

# Brunswick County

## Commercial Development Checklist

---

This checklist is a tool for applicants, design professionals as well as Brunswick County Reviewers to ensure the completeness of non-residential development plans submitted. This form must be filled out completely. Incomplete applications may delay the permitting and project approval process and will incur additional fees. Using this checklist can expedite the review process and yield faster approvals.

*If a section is not applicable to the project, indicate by checking “ N/A”. In addition to the commercial development application, checklist, and site plan, a review fee must be submitted at time of submittal based upon the following schedule:*

COMMERCIAL DEVELOPMENT FEE SCHEDULE <u>INITIAL SUBMITTAL AND SUBSEQUENT RE-REVIEWS</u>	
Parcel Acreage	Fee
<0.5 acre	\$150.00
0.51 acre – 1.00 acre	\$200.00
1.01 acres – 5 acres	\$300.00
>5.01 – 10.00 acres	\$700.00
>10 acres	\$750.00
**3 <sup>rd</sup> AND SUBSEQUENT SUBMITTALS (EACH)**	\$50.00

For more comprehensive information related to planning and zoning requirements, check out the *Brunswick County Unified Development Ordinance (UDO)*. The UDO is available online at: [www.brunswickcountync.gov](http://www.brunswickcountync.gov) → Departments → Planning → [Unified Development Ordinance](#) (click on link in the center of the page). A hard copy may be purchased in person at the Brunswick County Planning Department.

**NOTE:**

- Sections of the UDO that pertain to specific items on the checklist are noted for reference purposes. The referenced section to the UDO will appear throughout the checklist as such: (5.2.3)
- A comment section is available on every sheet for any additional information the applicant would like to provide for staff. This section should be used for clarification, questions, additional comments, etc.
- Be sure that all plans are fully compliant with the Brunswick County UDO.
- An online permit must be submitted. Plans will then be reviewed by all Departments, including Planning, Engineering, Stormwater Engineering, Code Administration (Fire, Commercial Plan Review, Floodplain) Environmental Health, Utilities, and Department of Environmental Quality - Coastal Area Management Act (CAMA) (if applicable).

## Commercial Development Application

<b>APPLICANT</b>	Name:	Phone:	
	Email:	Alt. Phone:	
	Address:		
	City:	State:	Zip:

<b>PROPERTY OWNER</b>	<input type="checkbox"/> Check box if Property Owner is the Applicant and skip this section		
	Name:	Phone:	
	Email:	Alt. Phone:	
	Address:		
	City:	State:	Zip:

<b>PROPERTY INFORMATION</b>	Tax Parcel(s):		
	Address:		
	*If new construction, leave address box blank so that Brunswick County GIS can assign an address		
	City:	State:	Zip:
	Current Zoning:	Acreage:	
	Name of Proposed Establishment (If Applicable):		
	See Use Table (5.2.3)	Current Use:	
		Proposed Use:	
		Secondary Use(s):	
	Are there any existing nonconformities currently on the property?		
Who is the Water/Sewer Provider?			
Are there any new modifications to existing outdoor lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No			

With my signature, I certify that I have shown on the submitted plan set by identifying and/or labeling all the information contained in this Commercial Development Site Plan Checklist. I understand that incomplete applications will result in a delayed review of the project and may increase the associated fees.

---

(Please Print Name)
Signature
Date

# Commercial Development Checklist

NOTE: ALL ITEMS BELOW MUST BE SHOWN ON THE PROVIDED PLANS  
USE CHECK BOX TO CONFIRM THAT ITEM HAS BEEN ADDRESSED & ON THE SITE PLANS

WHICH PLANS ARE PROVIDED?	<input type="checkbox"/> Heritage Tree Survey (6.1.3)	<input type="checkbox"/> N/A	<input type="checkbox"/> Details	<input type="checkbox"/> N/A
	<input type="checkbox"/> Site Plan	<input type="checkbox"/> N/A	<input type="checkbox"/> Outdoor Lighting Plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Phasing Plan	<input type="checkbox"/> N/A	<input type="checkbox"/> Grading Plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> N/A	<input type="checkbox"/> Stormwater Plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Building Elevations (Façade)	<input type="checkbox"/> N/A	<input type="checkbox"/> Utilities Plan	<input type="checkbox"/> N/A
Note that other departments require additional plans within plan set				

TITLE BLOCK INFORMATION	<input type="checkbox"/> Project name	<input type="checkbox"/> Date drafted/revised
	<input type="checkbox"/> North arrow	<input type="checkbox"/> Drawn by
	<input type="checkbox"/> Graphic scale	<input type="checkbox"/> Sheet Name (e.g. Site, Utilities)
	<input type="checkbox"/> Vicinity map	<input type="checkbox"/> Engineer's Seal

SITE INFORMATION	<input type="checkbox"/> Property owner	<input type="checkbox"/> N/A	<input type="checkbox"/> Property dimensions	<input type="checkbox"/> N/A
	<input type="checkbox"/> Address	<input type="checkbox"/> N/A	<input type="checkbox"/> Location of easement(s)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Tax parcel number(s)	<input type="checkbox"/> N/A	<input type="checkbox"/> Location of existing structures from the property lines and from each other	<input type="checkbox"/> N/A
	<input type="checkbox"/> Zoning district	<input type="checkbox"/> N/A	<input type="checkbox"/> Location of existing signs	<input type="checkbox"/> N/A
	<input type="checkbox"/> Acreage of parcel	<input type="checkbox"/> N/A	<input type="checkbox"/> Existing wetlands shown on property	<input type="checkbox"/> N/A
	<input type="checkbox"/> Adjacent property owners	<input type="checkbox"/> N/A	<input type="checkbox"/> Location of fire hydrant(s)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Adjacent tax parcel numbers	<input type="checkbox"/> N/A	<input type="checkbox"/> Location of water meter	<input type="checkbox"/> N/A
	<input type="checkbox"/> Adjacent zoning districts	<input type="checkbox"/> N/A	<input type="checkbox"/> Location and size of existing water lines	<input type="checkbox"/> N/A
	<input type="checkbox"/> Adjacent property uses	<input type="checkbox"/> N/A	<input type="checkbox"/> Location and size of existing sewer lines	<input type="checkbox"/> N/A
	<input type="checkbox"/> Platted property lines	<input type="checkbox"/> N/A	<input type="checkbox"/> Location of septic system (tank and repair area)	<input type="checkbox"/> N/A

COMMENTS	
----------	--

# Commercial Development Checklist

**NOTE: ALL ITEMS BELOW MUST BE SHOWN ON THE PROVIDED PLANS  
USE CHECK BOX TO CONFIRM THAT ITEM HAS BEEN ADDRESSED & ON THE SITE PLANS**

PROPOSED STRUCTURES	<input type="checkbox"/> Height of each structure (measured from finished grade level to highest point of structure)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Dimensions and square footages of each structure	<input type="checkbox"/> N/A
	<input type="checkbox"/> Dimensions of each use for structures that facilitate more than one use	<input type="checkbox"/> N/A
	<input type="checkbox"/> Square footage of each use for structures that facilitate more than one use	<input type="checkbox"/> N/A
	<input type="checkbox"/> Distance of each structure from all property lines and existing structures	<input type="checkbox"/> N/A
SETBACKS (ARTICLE 4)	<input type="checkbox"/> Setback lines are shown on site plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Setback dimensions are shown on site plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Plan meets minimum lot size requirements (5.3.5) (Article 4)	<input type="checkbox"/> N/A
	Note: Alternate setbacks may be required by some uses and/or building heights (Article 4 – Development Standards)	
TRAFFIC AND CIRCULATION	<input type="checkbox"/> Road/Street Right-of-Way Width	<input type="checkbox"/> N/A
	<input type="checkbox"/> Road/Street Name(s)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Traffic Impact Analysis (TIA) provided (6.16)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Location and labeling of existing driveway(s) on subject property and adjacent/across	<input type="checkbox"/> N/A
	<input type="checkbox"/> Width of existing driveway(s)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Location and labeling of proposed driveway(s) (6.13)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Width of proposed driveway(s)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Material used for driveway labeled (e.g. concrete)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Sight distance triangles at every driveway (6.15)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Traffic circulation pavement markings and signage	<input type="checkbox"/> N/A
	<input type="checkbox"/> Drive aisle width labeled in parking lot area based on parking space angle (6.12.5.E)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Cross-Access Corridors (6.13.5)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> N/A
	<input type="checkbox"/> A completed NCDOT Driveway Application that is ready for approval by Brunswick County Planning Department (6.13.2)	<input type="checkbox"/> N/A
COMMENTS		

# Commercial Development Checklist



OFF-STREET PARKING (6.12)	<input type="checkbox"/> The below table and calculations for parking spaces are shown on Site Plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Square footages for each use within the structure(s) is provided in the calculations	<input type="checkbox"/> N/A
	<input type="checkbox"/> Parking spaces are of 9' x 18'	<input type="checkbox"/> N/A
	<input type="checkbox"/> Material used for parking lot surface labeled (e.g. asphalt, concrete, dustless gravel)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Method for delineating parking spaces (e.g. striping, wheel stops)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Handicapped parking signage and detail	<input type="checkbox"/> N/A

	Parking Space Calculation (6.12.6) (ex. 1 space per 200 SF floor area)	Parking Spaces Required	Parking Spaces Provided
Standard Spaces (9x18)	EXAMPLE DO NOT COMPLETE		
Handicap Accessible Spaces (Appendix B)			
Total			

COMMENTS	
----------	--

# Commercial Development Checklist

**NOTE: ALL ITEMS BELOW MUST BE SHOWN ON THE PROVIDED PLANS  
USE CHECK BOX TO CONFIRM THAT ITEM HAS BEEN ADDRESSED & ON THE SITE PLANS**

<b>VEHICLE STACKING (6.12.8)</b>	<input type="checkbox"/> Calculation of required stacking spaces indicated on Site Plan (6.12.8)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Location of stacking indicated on Site Plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Stacking space size is 8' x 25'	<input type="checkbox"/> N/A
	<input type="checkbox"/> Stacking space size with dimensions indicated on Site Plan (6.12.8.C)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Stacking spaces do not conflict with on- or off-site traffic movements or parking spaces	<input type="checkbox"/> N/A

<b>LOADING (6.12.9)</b>	<input type="checkbox"/> Calculation of loading spaces required indicated on Site Plan (6.12.9)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Location of loading space(s) indicated on site plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Loading space size is 12' x 35' (office use) or 12' x 55' (all other uses)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Loading space size and height dimensions indicated on sight plan (6.12.9.C)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Loading space signage and markings indicated on sight plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Loading space surface material labeled (e.g. concrete, asphalt)	<input type="checkbox"/> N/A

<b>OUTDOOR FACILITIES (6.18)</b>	<input type="checkbox"/> Dumpster, recycling, and trash facilities are shown on site plan (6.18.1)	<input type="checkbox"/> N/A
	<input type="checkbox"/> HVAC location	<input type="checkbox"/> N/A
	<input type="checkbox"/> HVAC distance from property lines	<input type="checkbox"/> N/A
	<input type="checkbox"/> Location of backflow preventer	<input type="checkbox"/> N/A
	<input type="checkbox"/> Location of facilities are compliant with setback and buffer requirements	<input type="checkbox"/> N/A

<b>FLAGS (4.13.2.C.3)</b>	<input type="checkbox"/> Location and height denoted on Site Plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Distance from property lines shown on Site Plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Proposed square footage of flag noted on Site Plan	<input type="checkbox"/> N/A

<b>COMMENTS</b>	
-----------------	--

# Commercial Development Checklist

NOTE: ALL ITEMS BELOW MUST BE SHOWN ON THE PROVIDED PLANS  
USE CHECK BOX TO CONFIRM THAT ITEM HAS BEEN ADDRESSED & ON THE SITE PLANS

SIGNS (ARTICLE 8)	<input type="checkbox"/> Location of free-standing sign(s) on Site, Landscape, and Lighting Plans	<input type="checkbox"/> N/A
	<input type="checkbox"/> Distance from sign(s) to property lines shown on plans	<input type="checkbox"/> N/A
	<input type="checkbox"/> Sign(s) are outside of sight triangles	<input type="checkbox"/> N/A
	<input type="checkbox"/> Sign(s) do not conflict with required landscaping or lighting	<input type="checkbox"/> N/A
	Note that sign approval is a separate process from the commercial development approval process	

BUILDING (FAÇADE) ELEVATIONS (6.8)	<input type="checkbox"/> Maximum height of structure is denoted on Elevations (Article 4)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Building materials listed and noted on Elevations	<input type="checkbox"/> N/A
	<input type="checkbox"/> No more than 35 feet of street facing façade is unbroken in a horizontal plane	<input type="checkbox"/> N/A
	<input type="checkbox"/> More than 50% of total area is comprised of concrete aggregate, stucco, brick, stone, glass, wood or faced concrete block	<input type="checkbox"/> N/A
	<input type="checkbox"/> Minimum of 25% of the street façade first floor is transparent (6.8.4.B)	<input type="checkbox"/> N/A

OUTDOOR LIGHTING PLAN (6.9)	<input type="checkbox"/> Type of lighting fixtures specified on plan (6.9.5.A)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Detail of lighting fixtures (Manufacturer’s Cut Sheet) (6.9.5.A)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Lighting fixture height denoted on plan (6.9.5.B)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Location of light source on plan	<input type="checkbox"/> N/A
	<input type="checkbox"/> Illumination levels in foot-candles shown on plan (photometric plan) (6.9.6)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Illumination level summary provided for each appropriate area (6.9.6.A)	<input type="checkbox"/> N/A
	<input type="checkbox"/> Outdoor Lighting Plan does not conflict with Landscape Plan	<input type="checkbox"/> N/A
Note that site lighting is required to have a photometric plan		

Comments	
----------	--

# Commercial Development Checklist

**NOTE: ALL ITEMS BELOW MUST BE SHOWN ON THE PROVIDED PLANS  
USE CHECK BOX TO CONFIRM THAT ITEM HAS BEEN ADDRESSED & ON THE SITE PLANS**

LANDSCAPE PLAN	BUFFERS (6.3)	<input type="checkbox"/> Street buffer line is shown and labeled on all Plans (6.3.8)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Street buffer planting provided on plan (number and type of each species) (6.3.8)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Project boundary buffer area is shown on all Plans (6.3.9)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Opacity indicated for each side of property (6.3.9.A)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Buffer alternative(s) for each property boundary indicated on plan (6.3.9.A.4)	<input type="checkbox"/> N/A
		<input type="checkbox"/> 100-foot planting intervals indicated on the plan (6.3.7)	<input type="checkbox"/> N/A
		<input type="checkbox"/> All planting species are within the approved list (Appendix A)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Planting detail provided on plan (type and number of each species) (Appendix A)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Provided fence and/or wall detail (Appendix A)	<input type="checkbox"/> N/A
	LANDSCAPED ISLANDS (6.12.10)	<input type="checkbox"/> Vehicle use area landscaping island indicated on plan	<input type="checkbox"/> N/A
		<input type="checkbox"/> Heritage trees protected	<input type="checkbox"/> N/A
		<input type="checkbox"/> One (1) landscaped island per 20 parking spaces	<input type="checkbox"/> N/A
		<input type="checkbox"/> An approved landscaped island tree within 150 feet of every parking space	<input type="checkbox"/> N/A
		<input type="checkbox"/> Landscaped islands are a minimum of 144 square feet	<input type="checkbox"/> N/A
		<input type="checkbox"/> Landscaped islands are a minimum of 8 feet in every direction	<input type="checkbox"/> N/A
		<input type="checkbox"/> At least one tree in landscaped island, minimum of 5 feet in height	<input type="checkbox"/> N/A
		<input type="checkbox"/> Plantings are at least 2 feet from back of curb	<input type="checkbox"/> N/A
		<input type="checkbox"/> Landscape island protection is denoted on plan (6.12.10.E.4.)	<input type="checkbox"/> N/A
	SCREENING (6.4)	<input type="checkbox"/> Screening shown for outdoor storage areas	<input type="checkbox"/> N/A
		<input type="checkbox"/> Screening for mechanical equipment (HVAC, generator, etc.)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Screening for utility, dumpster, recycling, or other solid waste disposal	<input type="checkbox"/> N/A
		<input type="checkbox"/> Screening for loading spaces (6.12.9.I)	<input type="checkbox"/> N/A
		<input type="checkbox"/> Screening for stacking spaces (6.12.8.C.4)	<input type="checkbox"/> N/A

Comments	
----------	--