

## **GUIDE FOR SUBMITTING A SITE PLAN – NON-RESIDENTIAL:**

All new development, with the exception of single family residential, will be subject to site plan review by the Perquimans County Planning Department prior to the issuance of a Zoning Permit or Building Permit. The site plan shall consist of eight (8) sets of plans drawn to scale, one (1) of which shall be returned to the applicant upon approval. The Site Plan shall contain the following:

- (a) The shape and dimensions of the lot on which the proposed building is to be erected;
- (b) The location of said lot with respect to adjacent rights-of-way;
- (c) The shape, dimensions, and location of all buildings, existing and proposed, and required setbacks;
- (d) The nature of the proposed use of the building or land, including the extent and location of the use;
- (e) The location and dimensions of off-street parking, loading space, and means of ingress and egress;
- (f) Required Driveway Permits from the Department of Transportation;
- (g) A landscape plan that meets requirements of the Highway Corridor Overlay District;
- (h) A Sedimentation and Erosion Control Plan, if applicable, as submitted to the Land Quality Section, Department of Environment and Natural Resources.
- (i) Any other information which the Planning Department Staff may deem necessary for consideration in enforcing all provisions of this Ordinance; prior to approval of the site plan, Planning Staff may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance.

No permanent power will be authorized and no Certificate of Occupancy will be issued until all the above items are provided and the site plan is deemed complete by the Planning Department, and an appropriately licensed person submits an “as built” plan.