

TRC DESIGN REVIEW CHECKLIST (Revised July 1, 2022)

City of Greensboro Planning Department

Mailing Address: P.O. Box 3136, Greensboro, NC 27402-3136

Office Address: 300 West Washington Street, Greensboro, NC 27402

If you have any questions about the process please call Jason Earliwine with the Planning Department at 336-373-4576.

PLAN TYPE:	REVIEW FEE:
Site Plans	\$1,400 plus \$20 per 1,000 sq. ft. gross floor area
Multifamily Developments	\$1,400 plus \$25 per dwelling unit
Single Family Subdivisions	\$1,400 plus \$40 per lot
Minor Revisions	\$320 plus the per lot, square footage, or dwelling unit listed below applied to any increase
Resubmittal of Plan for TRC Review (Per Review for 4th and Subsequent Reviews): \$430	
Wireless Telecommunication Facilities / New Towers: \$1,400	
Wireless Telecommunication Facilities / Co-locations: \$160	
Site Specific Development Plan Approval to obtain a Zoning Vested Right	Applicable review fee as listed above plus \$1,140 for sites of less than 1 acre, \$1,335 for sites of 1 to 4.9 Acres, or \$1,525 for sites of 5 or more acres.

Please visit our Electronic Plan Submittal Website to submit a plan for review.

Plan review target is 10 working days; an email from the Planning Coordinator will close out each review cycle.

PROJECT SUMMARY (Have this information ready for Upload Application and Required Coversheet)

A. Project Name: _____

B. Type of Plan: _____ Site Plan / _____ Group Development Plan / _____ Preliminary Subdivision
 _____ Site Specific Development Plan Approval to obtain a Zoning Vested Right

C. Street Address and Property Description: _____

D. Owner / Applicant: _____

E. Design Agent: _____

F. Report Comments to: _____
 Telephone Number: _____ Fax Number: _____
 E-Mail: _____

Report Comments to: _____
 Telephone Number: _____ Fax Number: _____
 E-Mail: _____

G. Tax Map / Block / Parcel # (s): _____

H. Total Tract Acreage: _____

I. Zoning District: _____

J. Watershed Designation: _____

K. Proposed Use: _____ Use Per Building Code: _____ Will Building be Sprinkled? _____

L. Number of Lots Currently: _____ Proposed: _____

M. Multifamily Developments: # of Units _____
 Type: _____ Apartments _____ Townhomes _____ Condominiums _____

N. Non-Residential Development: Existing GFA: _____ Proposed New GFA: _____ Proposed Total GFA _____

O. Amount of Existing BUA: _____ To be Demolished: _____

O. Amount of Proposed BUA: _____ Total Resulting: _____

PLAN SUBMISSION GUIDELINES

- Indicates information that must be provided.
 - Ⓢ Indicates information that must be provided, if applicable.
- PP** is Preliminary Subdivision Plats
SIP is Site Plans and Group Development Plans
SWCP is for Stormwater Control Construction Plans

PP	SIP	SWCP
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TITLE BLOCK AND SITE DATA

●	●	●	Indicate if it's a site plan, preliminary subdivision or group development
●	●	●	Owner's name with email, daytime phone and address
●	●	●	Developer's name with email, daytime phone and address

PP	SIP	SWCP	
●	●	●	Plan preparer's* business name, individual name, email, address and daytime phone (*licensed surveyor, engineer, or architect)
●	●	●	Site location, including address, township, city
●	●	●	Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1"=2000', North towards top of page
●	●	●	North arrow; orient drawing with North towards the top of the page as possible
●	●	●	Bar scale indicating scale of drawing in feet per inch, using standard engineering scale, between 1"=10' to 1"=100' as appropriate for site (If all lots are greater than 3 acres, a smaller scale may be used.)
●	●		Boundaries of the tract to be developed distinctly and accurately represented and showing all distances. Show all lot lines of all lots involved in development tract. If lots are to be combined, indicate what lot lines will be eliminated. If existing lot lines are to be changed, label as "old property lines" and show as dashed lines.
●	●		Acreage in total tract
●	●		Zoning districts, inc overlay district(s), on the property and adjacent property; if property is zoned with conditions, list the conditions
●	●		Existing (or last use if vacant) and proposed land use within property; existing land use on adjacent properties
●	●		Dimensions, location, height, number of stories, gfa and use of all existing and proposed buildings; label any existing buildings as to remain or to be demolished
●	●		Setbacks for all structures must be clearly indicated, from lot lines, and from other structures
●	●		Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size
●	⊕		Proposed lot lines and dimensions
●	●		Total number of lots proposed
	●		Location and screening of dumpster / compactors (show pad dimensions)
●	●		City limits, and other jurisdiction lines, if any, on the tract
●	●		Boundaries of the tract to be developed tied to nearest street intersection (within 300') or U.S.G.S. (within 2000')
⊕	⊕		Railroad lines and right-of-ways
⊕	⊕		Areas designated as common elements or open space under control of an Owners' Association
●	●	●	Existing and proposed topography of tract and 200' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all contours at 10' intervals from sea level
●	●	●	Location, dimension and type of each easement
●	●		Existing buildings within 25' of property
●	●		Plat book reference (or deed reference if no plat), tax map, block and parcel number(s)
●	●	●	Date map prepared (or revised, for resubmittals)
●	●		Names of adjoining property owners (or subdivisions of record with plat book reference)
STREET DATA			
●	●		Existing and proposed right-of-way lines within and adjacent to property
●	●		Existing and proposed streets showing pavement or curb lines, width (face-to-face), existing and proposed street names, and cul-de-sac radii
●	●		Label centerline of road and distance from centerline to right-of-way line
●	●		Existing and proposed sidewalk widths and locations
●	●		Widths of internal circulation roadways
⊕	●		Driveways adjacent to the site and the distance between the site's drive and the existing drive. Also show drives on opposite side of street from site
●	●		Label all adjoining streets (Include State Route (S.R.) numbers, if applicable)

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①	●		Dimension drive aprons and flares, and/or dimension curb return radii.
	●		For commercial driveways, depict profile of the proposed driveway from the center of the street well into the site.
●	●		Label street classification(s)
PARKING			
①	●		Dimensions and location of all parking areas
①	●		Calculation of minimum required number of parking spaces based on the parking requirements from Table 30-11-1; existing spaces and total spaces provided. Indicate if Alternative Compliance is proposed.
①	●		Dimensions and location of all driveways, loading areas, off-street loading facilities and pedestrian walkways, including private-to-public connection as may be required
①	●		Location of wheel stops/curbs in front of parking stalls
①	●		Within parking areas clearly number each parking space, angle of parking and typical size (including handicapped spaces and van accessible spaces.)
BUILDING			
	●		Clearly show and label all building doors/entrance/exit locations and landings
	●		Indicate HC parking, paving, proximity to entrances, number, sizes, access aisles, van spaces (1 for 6 HC spaces)
	●		Provide enlarged details of all types of curb cut ramps. If no curb cut used, indicate access aisle/drive flush with sidewalk and show wheelstops as applicable.
	●		Show location, details and elevations of HC parking signage
	●		Show HC accessible routes paved and dimensioned, and hatched when crossing or in vehicle paths
	●		Provide all information pertaining to ramps (i.e. slopes, dimensions, landings, railings) Handrails are required on ramps with slope >1:20.
	●		Show HC accessible routes from all exits to the public way (or alternate as allowed by codes)
	●		Show all stair information (riser height, tread width, landings, widths, railings, details)
	●		Passenger Loading Zone/VPUS information (dimensions, slopes, encroachments, location to curb)
	●		Canopy heights (for HC vehicles, bus and Fire vehicle clearance)
	●		Show the HC accessible route from street to entrances
	●		Show all retaining walls (w rails if applicable). No structure encroachment on lot line allowed.
	●		Show all miscellaneous structures (kiosks, guardhouse, sheds)
	●		Provide Finished Floor Elevation (FFE), building sewer line connection to sanitary sewer, sanitary sewer manhole elevations above and below connection. Check for BWV.
	●		Show label all property lines, new/existing. Provide deistances between buildings and lot lines.
	●		If multi-family development, label type of units, # of bedrooms, areas used as office, etc.
FIRE			
	●		Fire apparatus access roads shall have an unobstructed width of not less than 20 feet.
	●		Fire apparatus access roads shall extend to within 150' of all portions of the facility and all portions of the exterior walls of the first story of the building a measured by an approved route around the exterior of the building or facility.
	●		A dead-end fire apparatus access road in excess of 150' shall be provided with an approved area for turning around the fire apparatus.
	●		Where security gates are installed, they shall have an approved means of emergency operation via knox box.

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	●		A fire hydrant shall be located within 500' of all parts of the building along access roadways with all-weather driving surfaces, distance measured as the fire truck travels.
	●		A fire hydrant shall be located within 150' of the fire department connection (FCD), along access roadways with all-weather driving surfaces, distance measured as the fire truck travels.
	●		The fire hydrant shall face the fire department access roadway and shall be within 6' of the curb line.
	●		Fire hydrants shall be located no closer than 40' to any building that is being protected by that hydrant.
LANDSCAPING			
	●	●	Location of required street planting yard, buffer planting yards along property lines and parking lot plantings
	●	●	Width and type of planting yards, berms and location and height of proposed or existing fences and walls, including retaining walls
	●		Minimum sizes at installation (caliper and height) and number of trees and shrubs in the required planting areas
	●	●	Tree Conservation Area with diameter, species, and Critical Root Zone of trees to be saved; or area of trees to be saved with 25' wide buffer; and location of tree protection fence.
SITE LIGHTING			
			Lighting plan that includes:
⊙	●		fixture type
⊙	●		pole height
⊙	●		any fixture shielding
⊙	●		A note indicating that the proposed development complies with the outdoor lighting standards of the LDO (Section 30-9-6.6). If no site lighting is proposed, state as much on the plan, and include the standard note in case of changes in the future.
	●		Location and angle of exterior lighting when development is adjacent to residential development or streets
WATER & SEWER			
●			Existing and proposed utility layout showing connection to existing system, proposed line sizes and direction of flow for sanitary sewer lines. Also depict proposed public outfalls and service to adjacent properties.
●			Existing and proposed utility layout showing connection to existing system and proposed sizes for water distribution lines. Also depict extensions to serve adjacent properties.
This information is not required at this time, but is recommended. It is to be included with the Utility Construction Plans.	●	●	Utility layout showing connections to existing systems, line sizes, material of lines, manholes, force mains, clean-outs, etc. for sanitary sewer lines, rim and invert elevations and direction of flow.
	●	●	Utility layout showing connections to existing systems, meter size and location, backflow preventer location and type, material of lines, location of fire hydrants and fire department connection, blowoffs, valves, etc. for water distribution lines.
	●	●	All plans requiring extension of public and/or private mains for water and/or sewer will be required to be sealed by a North Carolina registered P.E.
GENERAL WATERSHED INFORMATION			
●	●		Watershed location of proposed development: note the watershed (i.e., North Buffalo Creek, South Buffalo Creek, Horsepen Creek) and sub-watershed names (i.e., North Buffalo Creek Sub-Watershed 1, North Buffalo Creek Sub-Watershed 2), as applicable, for the proposed site development. Note water-supply watershed name (i.e., Greensboro Watershed), and water-supply watershed designation (i.e., WS-III, WS-IV, WCA), as applicable.
⊙	⊙		Council-approved watershed master plan available? – “Yes” or “No”

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●	●	●	Existing built-upon area, if any, and note the amount
●	●	●	Proposed built-upon area, and note the amount
●	●	●	Note the maximum amount of built-upon area allowable (per watershed development restrictions, stormwater control design, etc.)
●	●	●	Area(s) to be disturbed and note the amount
●	●		Soil type(s) and the hydrologic group(s)
●	●	●	Existing and proposed stormwater conveyance system (pipes, channels, swales, catch basins, etc.) layout, Connection to existing systems, and applicable easements
	●	●	Label the amount of off-site drainage area and runoff quantities that discharge onto site
		●	Provide stormwater management study – downstream analysis of stormwater conveyance system per the requirements of the Land Development Ordinance
	●	●	Engineer's Statement of Stormwater Quantity Control
	●	●	Engineer's Certification of Stormwater Quality Control (for high-density development in designated water-supply watershed area)
	●	●	Label stormwater structure attributes: pipe size, channel / swale dimensions, materials, inverts and rim elevations, slopes and structure types (grate inlet, manhole, etc.). Elevations are to be based on NGVD '88 Datum.
		●	If the site was previously approved or part of a subdivision that was previously approved by the City or County for stormwater management or watershed development, provide the name of the plan and the date that the plan was approved.
Stream Buffer and Related Information			
●	●	●	Location of all streams and drainageways that require buffers.
●	●	●	Buffers and where measure from (that is, top of bank, top of steep slopes adjacent to stream, or edge of wetlands).
●	●	●	Label the dimensions and restrictions within the buffer (that is, to remain undisturbed, 50% impervious, vegetated, etc.)
●	●	●	Location of jurisdictional waters and wetlands. (See Note 1)
●	●	●	Indicate proposed location of stream crossing(s) showing the proposed grading and overall stream impact (includes culvert and outlet protection length). (Alternative analysis may be required by the City to reduce and /or mitigate impacts).
FEMA Regulated Floodway/Floodplain Information			
●	●	●	FEMA-regulated floodway and floodway fringe on property and note the 100-year Base Flood Elevation (BFE), as applicable.
●	●		If the site is located within a FEMA Special Flood Hazard Area (SFHA): (1) note the finished floor/floodproofing elevations of all structures, and (2) note that no encroachment/development into FEMA-regulated floodway allowed (See Note 2),. and (3) if a FEMA-designated floodway/floodway fringe does not exist on the property/parcel, note the nearest distance to a FEMA-designated floodway, if within 2000 feet.
Low Density General Watershed Development Information			
●	●		Provide completed watershed scoresheet.
●	●		For each factor where points are claimed, the requirements of that factor must be clearly depicted on the plans (for example, if 20 points for Factor 7, "Stream Buffer Along Drainageways" are claimed, the plans need to show a 50' buffer on each side of the creek, the areas to remain wooded, and note the total buffer area amount and the wooded area amount).
Watershed Development in WCA (Watershed Critical Area)			
●	●	●	Location of natural slopes greater than 15% which are adjacent to streams and drainageways. These areas and jurisdictional wetlands must remain undisturbed and either dedicated as drainageway and open space or platted as a water quality conservation easement (WQCE).

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●	●		Note that drainage will be provided by means of open vegetated channels.
●	●		Note the intended land use and SIC Industry Code.
⊕	⊕		Location of proposed storage tank(s) and indicate material to be stored. A secondary containment system must be constructed for the tank(s) and approved by the City.
Stormwater Control Information			
●	●	●	Indicate the type(s) of non-structural and/or structural stormwater control(s) that is proposed. (See Note 3)
●	●	●	If proposing to use off-site stormwater controls, indicate the location and owner(s) of the controls and provide information to demonstrate that the property owner will assist in maintaining the controls.
●	●	●	If proposing to use a public owned regional stormwater management facility, provide information to demonstrate that the municipality accepts participation from the property owner.
●	●	●	Location of the proposed stormwater controls and the location of the inlets and outlets to the control.
●	●	●	Label the access easement to stormwater control from the street R-O-W and the D.M.U.E. around the facility.
⊕ (See Note 4)			Approximate size of the stormwater control treatment area (with calculations).
●	●	●	Provide applicable maintenance agreements for proposed stormwater control. (If more than one property owner will use the control.) <i>Note: The property owner (or homeowner's association) is responsible for maintaining the stormwater control(s) according to the approved maintenance plan and direction of the City of Greensboro. The engineer's certification of completion will be required prior to the final plat or certificate of occupancy. The stormwater control is to be inspected to ensure it is functioning properly and have full design volume prior to issuance of the final certificate of occupancy. The City and its assigns have right to access the stormwater control(s) for inspections or maintenance, as necessary.</i>
STORMWATER CONTROL CONSTRUCTION PLAN			
If submitting stormwater control design for review and approval concurrently with the Preliminary Subdivision Plat provide this information	●	●	Layout of stormwater control, grading, and significant components (for example, primary outlet structure(s), dam, filter bed depth, bottom drain, etc.)
	●	●	Cross section of proposed SWM improvements showing the elevations of significant components and storage allocations (e.g. sediment storage, peak reduction storage, etc.)
	●	●	Details and material specifications of all significant components of the stormwater control
	●	●	Provide Engineer's Statement of Pond and Dam Safety (if dam construction is proposed).
	●	●	Provide hydrologic and hydraulic analysis/calculations, water quality and other pertinent calculations for design of the stormwater control.
	●	●	Provide an inspection/maintenance plan for reference by the owner for long-term maintenance needs.
	●	●	Provide the construction sequence for completing the stormwater control.
SOIL EROSION CONTROL and GRADING PLAN			
If design for review and Preliminary Subdivision Plat disturbing activity exceeds this information	activity exceeds one (1) information	activity exceeds one (1) information	Bond required (\$2000 per acre) for disturbed areas five acres or more including borrow pit and/or waste area on/off site
			Grading application (attached)
			Financial responsibility forms (attached)

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If submitting stormwater control measures concurrently with the approval of the proposed land disturbing activity Plat, and the proposed land disturbing activity is one (1) acre, provide this information.	If the proposed land disturbing activity is one (1) acre, provide this information.	If the proposed land disturbing activity is one (1) acre, provide this information.	Location of temporary and permanent erosion and sedimentation control measures
			Drawings, details, and specifications of erosion control measures with supporting calculations and assumptions
			Maintenance requirements of erosion control measures during construction
			Vegetation specifications for temporary and permanent stabilization
NOTES			
Stormwater, Flood Zone Notes			
<p>Note 1: The U.S. Army Corps of Engineers and the N.C. Division of Water Quality regulate wetlands and waters of the United States through the 404 Corps Permit and 401 State Water Quality Certification process. The City encourages the protection and enhancement of wetlands and surface waters to promote improved water quality and water quantity management, as well as fish and wildlife biota and habitat preservation, and other benefits to local comprehensive watershed management. Site designers/developers are responsible for obtaining all applicable local, State, and Federal permits/certifications/approvals as necessary for proposed site development activities. CONTACTS: US Army Corps of Engineers, Raleigh Regulatory Field Office at 919-554-4884 and NC Division of Environmental Quality, Winston-Salem Regional Office at 336-776-9800, www.enr.state.nc.us .</p>			
<p>Note 2: In general, encroachment into a FEMA-regulated floodway is not permitted unless the developer performs a FEMA No-Rise Certification and/or Conditional Letter of Map Revision Application and receives approval from the City (Local Floodplain Administrator) and FEMA Region 4 (Atlanta, GA) and National (Washington, DC) officials. Questions regarding development procedures within FEMA designated floodplains may be directed to the City's Storm Water Services Division.</p>			
<p>Note 3: If proposing to use existing on-site or off-site controls, provide information to demonstrate that the controls have been approved by the City and can continue to meet quantity/quality control requirements.</p>			
<p>Note 4: This may be done in lieu of submitting full construction design, details, and calculations for subdivision plans only. (Note on plan: No grading permit will be issued for a lot, nor can recordation of any lot occur, until the construction drawings have been approved for the stormwater control(s) that handle runoff from that lot.) Site plans must include construction plans for review and approval.</p>			
Lighting Notes			
<p>"The proposed development complies with the outdoor lighting standards of the Land Development Ordinance, including compliance with the light trespass requirement of Section 30-9-6.6."</p>			
<p>If relevant: "No site lighting is proposed. If site lighting is added at a later point, compliance with the outdoor lighting standards of the Land Development Ordinance, Section 30-9-6, is required."</p>			
Building Notes			
<i>Provide following Notes on the GRADING Sheet:</i>			
<p>"Landings outside all doors shall be sized per the North Carolina Building Code (NCBC), be at the same elevation as the FFE and have a maximum 2% slope in any direction, including in the diagonal."</p>			
<p>"The slopes in the HC parking space/access aisle area shall not exceed 2% in any direction, including in the diagonal."</p>			
<p>"There shall be level turning areas (max 2% slope in any direction including in the diagonal) on all sidewalks where an intersecting sidewalk connects with it."</p>			
<p>"There shall be no designated pedestrian routes/sidewalks within the site, except where labelled as a ramp and provided with rails, which exceed a 5% slope in the direction of travel and a 2% cross-slope."</p>			
<p>"All pedestrian routes >5% (1:20), if any, are labeled as 'Ramps' showing slopes, level landings at top and bottom (max 2% slope in any direction including in the diagonal), railings/guardrails, and shall comply with NCBC". Show above information on the plan.</p>			

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			"All stairs shall have slightly sloped landings (max 2% slope in any direction including in the diagonal) at the top and bottom and shall comply with the NCBC."
			"All retaining walls >4' require a building permit from Building Inspections."
			"Stairs/steps with less than a 12" elevation change shall comply with NCB 1003.5."
<i>Provide following Notes on SITE PLAN sheet:</i>			
			"Any structure to be removed shall require a demolition permit from Building Inspections."
			"Exterior exit discharge illumination/lighting shall be required from all exit doors to the public way in compliance with NCBC 1006."
			Show overhead power lines or provide a note that "No overhead power lines exist within the property limits or less than 10' outside the property limits."
IMUD Note on <i>SITE PLAN</i> or <i>PRELIMINARY PLAN/FINAL PLAT</i> Sheet			
Where an IMUD is proposed, the plan shall include a note that a plat must be recorded displaying a prominent note identifying it as such and explaining that the property must be developed with common driveways and off-street parking and be subject to a master/common sign plan, common landscaping plan and a tree conservation plan. The note must further state that should the property cease to conform to the definition of an IMUD, the property will then be in violation of this ordinance and must be retrofitted with conventional parking and landscaping, even if doing so requires the removal of previously installed improvements.			