construction;*
 - f. *Signs shall be posted identifying the tree protection areas and shall state the area is not to be disturbed. Such protective devices shall effectively protect the critical root*

zones, trunks, and tops of trees to be retained and shall be maintained until all work has been completed;

- g. Construction traffic, storage of vehicles and materials, soil compaction, filing, and grading shall not take place within the drip line of trees to be preserved;*
- h. Construction access to a site should be located where an existing or proposed entrance/exit is located;*
- i. A stabilized open area should be designated for storage of materials (including stockpiling of soil and gravel) and for parking construction vehicles and equipment;*
- j. Installation of required landscaping shall adhere to the standards of the International Society of Arboriculture (ISA);*
- k. All plantings must be maintained in a healthy state. Should any vegetation that was required to meet the standards of this section die within two years of planting, the plants must be replaced with the same or comparable species.*

- 7. With respect to off-street parking, site plans shall contain renderings denoting the following:
 - a. Typical size/layout of a parking spot;
 - b. Typical design/layout for a handicapped parking space; and
 - c. Typical design/layout for loading spaces/berths.
- 8. Site plans shall contain a sheet outlining proposed construction/development specifications for improvements including, but not limited to:
 - a. Parking lot and drive-isle construction detail,
 - b. Side walk construction detail,
 - c. Interior roadway design/construction,
 - d. Outdoor lighting fixture installation/construction detail,
 - e. Signage installation, and
 - f. Landscape installation.
- 9. All accepted Plans are reviewed by the County's Development Advisory Committee (DAC) in accordance with Section 1.9 of the UDO.
- 10. Per Section 2.5.4 (E) of the UDO, staff shall take action within 21 days of the Plan being deemed a complete submittal. If a Plan is approved with conditions, no zoning authorization allowing land disturbing activity or subsequent building permit shall be issued until all conditions of approval have been met to the satisfaction of Orange County.