



City of Conover

PUD Packet

Requirements for Business and Residential
Planned Unit Developments

Planning Department ■ 101 1st St East ■ P.O. Box 549 ■ Conover, NC. 28613 ■ (828) 464-1191

General Submittal Information

	Sketch Plan (SP)	Preliminary Plan (PP)	As-Built/Final Plan (FP)
Site Plan Copies	4	1 on Mylar for recording	1 on Mylar for recording
Full Plan Copies	0	6	6
Size of Plan	Any	Plat - 18" x 24" Full - Any	Plat - 18" x 24" Full - Any
Scale	Any Engineering Scale	1"=100'	1"=100'
Administration Fees	None	See included fee schedule	See included fee schedule
Certification Required	None	Registered Land Surveyor Cert. Professional Engineer Cert.	Certificate of Ownership and Registered Land Surveyor Seal

Review Procedures:

Sketch Plan	Review by Planning Staff with comments from Public Works. Comments to be returned within 10 business days.
Preliminary Plan	Site Review Committee meeting held. Comments sent to applicant or staff approval within 10 business days of submittal. Upon staff approval, item will be presented to the Planning Board for approval. Upon Planning Board approval, item will be presented to the City Council for approval.
Final Plan	The Planning Board shall approve or disapprove within 31 days of first consideration. The City Council shall approve or disapprove within 31 days after Planning Board approval.

** Note – The item will be presented to the Planning Board only after approval by Staff and the Site Review Committee.
Incomplete plans or required revisions may delay the hearing of the item to the next review cycle.

DOCUMENTS REQUIRED FOR SUBMITTAL:

- Planned Unit Development (PUD) Application
- Zoning Permit
- Stormwater Management Plan / Agreements (if applicable)
- Annexation Petition - if applicable
- City of Conover Encroachment Agreement (if applicable)
- Development Agreement
- Water and Sewer Tap Application (Fees depend on size of taps)
- City of Conover Water and Sewer Estimates Sheet
- Sewer Capacity Fee
- NCDOT Driveway Permit City of Conover Driveway Permit - if applicable
- NCDOT Encroachment – if applicable
- NCDENR Water Supply
- NCDENR Sewer Service
- NCDENR Multi-family Maintenance Agreement (PUD-R Only)
- Copy of Catawba County Erosion Control Permit
- Environmental Impact Statement
- Sprinkler Inspection

SP	PP	FP
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All sheets must contain the following:

●	●	●	Plan Title - Name of project, location, type of plan (sketch, prelim, final).
●	●	●	Date of plat preparation and subsequent revision dates.
●	●	●	North arrow and declination.
●	●	●	Scale – shown graphically and numerically.
●	●	●	Seal of Registered Design Professional.

Cover Sheet:

●	●	●	Vicinity Map - showing location of the project in relation to neighboring tracts, subdivisions, roads and waterways.
●	●	●	Zoning Classification(s) – of the tract to be developed and on adjoining property.
●	●	●	The property identification number (PIN) as established by the Catawba County Tax Supervisor’s Office.
	●	●	The name(s), address(es), and telephone number(s) of the owner(s), mortgagee(s), registered surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the project.
●			Area - the approximate total acreage to be developed.
	●	●	Site Calculations - Provide the following in table format: Acreage of total tract to be developed, Acreage of open space and other non residential uses, total number of parcels created, linear footage of streets, linear footage of sewer by size, linear footage of water by size.
	●	●	Engineer’s public improvement cost estimates.

Site Plan:

	●	●	City Limit Lines – if applicable.
●			Boundaries of Tract – of the parcel(s) and portion to be developed.
	●	●	Boundaries of Tract – exact boundary lines of the tract to be developed, fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining land.
●			Lots – show proposed lot layout and open space.
	●	●	Proposed Lot Lines – including lot numbers, dimensions, square footage or acreage and minimum setbacks.
	●	●	Adjacent Property – names of owners of adjoining properties and any adjoining subdivisions of record (or proposed and under review).
●	●		Topography – vertical contours every 5 feet.
		●	Topography – vertical contours every 2 feet, based on mean sea level datum, with reference to datum/grid monument.
●	●	●	Structures – location and size of all proposed buildings, signs, dumpster, mechanical equipment, retaining walls, fences, both existing and proposed, to be used as part of the development.
	●	●	Spot Elevations - building footprint finish floor elevation, spot elevations, pavement slope and direction.
	●	●	Setbacks - List minimum and maximum yards, parking and building setbacks, with dimensions.
	●	●	Existing Features – buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be developed and on the land immediately adjoining.
	●	●	Natural Features – wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
	●	●	Open Space – proposed location and size of parks, school sites or other recreational open spaces and amenities, and their future ownership (conveyance for public to governmental body, from owners to duly constituted home owners or community association, or for tenants remaining in developer’s ownership).
	●	●	Easements – proposed natural buffers, recreation, pedestrian, bicycle or other rights-of-way, utility or other easements, their location, width and purpose.
	●	●	Phase Lines – proposed phase lines for construction (if applicable).
●	●	●	Road/Street Location – location, type and width of all roads, curb, gutter and sidewalk (including ramps) to be used as part of the development, including typical street cross sections. NOTE: All streets are to be designed in accordance with the latest standards of NCDOT Minimum Construction Standards for subdivision roads.
	●	●	All existing and proposed street names.
●	●	●	Adjacent Driveways/Roads – location and name of all adjacent developed or platted roads and/or driveways; (provide SR# if State/DOT road).
●	●	●	Parking Area - Show existing and proposed parking lot layout. List the required number of spaces and the number of spaces provided, including handicap accessible stalls. Note if parking is to be shared.
	●	●	Sight Triangles – location and width of all sight triangles, existing and proposed, to be used as part of the development, including dimensions.
	●	●	Turn Lanes - location and widths of all turn lanes, median cuts, etc., existing and proposed, to be used as part of the development.
	●	●	Right-of-Ways and Easements – location and width, label public offered for dedication or private.
	●	●	Floodzones - location of floodzone or base flood elevation for 100 year event as shown on FIRM maps.
	●	●	** Details Required - Right-of-Way Section – right-of-ways, shoulders, curb & guttering, sidewalks, stone thickness, pavement widths and thickness.

SP	PP	FP	Post-Construction Stormwater Management and Erosion Control:
●			Conceptual Stormwater Management Plan (Including, but not limited to: Existing topography, perennial and intermittent streams, existing vegetation and predominant soils from soil survey if available)
	●	●	Base Site Plan Data (Including, but not limited to: Calculated proposed impervious surface, calculated proposed area to be disturbed, grading activity, 5' contour lines, north arrow, scale, building location, streets, easements).
	●	●	BMP Plan – Location of proposed post-construction stormwater BMP structures and post-construction stormwater infrastructure to be used as part of the development, including flow direction and size.
	●		Calculations report – Provide documentation of Stormwater Best Management Practice (BMP) structure calculations.
	●	●	Stormwater BMP Operation and Maintenance Agreement signed and notarized by property owner(s)
	●	●	Stormwater general notes on approved plans and/or preliminary/final plats (provided by Stormwater Administrator)
	●		Approved Catawba Co. Erosion and Sedimentation Control Plan – location of check dams, temporary construction drives, sedimentation basins, riprap, silt fencing, ponds, any other temporary BMPs, etc.
	●		Include vertical profile of all proposed streets including verticle curve data and all related drainage pipe.

Landscape Plan:

	●	●	Base Site Plan Data (Including, but not limited to: north arrow, scale, building location, parking layout, streets, etc).
	●	●	Parking Lot Landscaping – location, size and species of all landscaping and parking lot screening, existing or proposed, to be used as part of the development.
	●	●	Other Landscaping – location, size and species of all landscaping, buffers, berms, etc., existing or proposed, to be used as part of the development, including perimeter yard and/or buffer yard and or foundation plantings.
	●	●	Provide landscape tables listing the plant species to be used, quantities and size.
	●	●	Provide information regarding irrigation system.
	●	●	Location of fencing to be used as part of the development.
	●	●	Show utility and drainage easements.
	●	●	** Details required: Fencing, berms.

Utility Plan:

●			Proposed water and sewer line services and desired design, indicate Public or Private.
	●	●	Show Site Plan.
	●	●	Lighting - Show proposed pole and other light locations. Provide details for lights used as part of the development.
	●	●	Water Lines – location, material and size of all existing and proposed lines to be used as part of the development.
	●	●	Water Taps – location and size of all taps on to all existing and proposed lines to be used as part of the development.
	●	●	Valves – location of all proposed valves to be used as part of the development.
	●	●	Hydrants – location of all existing and proposed hydrants to be used as part of the development.
	●	●	Backflow Prevention - location and type of all proposed backflow prevention components.
		●	Meters - show location of all boxes for water service connections.
	●	●	Sprinkler Plan - 2 complete sets of sprinkler plans including flow test information and Fire Department connection.
	●	●	** Details required: Tracer wires (required when using PVC piping); Hydrants; Meter Settings; TS &V; Easements; Thrust Blocking; Blow-offs; Profiles for Critical Areas; Encasements.
	●		Sewer Lines – location, material and size of all existing and proposed lines to be used as part of the development; including preliminary profiles for sanitary and storm sewers.
		●	Sewer Lines – location, material and size of all existing and proposed lines to be used as part of the development; including profiles based on mean sea level datum for sanitary and storm sewers. Include note referencing datum/grid monument used.
		●	Service Lines - show locations of all sewer service connections.
	●	●	Manholes – location of all manholes to be used as part of the development.
	●	●	Floor Drains - location.
	●	●	Grease and Oil Separator - location and type.
	●	●	** Details required: Service connections - manholes and lines; Manholes; Cleanouts; Easements; Casements; Grease and Oil Separator.
	●	●	Utility Easements – label and location of both overhead and underground, minimum size 25'.

Construction Plans:

	●	●	Roads and Drainage - Construction profiles.
	●	●	Water - Details and cross section profiles for critical areas including creek or utility crossings. 3 Valve cluster is required at all "Tees" and 4 valve cluster is required at all "crosses".
	●	●	Sewer - Construction profiles.

Buildings:

	●	●	Building elevation renderings and floorplans.
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Utility Notes:

- Public water and sewer extensions to be designed by a NC licensed professional engineer.
- Public water and sewer extension plans to be shown on separate plan/profile sheets at a scale not smaller than 1"=50' horizontal and 1"=10' vertical.
- All work in City and NCDOT Right-of-Ways to be done by a NC licensed utility contractor.
- Public water and sewer mains installed outside of City or NCDOT Right-of-Way shall include a dedicated 25' minimum public easement.
- Water Meter Details – Vaults required for meters over 2".

Construction Plan General Notes: (prior to beginning construction)

- Three sets of all approved plans for water, sewer, streets and drainage must be submitted before any construction begins.
- Developer and developer's engineer must schedule a pre-construction meeting with staff before any construction begins.
- Developer shall schedule a minimum of 2 on-site inspections with staff during construction.
- NCDOT encroachments for utilities shall be prepared by developer's engineer and submitted by developer. Requires City Manager's signature, as owner's representative since it is connected to the public system.
- NCDENR Erosion and Sedimentation Control Permit and Water and Sewer permits must be obtained. Plans and specifications to be prepared by developer's engineer, submitted to Public Works Director for approval, then submitted to the State by the developer. Approval by the State is required prior to construction.
- NCDOT Driveway Permit – If any street is proposed to intersect with a state maintained road, a copy of the permit from the North Carolina Department of Transportation must be submitted to the city prior to approval of the final plat.
- Current "Required Details" available from Public Works.

Conditional Use:

- All conditions of the PUD must be clearly noted on both the Preliminary and Final Plat Mylar sheets and recorded with the Catawba County Register of Deeds.

For More Information:

- Please refer to the City of Conover Zoning Ordinance for further development standards:
PUD-R (Residential) – Section 33.3.1 (if located in R-20 zoning, see Section 32.4.2 for exceptions)
PUD-B (Business) – Section 35.4.1 (if located in B-3 zoning, see Section 37.4.1 for exceptions)

WITHDRAWAL OF APPLICATION DUE TO INACTIVITY

At any time during any review procedure that there has been no written correspondence received from the Applicant by the City for a period exceeding ninety (90) calendar days from the last written comments from Staff, the application will be deemed withdrawn by the Applicant. This policy applies to all review procedures. If the Applicant wishes for the project to be reconsidered after the application is deemed withdrawn, a new Development Application will be required to be filed and shall follow the entire review procedure.

This is a listing of items to be provided to the City of Conover for plan review. Staff has tried to include all possible items. However, all sites and conditions are unique and there may be requirements which need to be added, as well as all of the listed items may not be required. As a general rule, on your plans and specifications, submit anything that is preexisting or to be built in the ground or on the site.

This list is part of the City of Conover's commitment to provide its citizens with the best possible information and service, which includes expediting plan review and approval.

PUD Submittal Information

(For Office Use Only)

Type:

RESIDENTIAL BUSINESS

Fees Collected: Filing Fee Recording(Prelim) Recording(Final)
 Sew. Capacity Dev. Agreement Sprinkler Insp.

Building Setbacks: Front: _____ Side: _____ Side: _____ Rear: _____

Parking Spaces Required: _____ ADA: _____

Parking Space Provided: _____ ADA: _____

Allowable Signage Area: Freestanding _____ Wall Mount _____

Memo & Plan Distribution:

Planning (full set) Public Works (full set) Engineer (reduced site)
 Police Dept. (reduced site) Fire Dept. (full size site) City Atty. (reduced site)
 City Mgr. (reduced site) (copy to chrono and development file)

Type: Sketch Preliminary Final
Review (1 st , 2 nd , 3 rd , etc.) _____
Date Submitted _____
Site Review Committee Date _____
Approved () Yes () No
Comments Sent to Applicant _____

Type: Sketch Preliminary Final
Review (1 st , 2 nd , 3 rd , etc.) _____
Date Submitted _____
Site Review Committee Date _____
Approved () Yes () No
Comments Sent to Applicant _____

Type: Sketch Preliminary Final
Review (1 st , 2 nd , 3 rd , etc.) _____
Date Submitted _____
Site Review Committee Date _____
Approved () Yes () No
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Date Submitted _____
Site Review Committee Date _____
Approved () Yes () No
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Type: Sketch Preliminary Final
Review (1 st , 2 nd , 3 rd , etc.) _____
Date Submitted _____
Site Review Committee Date _____
Approved () Yes () No
Comments Sent to Applicant _____

Preliminary Plat Approval Hearings:

Planning Board Date: _____

City Council Date: _____

Final Plat Approval Hearings:

Planning Board Date: _____

City Council Date: _____

Procedure for Planned Unit Developments (PUD)

- Step 1) A sketch site plan of the proposed development must be submitted to the Planning Department. Upon submittal of the sketch plan, a PUD Application and checklist of requirements for the Preliminary Plan will be provided to the developer or their agent.
- Step 2) Staff will review the sketch plan and return comments within 10 business days.
- Step 3) Once the required revisions have been made, the Preliminary Plan along with the completed PUD Application must be submitted to the Planning Department. A filing fee (see fee schedule) must accompany the application.
- Step 4) City staff, including the City Planner, Engineer, Public Works Director and any other necessary staff will hold a Site Review Committee(SRC) Meeting to review the plans and determine whether all required information is presented on the plat and application. Upon approval by the SRC, the City Planner will process the application for the next possible Planning Board meeting. Applications must be submitted a minimum of 20 days prior to the next scheduled Planning Board meeting. Incomplete applications, plans or omitted required revisions may delay the process.
- Step 5) The Planning Board will review the plat to assure that all PUD requirements and conditions for approval have been met, as per Code. A public hearing may be held to receive citizen concerns and questions.
- Step 6) A Development Agreement must be executed between the City and the developer stating that all PUD requirements and improvements will be installed and paid for by the developer. The Development Agreement Fee of \$601 must be paid at this time.
- Step 7) The City Council will receive the Planning Board findings at its next regularly scheduled meeting. By North Carolina Law, it must hold a public hearing before making any decision. All surrounding property owners within 100 feet of the property involved must be notified by first class mail, plus a notice must be put in a local newspaper for two consecutive weeks before the public hearing. All citizens who wish to speak concerning the proposed PUD will be given the opportunity to be heard at the public hearing, after which time the City Council will take action. If all conditions specified by the code are met, the Conditional Use Permit will be granted.
- Step 8) Upon approval by the City Council, the plat will be recorded with the Catawba County Register of Deeds and a Zoning Permit may be obtained.
- Step 9) Prior to the issuance of a Zoning Permit for construction, all relevant applications must be submitted to the Planning Department. Applications include, but are not limited to, Water and Sewer application, City of Conover Encroachment Agreement, Driveway Permits (NCDOT and City), Erosion Control Permits (NCDENR), and Grading Permits (City). Furthermore, all fees must be paid to the City including, but not limited to, Development Agreement Fee, Water and Sewer Tap Fees, and Sewer Capacity Fees.
- Step 10) The Final Plat may be submitted for approval upon construction of all public infrastructure or with a Letter of Credit or similar performance guarantee from the developer, deposited with the City, in the amount of the infrastructure improvements. The Final Plat will follow the same approval procedure as the Preliminary Plat.

CONOVER DEVELOPMENT FEES

Zoning Permit	\$0
Certificate of Occupancy	\$50
Driveway Permit / Sediment and Erosion Control < 1 Acre	\$50
Zoning Map Amendment (Rezoning)	\$250
Zoning Text Amendment	\$250
Zoning Consistency Letter	\$50

Development Filing Fees

Sketch Plan Review	\$0
Site Plan Review	\$0 *
Minor Subdivision Application/Plat	\$50 *
Major Subdivision Application/Preliminary Plan	\$150 + \$5 per lot *
Major Subdivision Final Plat	\$150 + \$5 per lot *
Planned Unit Development Application/Preliminary Plat	\$250 + \$5 per unit *
Planned Unit Development Final As-Built Plat	\$100 + \$5 per unit *
Annexation Petition	\$0**
Development Agreement (if applicable)	\$301

Stormwater Management Fees

Stormwater Management Plan Review	\$100 *
High Density Watershed Development Application	\$100*
Stormwater Annual Report Review	\$50

Board of Adjustment Applications

Variance Application	\$250
Interpretation Application	\$250

Copies of Maps, Ordinances, etc.

Copy of Land Development Plan	\$25
Copy of Zoning Ordinance	\$15
Copy of Subdivision Ordinance	\$15
Copy of Phase II Stormwater Ordinance	\$15
Copies 8.5 x 11 (less than 5 pages)	\$0
(Each page > 5)	\$.10
Copy of Official Conover Zoning Map (24"x36")	\$12
Copy of existing GIS Maps (24"x36")	\$12
Custom GIS Map (24"x36)	\$12
	+ Hourly Service Rate

* In Addition, applicants are responsible for reimbursing the cost of city engineer review fees for applicable submitted projects. Applicant will be billed by the City of Conover.

Applicant is also responsible for any recording fees for required plats/deeds with Catawba County Register of Deeds.

** Applicant is responsible for submittal of annexation survey. Survey must be reviewed and approved by City staff and City Attorney.

Effective 7/1/08