

**DEVELOPMENT REVIEW APPLICATION FORM**



**Town of Elon Development Services**  
**P.O. Box 595**  
**104 S. Williamson Avenue**  
**Elon, NC 27244 (336) 584-2859**

<b>PLAN TYPE:</b>	<b>REVIEW FEE:</b>
Development Plan or Subdivision - Minor	\$250.00
- Major	\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)
Special Use Permit (includes Dev. Plan approval)	\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)
Final Plat	\$100.00 (Exempt s/d, recombination, or easement plats = \$50.00)
Technical Review Committee (TRC) Review	\$600.00 (includes two resubmittals); \$150.00 (per each submittal over two)
Traffic Impact Analysis Review	\$300.00

**Minor Subdivision** = less than 10 SF lots; **Major Subdivision** = 10 or more SF lots or any number of non-residential lots.

**Minor Development Plan** = Development of open land uses or up to 2 buildings or additions totaling less than 30,000 sf, without new streets or right-of-way.

**Major Development Plan** = MF, mixed-use, or non-residential development.

**Submit three (3) printed copies and an electronic set of plans to the Planning Office for review.**

**PROJECT SUMMARY:**

A. Project Name: \_\_\_\_\_

B. Type of Plan: \_\_\_\_\_ Minor Development Plan \_\_\_\_\_ Major Development Plan \_\_\_\_\_ Special Use  
 \_\_\_\_\_ Final Plat \_\_\_\_\_ TRC Review \_\_\_\_\_ Traffic Impact Analysis \_\_\_\_\_ Schematic Design (Pre-application review)

C. Property Street Address: \_\_\_\_\_  
 Property Description: \_\_\_\_\_

D. Owner / Applicant: \_\_\_\_\_

E. Report Comments to:

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Report Comments to (additional contact):

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

F. Tax Map / Block / Parcel # (s): \_\_\_\_\_

G. Total Tract Acreage: \_\_\_\_\_

H. Zoning District: \_\_\_\_\_

I. Flood Plain: \_\_\_\_\_ yes \_\_\_\_\_ no (A Floodplain Development Permit may also be required if property is in the Floodplain)

J. Proposed Use: \_\_\_\_\_

K. Number of Lots: \_\_\_\_\_

L. Multifamily Developments: # of Units \_\_\_\_\_

Type: \_\_\_\_\_ Apartments \_\_\_\_\_ Townhomes \_\_\_\_\_ Condominiums

M. Non-Residential Developments: Existing Gross Floor Area (GFA): \_\_\_\_\_ Proposed GFA: \_\_\_\_\_

N. Amount of Existing Built-upon Area (BUA): \_\_\_\_\_

O. Amount of Proposed BUA: \_\_\_\_\_

**PLAN SUBMISSION GUIDELINES**

**Plans submitted for Major Development Plan Review must be submitted thirty (30) days prior to the desired Planning Board meeting in order to be included on the agenda. Final Decision by the Board of Aldermen shall be provided at their next available meeting. Plans submitted for TRC Review must be submitted seven (7) days prior to the desired TRC meeting (TRC meetings may be scheduled for the 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays of each month). Submittals must be complete in order to be scheduled for review.**

I have read, understood and completed the attached plan to the best of my knowledge and ability.

Applicant Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## List of Required Development Proposal Elements

Element	Schematic Design	TRC Review	Preliminary Plat	Final Plat	Dev. Plan (Major or Minor)	Special Use
<b>General Information</b>						
Title block containing: - project name - type of plan - name address and phone number of applicant and plan preparer - date prepared/revised	✓	✓	✓	✓	✓	✓
Annotated bar scale, no less than 1" = 100'	✓	✓	✓	✓	✓	✓
Vicinity Map, at 1"= 2,000'	✓	✓	✓	✓	✓	✓
North arrow	✓	✓	✓	✓	✓	✓
Legend of symbols	✓	✓	✓	✓	✓	✓
Site data table containing: - tax parcel number(s) - size of total tract	✓	✓	✓	✓	✓	✓
<b>Environmental Data</b>						
Water courses, ponds, lakes, springs and wetlands	✓	✓	✓		✓	✓
Location and elevation of 100 year floodplain, distance to floodway	✓	✓	✓	✓	✓	✓
Location and dimension of stream buffers required by Section 3.14 – SB Overlay	✓	✓	✓	✓	✓	✓
Existing and proposed topography, at 1', 2' or 5' intervals extending 100' beyond the project boundaries	✓	✓	✓		✓	✓
Soil types		✓			✓	✓
Location and description of significant vegetation		✓			✓	✓
Location and description of other significant natural features		✓				✓
Locations of known threatened or endangered plant or animal species		✓			✓	✓
Location of known solid waste disposal sites		✓	✓	✓	✓	✓
<b>Site Information</b>						
Boundaries accurately represented, showing all distances and intersecting boundaries	✓	✓	✓	✓	✓	✓
Location and description of all new and existing monuments, markers and control points		✓	✓	✓	✓	✓
Existing & proposed planning districts on property w/in 100 ft	✓	✓	✓		✓	✓

<b>Element</b>	<b>Schematic Design</b>	<b>TRC Review</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>	<b>Dev. Plan (Major or Minor)</b>	<b>Special Use</b>
Location and description of significant cultural or historical features		✓			✓	✓
Adjacent property owners' names and existing uses		✓	✓		✓	✓
Location and right-of-way of existing roads, railroad lines, and utility easements	✓	✓	✓	✓	✓	✓
Dimensions and use of existing buildings	✓	✓	✓		✓	✓
Development data table containing: - current use of tract - proposed use of tract - total proposed lots - total residential units - total non-residential units - gross density/acre - acreage in residential uses - acreage in parks/open space - acreage in non-residential uses - total parking spaces provided - total percentage of impervious surfaces	✓	✓	✓	✓	✓	✓
Location and dimension of all proposed property lines and new lot areas	✓	✓	✓	✓	✓	✓
Location, dimension and use of all proposed buildings	✓	✓	✓		✓	✓
Location and dimension of all drives, parking spaces, stacking spaces and loading areas (excluding residential driveways)	✓	✓	✓	✓	✓	✓
Location and accessible route to handicap parking		✓			✓	✓
Location and rights-of-way of proposed roads and alleys with proposed street names and indicating public or private	✓	✓	✓	✓	✓	✓
Location and dimension of proposed drainage, utility, public access and conservation easements		✓	✓	✓	✓	✓
Location and dimension of proposed open space, recreation areas and amenities	✓	✓	✓	✓	✓	✓
Location and dimension of proposed trails, greenways or bicycle facilities		✓	✓		✓	✓

Element	Schematic Design	TRC Review	Preliminary Plat	Final Plat	Dev. Plan (Major or Minor)	Special Use
Location of proposed water, sanitary sewer and storm sewer lines and infrastructure		✓	✓	✓	✓	✓
General location of proposed landscaping, including existing landscape elements to be preserved	✓					
Location and design of proposed exterior lighting		✓			✓	✓
Typical cross-section of proposed streets, including curb, gutter and sidewalks		✓			✓	✓
Front elevations of all non-residential building façades, including descriptions of exterior materials		✓			✓	✓
Detailed public utility plans		✓			✓	✓
Detailed location, species, size and quantity of proposed landscaping		✓			✓	✓
Typical parking space design, handicap accessible space design and signage		✓			✓	✓
Location and conceptual design of proposed signs		✓			✓	✓
Surveyor or Engineer Seal, with source of boundary information		✓	✓	✓	✓	✓
Public Works certification of water and sewer availability		✓	✓	✓	✓	✓
Soil, erosion control and sedimentation approval		✓	✓		✓	✓
County Health Department approval for individual well and septic systems		✓	✓	✓	✓	✓
Certificate of improvements				✓		
Certificate of approval		✓	✓	✓	✓	✓
Certificate of survey and accuracy			✓	✓		
Certificate of ownership and dedication				✓		
Flood elevation certification		✓	✓	✓	✓	✓
Review officer certification				✓		
NCDOT certification				✓		