

# SITE PLAN REVIEW REQUIREMENTS

## FOR ALL SITE DEVELOPMENT, NEW BUILDINGS, AND ADDITIONS

### How to apply:

Apply online through the Citizen Access Development Portal online by going to the Buncombe County Planning Department Webpage and clicking on 'Permits Portal', or by typing in the following web address: <https://onlinepermits.buncombecounty.org/citizenaccess/>

*Unable to apply online?* Visit the Planning Department at 46 Valley Street, Asheville NC 28801. A Planner will provide you with a computer and will walk you through the steps to apply online.

### ITEMS REQUIRED TO BE SHOWN ON YOUR SITE PLAN – ALL PROJECTS

- Page numbers
- Scale
- Property lines
- Streams
- Location, dimensions and square footage of all existing and new structures and floor area
- Disturbed and impervious calculations in acres
- Distance of all structures to property lines
- Location of all existing & proposed driveways, internal drives, curb-cuts, parking areas, and similar
- Height
- Addresses of existing structures
- Use of existing and proposed structures (storage, barn, dwelling, etc.)
- Location and height of retaining walls
- Location of boundaries of Special Flood Hazard Area
- Additional information may be required based on location (ex: overlay districts, floodplain, etc.)
- If in the Steep Slope or Protected Ridge overlays, your site plan **MUST** be professional drawn
- Combined total size of all buildings planned in square feet

### NON-RESIDENTIAL PROJECTS (All of the above plus the following additional items shown on site plan)

- Site plan **MUST** be professional drawn
- Location / dimensions of existing and new parking
- Location of proposed signage
- Location of existing and newly proposed exterior lighting fixtures of any type
- If no exterior lighting is proposed, print on the site plan 'no lighting proposed'

**Please allow 5 business days for each review. Items missing from your submittal will cause delays.**



# SITE PLAN REVIEW

**The following is a list of items you will need to fill out your permit online.**

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**Allow up to 5 business days for review. Missing items will result in delays.**

### A. Existing Property Information

**PIN (Numbers):** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Existing structures on parcel?**  No  Yes, describe: \_\_\_\_\_  
**Current use of the property:** \_\_\_\_\_ **Gated Access:**  Yes, Gate Code: \_\_\_\_\_

### B. Required items to print on site plan

You must submit a detailed site plan showing all proposed development, grading, impervious surfaces, and site conditions. Refer to the checklist of required items for your site plan on the next page.

### C. Development Information - Section A

**Use:**  *Single Family Residence*  *Multi-Family*  *Vacation Rental*  *Commercial/Industrial*  *Change of Use*  
**Structure distance to right of way(s) and front lot line:** \_\_\_\_\_ **Side lot lines:** \_\_\_\_\_ **Rear lot line:** \_\_\_\_\_  
**Retaining Walls:**  No  Yes **Maximum Height of Retaining Wall after grading:** \_\_\_\_\_ Feet  
**Proposed Impervious Area (Include gravel, paved areas, structures, etc.):** \_\_\_\_\_ SF  
**Proposed Disturbed Area (Grading, scraping, filling, stump removal, heavy machinery drive areas):** \_\_\_\_\_ SF  
**Outdoor Lighting:**  None  Pole  Wall pack  Recessed  Street Lights  Landscape  Other or Unknown

### D. Development Information - Section B

**Project:**  New Structure  Renovation  Addition

<p><b>Building Construction Type:</b> _____</p> <p><b>Building Height(s):</b> _____ feet <input type="checkbox"/> <i>average</i> <input type="checkbox"/> <i>shortest side</i></p> <p><b># of stories:</b> _____</p> <p><b># structures existing:</b> _____ <b># adding:</b> _____</p> <p><b># dwelling units existing:</b> _____ <b># adding:</b> _____</p> <p><b>Size of largest building:</b> _____ SF</p> <p><b>Combined total size of all buildings planned:</b> _____ SF</p>	<p><b>Describe the project, what you are building, and how it will be used:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Waste:</b> <input type="checkbox"/> MSD <input type="checkbox"/> Septic <input type="checkbox"/> Shared Septic</p> <p><b>Water:</b> <input type="checkbox"/> Public Water <input type="checkbox"/> Well <input type="checkbox"/> Shared Well</p>
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### E. Other Jurisdiction's Zoning Approval

Within **Woodfin, Montreat, or Biltmore Forest**, provide proof of town zoning approval with this application.

### F. Contact and Professionals Information

You will be asked to provide, at a minimum, the name, phone number, and email address for:

1. The primary contact for the application;
2. Any other individuals that should be listed on the application; and
3. Any licensed professionals associated with the project