



ZONING PERMIT SITE PLAN REQUIREMENTS

No building or structure or any part thereof shall be erected, extended, enlarged or structurally altered, moved or added until a zoning permit has been issued by Planning & Zoning or his authorized representative. A preliminary site plan is required before permits are issued. Site plans shall consist of a metes and bounds survey plat provided by a licensed Professional Land Surveyor (PLS).

FIRST – based off the Zoning for the Town, please verify with staff that each lot meets the Town’s square footage and any other requirements prior to submitting.

NOTE: Property lines shall be clearly identified and maintained for final inspection. A site plan included the entire lot, drawn to scale, showing:

- A. ___ Lot lines with dimensions, road frontage and setbacks delineated; existing or proposed driveways, parking spaces and walkways, with width and surface material described.
- B. ___ The location of the proposed structure or use on the lot.
- C. ___ The exact location and size of existing structures and uses.
- D. ___ The height and number of stories of the structure(s).
- E. ___ All existing and proposed buildings or other structures, with overall dimensions given and their setback(s) *(required and proposed)* from nearest property lines clearly delineated.
- F. ___ Johnston County property tax identification number.
- G. ___ Plat book and page number of a subdivision, if applicable.
- H. ___ The existing and intended use of each structure or portion of structure.
- I. ___ A title block indicating parcel identification number (PIN), subdivision name *(if applicable)*, north arrow, bar scale, name of Professional Land Surveyor (PLS), with seal and signature of the person who prepared the plan, date map prepared (and any revision dates).
- J. ___ The location and dimensions of driveways. Driveway approval procedure as required by the North Carolina Department of Transportation (NCDOT) shall be initiated.
- K. ___ Location and description of landscaping, buffering and signs.
- L. ___ Such other information as may be necessary for determining whether the provisions of this ordinance are being met.

Additional information is needed is the following apply:

- M. ___ Existing or proposed well, septic tank and drain field location(s), or sewer and water easements and proposed connection location(s).
- N. ___ All surface waters; FEMA 100-year flood fringe and floodway lines (or approximate 100-year flood line in unnumbered A zones; flood hazard soils areas (adjust flood hazard soils to Johnston County topography or field surveyed low points as appropriate); wetlands; reserved open spaces, the location, dimension and arrangements of all drainage way, watershed, riparian (stream), and other buffers and their associated required setback; the location of any existing or proposed easements (widths and purpose listed).
- O. ___ Location, type and relevant dimensions and capacities of storm water management structures and other devices *(if storm water management is required)*, plus associated easements *(show dimensions)*.

****This is a reference and provides a checklist prior to submitting.****

****These requirements are effective as of June 2022.****