

# Town of Fairview

7400 Concord Highway  
Monroe NC 28110

## MAJOR DEVELOPMENT PERMIT APPLICATION

Name of Development:	Date of Submission:	Check if Conditional Use Permit is associated with this application: _____
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**Applicant Information**

Contact Name:	
Contact Phone/Fax:	Email:
Address:	
Engineer/Surveyor:	Phone:

**Owner Information**

If different from applicant, specify legal relationship of the applicant to the owner that entitles the applicant to make application and provide contact info below:

Contact Name:
Address:
Contact Phone/Fax:

**Provide summary statement of the development proposed:**


**Property Information**

Property Location:	
Tax Parcel Number:	
Existing Zoning:	Proposed Zoning:
Existing Use:	Proposed Use:
Existing Buildings Floor area:	Proposed Buildings Floor area:
Property Size (square feet)	

Fee amounts: (per Land Use Administrator)
Attached? Yes ___ No ___
Checklist Completed and attached? Yes ___ No ___

**I, the undersigned owner or authorized representative, hereby submit this application with the attached information and understand that any engineering review fees incurred by the Town will be paid by me. The information and documents provided are complete and accurate to the best of my knowledge.**

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE	DATE
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***BELOW TO BE COMPLETED BY TOWN OF FAIRVIEW***

It is anticipated that this plat will be reviewed by (date):
Anticipated Planning Board Date:
<b>This Permit is [ approved / denied ] by Town Council on (date):</b>
Signature of Authorized Town Official:

# Town of Fairview

## **MAJOR DEVELOPMENT PERMIT CHECKLIST**

**Please complete the following MAJOR DEVELOPMENT PERMIT CHECKLIST developed from Appendix A of the Town of Fairview Land Use Ordinance.**

***If the item is included in the development site plan, check the space provided. If the item is not applicable or not included, please write N/A in the space provided and make any explanation in the comments area following each section.***

### **Graphic Materials Required for Plans**

- \_\_\_ 1. Name of development
- \_\_\_ 2. Title block containing the subdivision name and the name of the owner
- \_\_\_ 3. The name, address and phone # of the subdivider/preparer of plat
- \_\_\_ 4. The names, addresses and telephone number of all owners, mortgages, registered land surveyors, developers, land planners, architects, landscape architects, and professional engineers responsible for the subdivision.
- \_\_\_ 5. Location (including address, township, county and state)
- \_\_\_ 6. Date or dates survey was conducted and plat prepared
- \_\_\_ 7. A scale drawing in feet per inch listed in words and figures (drawing shall not be at a scale less than 1" equals 200')
- \_\_\_ 8. A sketch vicinity map with north arrow showing the relationship between the proposed subdivision and surrounding area at a scale of 1" = 2000'
- \_\_\_ 9. A Bar graph scale
- \_\_\_ 10. North Arrow and orientation (North arrow shall be oriented to the top of the plat where applicable)

<b><u>Comments/Explanation for items not checked in section above:</u></b>

### **Existing Natural, Man-Made and Legal Features**

- \_\_\_ 1. Tree line of wooded areas.
- \_\_\_ 2. Individual tree eighteen inches in diameter or more identified by common or scientific name.
- \_\_\_ 3. Orchards or other agricultural groves by common or scientific name.
- \_\_\_ 4. Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
- \_\_\_ 5. (If the proposed development is a subdivision or mobile home park of more than fifty lots or if more than five acres of land are to be developed), base flood elevation data (See Article XVI, Part I).
- \_\_\_ 6. Contour lines (shown as dotted lines) with no larger than five foot contour intervals. (As indicated in Subsection A-6 (2t), proposed contour lines shall be shown as solid lines.)
- \_\_\_ 7. Vehicle accommodation areas (including parking areas, loading areas and circulation areas, see Section 290), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
- \_\_\_ 8. Streets, private roads, sidewalks, and other walkways, all designated by surface material.
- \_\_\_ 9. Curbs and gutters, curb inlets and curb cuts, and drainage grates.
- \_\_\_ 10. Other storm water or drainage facilities, including manholes, pipes, and drainage ditches.
- \_\_\_ 11. Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.

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- \_\_\_12. Above ground utility lines and other utility facilities.
- \_\_\_13. Fire hydrants.
- \_\_\_14. Buildings, structures and signs (including dimensions of each).
- \_\_\_15. Location of exterior light fixtures.
- \_\_\_16. Location of dumpsters.
- \_\_\_17. The zoning of the property, including zoning district lines where applicable.
- \_\_\_18. Property lines (with dimensions identified).
- \_\_\_19. Street right-of-way lines.
- \_\_\_20. Utility or other easement lines.

**Comments/Explanation for items not checked in section above:**


**Proposed Changes in Existing Features or New Features**

- \_\_\_1. The number of square feet in every lot created by a new subdivision.
- \_\_\_2. Lot dimensions, including lot widths measured in accordance with Section 183.
- \_\_\_3. The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see Section 184).
- \_\_\_4. Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing building heights (see Section 186) and proposed wall sign or window sign area;
- \_\_\_5. Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures.
- \_\_\_6. Elevation in relation to means sea level to which any non-residential structure will be flood-proofed.
- \_\_\_7. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
- \_\_\_8. The location and dimensions of all recreational areas provided, with each area designated as to type of use;
- \_\_\_9. Areas intended to remain as open space or designated buffer areas (Section 265.)
- \_\_\_10. Streets, labeled by classification (see Section 210) and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Private roads in subdivisions shall also be shown and clearly labeled as such.
- \_\_\_11. Curbs and gutters, curb inlets and curb cuts, drainage grates, and other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
- \_\_\_12. Sidewalks and walkways, showing widths and surface material.
- \_\_\_13. Bridges.
- \_\_\_14. Outdoor illumination with lighting fixtures sufficiently identified to demonstrate compliance with Section 242.
- \_\_\_15. Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipeline signs shall be labeled.
- \_\_\_16. Aboveground utility lines and other facilities.
- \_\_\_17. Fire hydrants.
- \_\_\_18. Dumpsters.
- \_\_\_19. New contour lines resulting from earth movement (shown as solid lines) with no larger than five foot contour intervals (existing lines should be shown as dotted lines).
- \_\_\_20. Scale drawings of all signs requiring permits pursuant to Article XVII, together with an indication of the location and dimensions of all such signs.
- \_\_\_21. Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see Section 290), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel of lanes, aisles, and driveways.

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- \_\_\_22. Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX, Part I, as well as proposed plantings of trees to comply with the shading requirements of Article XIX, Part II. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 3O'; dwarf or decorative trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.

<b><u>Comments/Explanation for items not checked in section above:</u></b>

**Documents and Written Information in Addition to Plans**

- \_\_\_1. Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- \_\_\_2. Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.
- \_\_\_3. For proposed non-residential flood proofed structures, or for enclosed areas below the lowest floor that are subject to flooding, certification from a registered professional engineer or architect that the proposed structure meets the criteria in Article XVI, Section 254(d), (f).
- \_\_\_4. Certification and supporting technical data from a registered professional engineer demonstrating that any proposed use within a floodway if permitted under Article XVI, Section 253, shall not result in any increase in flood levels during occurrence of the base flood discharge.
- \_\_\_5. Legal documentation establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.
- \_\_\_6. Bonds, letters of credit, or other surety devices.
- \_\_\_7. Stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent to comply with Section 22, 102, or 323.
- \_\_\_8. Complete documentation justifying any requested deviation from specific requirements established by this ordinance as presumptively satisfying design standards.
- \_\_\_9. Written evidence of permission to use satellite-parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Section 298.
- \_\_\_10. Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in Section 299.
- \_\_\_11. Verification that Manufactured Goods, Class 1 and 2 uses will meet the supplementary standards set forth in Article XI. Such verification shall be made by a licensed engineer or other qualified expert unless it is utterly apparent from the nature of the proposed development that such expert verification is unnecessary.
- \_\_\_12. Time schedules for the completion of phases in staged development, as required by Section 61.
- \_\_\_13. The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas.
- \_\_\_14. The traffic of a development, including its effect on pedestrian or vehicular traffic or congestion.

<b><u>Comments/Explanation for items not checked in section above:</u></b>