



**Town of Butner**  
**Site Plan Review Checklist**

600 Central Avenue/P.O. Box 270  
Butner, NC 27509

Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Reviewed by \_\_\_\_\_ Date Reviewed \_\_\_\_\_  
Project Name \_\_\_\_\_

**Notes on Plans**

- \_\_\_\_ 1. Property Address \_\_\_\_\_
- \_\_\_\_ 2. Parcel # \_\_\_\_\_
- \_\_\_\_ 3. Zoning \_\_\_\_\_
- \_\_\_\_ 4. Related rezoning, variance or special use permit \_\_\_\_\_
- \_\_\_\_ 5. Type of Development /Proposed Use \_\_\_\_\_

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- \_\_\_\_ 6. Property size \_\_\_\_\_
- \_\_\_\_ 7. Disturbed Area \_\_\_\_\_
- \_\_\_\_ 8. Impervious Area \_\_\_\_\_
- \_\_\_\_ 9. Watershed \_\_\_\_\_
- \_\_\_\_ 10. Heated Building Area \_\_\_\_\_
- \_\_\_\_ 11. Parking Required \_\_\_\_\_
- \_\_\_\_ 12. Parking Provided \_\_\_\_\_
- \_\_\_\_ 13. Loading spaces required/ provided \_\_\_\_\_
- \_\_\_\_ 14. Stacking spaces required/provided \_\_\_\_\_
- \_\_\_\_ 15. Property Owner \_\_\_\_\_
- \_\_\_\_ 16. Property Owner Address \_\_\_\_\_

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- \_\_\_\_ 17. Engineer/Applicant \_\_\_\_\_
- \_\_\_\_ 18. Engineer/Applicant Address \_\_\_\_\_

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- \_\_\_\_ 19. Location Map
- \_\_\_\_ 20. Property needs approved subdivision or recombination plat
- \_\_\_\_ 21. Note Required setbacks  
\_\_\_\_\_ front/corner side \_\_\_\_\_ side \_\_\_\_\_ rear
- \_\_\_\_ 22. Actual Building Height
- \_\_\_\_ 23. Note on plans "All signs to be permitted separately"

### Existing Site Conditions/Demolition/Tree Preservation

- \_\_\_ 24. Scale and North Arrow
- \_\_\_ 25. Show all existing structures note to remain or to be removed
- \_\_\_ 26. Show all existing trees to remain and note location of tree protection fencing and limits of disturbed area.
- \_\_\_ 27. Show detail for tree protection fence
- \_\_\_ 28. Show all limits of disturbed area
- \_\_\_ 29. Show existing curb cuts and driveways and note to remain or be removed

### Overall Site Plan

- \_\_\_ 30. Scale and North Arrow
- \_\_\_ 31. Show existing structures to remain and all proposed structures
- \_\_\_ 32. Show all required setbacks
- \_\_\_ 33. Show distance from structures to nearest property line
- \_\_\_ 34. Show closest distance between buildings
- \_\_\_ 35. Show adjoining property owners and zoning
- \_\_\_ 36. Show existing and proposed contours minimum of 4' intervals
- \_\_\_ 37. Indicate height of all proposed buildings and structures including walls
- \_\_\_ 38. Provide easement agreement for any offsite work or shared driveways
- \_\_\_ 39. Show location of dumpster
- \_\_\_ 40. Provide detail for dumpster enclosure. See 8.2 of the Butner Land Development Ordinance for requirements on screening of dumpster
- \_\_\_ 41. Show location of any proposed fencing
- \_\_\_ 42. Provide detail for any and all fencing. See 8.1.2 of the Butner Land Development Ordinance for fence and wall requirements.
- \_\_\_ 43. Note location of all exterior lights
- \_\_\_ 44. Provide details for all exterior lights. See 8.3.4 of the Butner Land Development Ordinance for standards on exterior lighting.
- \_\_\_ 45. Note location of any wetlands, floodplain and watershed protection areas. If none, note as such.

### Soil and Erosion Control

- \_\_\_ 46. Submit copy of approved permit from DENR for soil and erosion control
- \_\_\_ 47. Note location of all erosion control measures including silt fence and temporary sediment basins.

### Entrances/Exits, Roadways and Parking

- \_\_\_ 48. Submit copy of approved permit from NC DOT for access to any state roadway.
- \_\_\_ 49. Show location of all right-of-way lines
- \_\_\_ 50. Show all entrances/exits on plans including dimensions, pavement striping, and construction details for pavement and striping
- \_\_\_ 51. Show interparcel access
- \_\_\_ 52. All new roads public and private must be built to NC DOT standards, show approval from NC DOT review.
- \_\_\_ 53. Show dimensions for parking spaces and drive aisles
- \_\_\_ 54. Show all loading and stacking spaces with dimensions
- \_\_\_ 55. Show location of drive thru window with adequate lane width
- \_\_\_ 56. Provide construction details for pavement, curb and gutter, drainage etc.

### Landscape and Buffer Requirements

- \_\_\_ 57. Scale and North Arrow
- \_\_\_ 58. Show all existing plants to remain, and proposed plantings, note as such
- \_\_\_ 59. Show all required buffers, note type of buffer to be provided. See Article 10 of the Butner Land Development Ordinance for requirements.
- \_\_\_ 60. Note the size and type (both botanical and common name) of all plantings.
- \_\_\_ 61. Streetyard planting see 9.5 of the Butner Land Development Ordinance for requirements
- \_\_\_ 62. Street Trees see 9.7 of the Butner Land Development Ordinance for requirements
- \_\_\_ 63. Show that all parking spaces are within 60' of a tree.
- \_\_\_ 64. Parking lot plantings see 9.6 of the Butner Land Development Ordinance for requirements
- \_\_\_ 65. Provide details of planting and staking for all proposed plantings.
- \_\_\_ 66. If existing plants are being preserved to meet landscape requirements, provide table of tree preservation credits.

### Utilities

- \_\_\_ 67. Preliminary allocation for water and sewer from SGWASA must be approved prior to issuance of permit.
- \_\_\_ 68. Show all existing and proposed utilities and easements