

Article 16. DEVELOPMENT PLAN REQUIREMENTS

16.1 Purpose and Intent

This Article describes the information required for all development activity to ensure compliance with the standards found in this Code. The submission of a complete application in accordance with this Article is necessary prior to the scheduling of any review by the Administrator, Technical Review Committee, and/or Town Council.

16.2 Sketch Plan Requirements

- A. The Sketch Plan shall show in simple sketch form the proposed layout of streets, lots, buildings, public open spaces and other features in relation to existing conditions based upon the size of the tract proposed for development. All plans shall be submitted at a scale not less than 1 inch = 50 feet unless otherwise authorized by the Administrator.
- B. It shall include the following information:
 - 1. A sketch vicinity map, including north arrow, showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways.
 - 2. The name, address, and telephone number of the property owner.
 - 3. The name of the proposed subdivision / development.
 - 4. The boundary lines of the property.
 - 5. The total acreage.
 - 6. The existing and proposed land uses and the existing land uses of adjacent properties.
 - 7. The existing topographic conditions of the property including contours not exceeding 5 foot intervals. Henderson County or Town of Fletcher topographic information may be used to fulfill this requirement.
 - 8. The location, names, and right-of-way width of any existing streets on or within 300 feet of the land to be subdivided.
 - 9. Lots of adjacent developed or platted properties.
 - 10. Zoning classification of the land and adjacent properties.
 - 11. General locations of proposed buildings and required open space, as applicable.
 - 12. Illustrative building elevations denoting general design elements and materials.
 - 13. Watershed classification, if any.
 - 14. Calculations of disturbed/impervious cover for compliance with Stormwater Runoff Provisions (Section 6.4) and/or Water Quality Protections (Section 6.5) as applicable.
 - 15. An environmental survey identifying forest stands or trees of a uniform size and species; specimen trees of varying sizes and species, particularly free standing or

open-grown or field grown trees; a distinctive tree line or forest edge; existing watercourses; delineated flood plains, wetlands, steep slopes, and previously documented endangered species habitats. The use of digital geographic data obtained from the Town of Fletcher or Henderson County is deemed to be sufficient for the Sketch Plan phase of submittal requirements.

- C. The size and number of completed applications shall be set by the Administrator.

16.3 Site Plan/Preliminary Plat Requirements

A. All applications for Site Plans, Conditional Districts, Vested Rights, and Subdivisions shall be submitted in accordance with the specifications of this Section except where specifically noted.

B. No processing or review of an application will proceed without submission of plans depicting all of the following information, as appropriate:

1. The proposed names of the Development and streets, the owner's name and address, signature of the owner or owner's duly authorized agent, the surveyor's name, the names of existing and proposed adjoining subdivisions or property owners, the names of the township, county, and state in which the development is located, the date of preparation, and the zoning classification of the tract to be developed and of adjoining properties.
2. Boundaries of tract shown with bearings, distances, and closures and the location within the area, or contiguous to it, of any existing streets, railroad lines, water courses, wetlands, easements, bridges, or other significant features of the tract.
3. Scale in feet denoted both graphically and numerically with north arrow and declination.
4. A sketch vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the relationship between the proposed subdivision and surrounding area.
5. Existing topography and finish grading with contours drawn at two (2) foot intervals. This requirement may be waived for developments smaller than one acre or where insufficient topographic changes warrant such information.
6. Corporate limits and extra-territorial jurisdiction boundaries (where applicable).
7. The location of proposed buildings, parking and loading areas, streets, alleys, lots, parks or other open spaces, reservations (i.e. school sites), property lines and building setback lines with street dimensions, tentative lot dimensions, and the location of any building restriction areas (i.e. flood hazard areas, watershed protection districts, and/or jurisdictional wetlands).
8. Final proposed elevations of all non-single family and duplex buildings proposed for construction as part of this approval. Such elevations shall include all facades visible from public streets and shall comply with the standards in Article 5.
9. Site calculations, including total acreage of tract, acreage in parks and other nonresidential uses, total number and acreage of parcels, the total number of housing units, area of all mixed-use and non-residential buildings, gross project density per acre, linear feet of streets, and the accurate locations and descriptions of all monuments, markers, and control points.

- Watershed Protection Permit applications shall also contain supporting site calculations as per Article 6.
10. The location and dimensions of proposed recreation areas, open space, and required amenities and improvements including the calculated area of all required open space dedications in accordance with Article 7.
 11. The location and dimensions of all off-street parking and loading spaces, and walkways indicating the type of surfacing, size, angle of stalls, and width of aisles in conformance with Article 9.
 12. Location and elevation of all proposed signage. Any signage shall be in conformance with the Article 11.
 13. The location and dimensions of any sidewalks, curbs and gutters to be installed along public street frontages, and other required street improvements designated in Article 12 of this Code. Required right-of-way shall be drawn in the location shown on any official plan at the width specified in this Code.
 14. The proposed limits of construction for all proposed development activity.
 15. A timetable for estimated project completion for each phase proposed.
 16. Typical cross sections of proposed streets showing rights-of-way, pavement widths, grades, and design engineering data for all corners and curves. Where a proposed street is an extension of an existing street the profile of the street shall include 300 feet of the existing roadway, with a cross section of the existing street. Where a proposed street within the subdivision abuts a tract of land that adjoins the subdivision and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.
 17. The location of any existing or proposed demolition landfills in the site. Such sites shall not be used for building.
 18. A copy of the full soil erosion and sedimentation permit application including forms, plans, and calculations to be submitted to the North Carolina Department of Natural Resources-Erosion Control Office, and a copy of the approval letter prior to Site Plan or Preliminary Plat approval.
 19. Proposed lot lines, lot and block numbers, and exact dimensions.
 20. The plans for utility layouts, including sanitary sewers, storm sewers, and water lines, illustrating connections to existing systems.
 21. The future ownership (dedication or reservation for public use to a governmental body; for owners to duly constituted home owners' associated, for tenant's remaining in developer's ownership of recreation and open space lands).
- 22. *An Environmental Survey consisting of the following:***
- a) A general written description of the significant vegetation. Significant vegetation is defined as being 12 inches in diameter at breast height (DBH) or greater and native

understory species 2 inches or greater (e.g. dogwood, holly, redbud, etc.), including tree species and uniform the size and height of stands of homogeneous trees including the typical tree species composition of the forest stand, typical tree size, and general health and vigor of the stand and specimen trees.

- b) Denote the dripline of any existing forest stand, as measured between existing tree trunks 6 inches or greater located at the edge of the stand.
- c) Identify all free standing, open grown or field-grown specimen trees located on the site 12" or greater DBH.
- d) Show all other important natural features influencing site design such as the location of wetlands, rock outcroppings, site topography at two foot contour intervals, slopes steeper than 15%, and perennial streams, natural drainage ways, lakes, and other water bodies, and floodplains indicating both the flood fringe and the flood way. USGS and FEMA data shall be used to determine the location of perennial streams.
- e) Denote the presence of any known endangered species' habitats indicated in any surveys completed by Henderson County, the State of North Carolina, or other governmental agency.
- f) Show all buffer delineations as follows:
 - (i) Buffer boundaries including all undisturbed buffer zones must be clearly delineated.
 - (ii) Buffer boundaries for all required undisturbed buffer zones must be clearly delineated on-site prior to any land disturbing activities. Where existing trees are to be preserved in a buffer zone, limits of grading shall maintain a minimum 20-foot separation from the base of each tree on the upland side of the buffer or to the dripline.
 - (iii) Buffer boundaries including all buffer zones as well as all buffer requirements must be specified on the record plat, on individual deeds, and in property association documents for lands held in common.

This requirement can be waived by the Administrator if the site lacks qualifying natural features.

23. The location and size of all utility lines, easements, and rights-of-way. Easements shall be provided as follows:
- a) **Utility Easements:** Easements for underground or above ground utilities shall be provided for and centered along rear or side lot lines, and shall be a minimum of 10 feet in width. Easements for water lines, sanitary sewers, and storm drains shall be centered on the pipe and a minimum of 20 feet in width.
 - b) **Drainage Easements:** Where a development is crossed by a stream or drainage way, an easement shall be provided conforming with the lines of such stream and of sufficient width as shall be adequate to maintain the overall integrity of the drainage area and provide for its periodic maintenance.

- c) **Landscape Easements:** Landscape easements along streets should be designed in accordance with the provisions of Article 6 - Environmental Protection and Article 8 - Tree Protection and Landscaping. The Town may require landscape easements for developments where industrial or commercial uses abut residential uses.
 - d) **Public Access Easements:** Public Access Easements shall be provided for sidewalks, trails, greenways, and other pedestrian and bicycle facilities that provide connections other than within public rights-of-way.
24. Supplemental Plans as applicable:
- a) **Landscape Plan** in accordance with Section 16.5
 - b) **Lighting Plan** in accordance with Section 16.6
 - c) **Architectural Plans** in accordance with Section 16.7
 - d) **Stormwater Management/Water Quality Protection Plans** in accordance with Section 6.4 and/or 6.5
25. In addition to the above required information, the following additional information may be necessary for specific sites as determined by the Administrator, the Technical Review Committee, the Planning Board, or the Zoning Board of Adjustment, as appropriate:
- a) Where a proposed water and sewer system does not contemplate the use of facilities owned and operated by the Town, the proposed facility plans as approved by the appropriate agency.
 - b) Where public or community water supply and/or sewerage systems are not available or to be provided, a written statement from the Henderson County Health Department shall be submitted with the Construction Documents indicating that each lot has adequate land area and soil conditions suitable to accommodate the proposed methods of water supply and sewage disposal.
 - c) Where the development exceeds 2 acres in area, and it is deemed necessary due to the nature of the land or peculiarities in the proposed design, an Environmental Impact Statement, pursuant to Article 113A of the North Carolina General Statutes.

16.4 Final Plat Requirements

- A. The final plat shall be prepared by a registered land surveyor, licensed to practice in the State of North Carolina and must be drawn to a scale of 1 inch = 100 feet (in current Ordinance), or at another scale acceptable to the Administrator, and shall meet the requirements of the Henderson County Register of Deeds Office.
- B. The final plat shall conform substantially to the preliminary plat as approved.
- C. The size and number of completed applications shall be set by the Technical Review Committee.

- D. No Final Plat shall be approved unless and until the [developer/subdivider](#) has installed in the platted area all improvements required by this Code or has posted Improvement Guarantees in accordance with Article 12.7.
- E. The Final Plat shall be drawn in black ink on mylar and shall contain the following:
1. The name of the township in which the subdivision is located, the name of the subdivision, the name of the owner, the name, registration number, and seal of the registered surveyor under whose supervision the plat was prepared, the date of the plat, and the words "Final Plat."
 2. The exact boundary of the tract of land being subdivided showing clearly the disposition of all portions of the tract.
 3. Scale denoted both graphically and numerically with north arrow and declination.
 4. A vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
 5. Names and deed references (when possible) of owners of adjoining properties and adjoining subdivisions of record (proposed or under review).
 6. As built drawings and plans of all water, sewer, and storm drainage system facilities, illustrating their layouts and connections to existing systems. Such plans shall show all easements and rights-of-way, to demonstrate that the facilities are properly placed and the locations of all fire hydrants, blow-off valves, manholes, pumps, force mains, and gate valves are indicated. This information shall not be placed on the final plat but must be submitted at the time of request for final plat approval or release of any surety for required improvements, whichever comes later.
 7. Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street, alley line, lot line, building line, easement line, and setback line. All dimensions shall be measured to the nearest one-hundredth of a foot and all angles to the nearest second.
 8. The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, on-site demolition landfills, and areas dedicated to public purpose with notes stating their purposes. Any proposed private streets shall be so designated. Responsibility for maintenance of private streets shall be indicated.
 9. The accurate locations and descriptions of all monuments, markers, and control points.
 10. Underground and aerial utility easements shall be shown and indicated with dimensions and widths.
 11. The exact location of stream corridor buffer boundaries including all buffer zones as well as all buffer requirements must be specified on the record plat, on

individual deeds, and in property association documents for lands held in common.

- 12. Submittal of payment in lieu of dedicated open space (if applicable).

F. All the following certifications must appear on the Final Plat:

1. Certificate of Survey and Accuracy. I, _____, certify that this map was (drawn by me)(drawn under my supervision) from (an actual survey made by me)(an actual survey under my supervision)(deed description recorded in Book____, Page____, Book____, Page____, etc)(other); that the error of closure as calculated by latitudes and departures is 1:____, that the boundaries not surveyed are shown as broken lines plotted from information found in Book____, Page____; that this map was prepared in accordance with G.S. 47- 30 as amended. Witness my hand and seal this ___ day of____, A.D., _____ (year).

Surveyor

Official Seal _____
License or Registration Number

I (officer authorized to take acknowledgments) do hereby certify that (name of registered surveyor) personally appeared before me this day and acknowledged the due execution of this certificate. Witness my hand and (where an official seal is required by law) official seal this ___ day of____, A.D., _____ (year).

Official Seal _____
Signature of Licensed Surveyor

2. Certificate of Ownership and Dedication. I hereby certify that I am (we are) the owner(s) of the property shown and described, which is located in the subdivision jurisdiction of the Town of Fletcher and that I hereby adopt this plan of subdivision with my free consent, and dedicate all streets, alleys, walks, parks, and other sites and easements, to public or private uses as noted. Furthermore, I (we) hereby dedicate all sanitary sewer, storm sewer, and water lines that are located in public utility easements or rights-of-way to the Town of Fletcher or the North Carolina Department of Transportation.

Date _____
Owner(s)

3. Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements. I hereby certify that all streets, utilities, and other required improvements have been installed in an acceptable manner and according to the Town of Fletcher's Standards, Specifications or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Fletcher has been received.

Date

Administrator, Town of Fletcher

4a. Certificate of Approval for Recording. I hereby certify that the subdivision plat shown hereon has been found to comply with the Land Development Code for Fletcher, North Carolina, and that this plat has been approved by the Town of Fletcher for recording in the Office of the Register of Deeds of Henderson County. I further certify that the Town Council only accepts the dedication of the public open space as shown, if such parks are located within the corporate limits of Fletcher, but assumes no responsibility to open or maintain the dedicated open space until, in the opinion of the Town Council it is in the public interest to do so.

Date

Review Officer, Town of Fletcher

OR

(The following certificate shall appear on all plats which do not meet the definition of subdivision as defined in this Code, but which need approval from the Town for recording at the Henderson County Register of Deeds Office. This Certificate is to be used in lieu of 4a. above.)

4b. Certificate of Approval for Recording. I hereby certify that the subdivision plat shown is exempt from the subdivision provisions of the Fletcher Land Development Code, and is therefore exempt from its provisions. The plat has been found to comply with the zoning regulations of the Fletcher Land Development Code, and has been approved by the Town of Fletcher for recording in the Office of the Register of Deeds of Henderson County.

Date

Review Officer, Town of Fletcher

The following Certificate shall be placed on the final plat only when the proposed subdivision is not to be connected to publicly owned and operated water supply and sewage disposal systems.

5. Certification of Approval of Water Supply and Sewage Disposal Systems. I hereby certify that the water supply and sewage systems installed or proposed for installation in _____ Subdivision meet necessary public health requirements and are hereby approved.

Date

County Health Officer or Authorized Representative

6. Review Officer Certification. State of North Carolina, County of Henderson I, _____, Review Officer of Henderson County, certify that the map or plat to which this certification is affixed meets all the statutory requirements for recording.

Date

Review Officer

**7. North Carolina Department of Transportation Certification.
Division of Highways**

Proposed Subdivision Road
Construction Standards Certification

APPROVED: _____ DATE: _____
District Engineer

16.5 Landscape Plan Requirements

A tree/landscaping plan shall be required prior to any site disturbance. The plan shall contain the following information:

- A. An accurate drawing of property boundaries.
- B. A development summary including the total development acreage, proposed use(s), required parking and provided parking spaces, and total building square footage.
- C. The location of proposed buildings, driveways, parking areas, required parking spaces, and traffic patterns.
- D. The location of all overhead and underground utilities.

- E.** Name of the project, name and address of owner, name and address of engineer, scale, date, legend, and north arrow.
- F.** General location, type and quantity of existing plant materials.
- G.** Existing plant materials and areas to be left in natural state.
- H.** Methods and details for protecting the critical root zone (CRZ) of existing plant materials during construction.
- I.** Locations, size and labels for all proposed plants.
- J.** Plant lists with common name, botanical name, quantity, and spacing and size of all proposed landscape material at the time of planting.
- K.** Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, lights, courtyards, walks or paved areas. Berms shall have topo.
- L.** Planting and installation details as necessary to ensure conformance with all required standards as referenced in Article 8.

16.6 Lighting Plan Requirements

An isolux lighting plan is required that indicates the foot-candles at grade by contour diagram or grid points that cover the site. For additional information regarding lighting, please refer to Article 10.

16.7 Architectural Plans

- A.** Architectural plans shall depict architectural details of the proposed development and shall consist of:
 - 1.** Preliminary renderings of building elevations plus typical cross sections to clearly define the character of the project as required by the Administrator;
 - 2.** A cross-section elevation plan depicting all buildings, structures, monuments, and other significant natural and man-made features of the proposed development; and
 - 3.** An exterior building materials inventory.
- B.** Architectural plans do not include full construction drawings. Interior arrangements are not considered part of this review.