

Catawba County Rezoning/Ordinance Text Amendment Application

Applicant _____ Phone # _____
Applicant's Fax _____ Applicant's Email _____
Applicant's Mailing Address _____ City, State, Zip _____
Property Owner _____ Phone # _____
Property Owner's Mailing Address _____ City, State, Zip _____
Parcel 911 Address _____ PIN # _____
Subdivision Name and Lot # _____
Current Zoning District _____ Proposed Zoning District _____

Type of Rezoning Application:

- General Rezoning**
 - The general information listed below shall be submitted with the rezoning application.
- Planned Development Rezoning**
 - All information contained in the Planned Development Chart of the Procedures Manual is to be shown on a plan submitted with the application and the general information below.
- Special District Rezoning**
 - All information contained in the Special District Development Chart of the Procedures Manual is to be shown on a plan submitted with the application and the general information below.
- Conditional District Rezoning**
 - All information contained in the Conditional District Development Chart of the Procedures Manual is to be shown on a plan submitted with the application. The complete application includes the general information below and specific development conditions substantially agreed to by the staff and applicant as well as a development agreement if applicable.
- Manufactured Home Park Rezoning**
 - All information contained in the Manufactured Home Park Development Chart of the Procedures Manual is to be shown on a plan submitted with the application and the general information below.
 - Proposed Park Name _____
- Ordinance Text Amendment**
 - Submit general information listed below.

General Information to be attached:

- If a portion of an existing parcel is requested to be rezoned, a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than 1 inch equals 200 feet, on a 18 x 24 inch map and one 8 x 11 inch map (30 copies).
- Submittal of 30 copies of each map including digital copies in .pdf or .jpg format.
- If applicable, a legal description of such land
- If applicable, a detailed statement of any alleged error in the Unified Development Ordinance which would be corrected by the proposed amendment, and a detailed explanation of the manner the proposed amendment will correct the alleged error.
- A detailed statement of all other circumstances, factors, and reasons, which applicant offers in support of the proposed zoning map or text amendment.
- Filing Fee: Per Catawba County Fee Schedule

Applicant's Signature _____ Date _____
Property Owner's Signature _____ Date _____

Catawba County General Rezoning Checklist

Note: When a rezoning request is approved, it does not necessarily mean that the structures located on the property are suitable for a particular use. It is recommended that the applicants discuss with Building Inspections and Environmental Health Departments what changes will be necessary to bring the structures in conformity with the State Building Code and other applicable codes prior to submitting the request for rezoning. In most cases, but especially when residential structures are converted for use as a commercial structure, there are changes to the structure that will be required prior to the issuance of a Certificate of Occupancy.

- Contact the Planning, Parks, and Development office to discuss the type of rezoning request that you have and to set up a time to meet with a staff member to review this request.
- Although a rezoning request may be approved, this does not mean that the building can automatically be occupied or that the new use may start immediately on the property that was rezoned. For new nonresidential uses, a detailed site plan must be submitted to the Planning Department for review. This site plan will have to be approved before the property can be developed. The applicant should call the Planning Department to schedule a meeting to review all zoning requirements that must be met before the use is permitted.
- If there are existing structures on the property, it is the responsibility of the applicant to communicate with the Building Inspections Department to find out what changes or alterations will need to be made to the structure to bring it up to current building code requirements. (For example, an existing residential structure that is to be converted for commercial use will have to be brought up to commercial specifications, such as handicap access, adequate rest room facilities, etc.).
- It is recommended that the applicant consult with the Environmental Health Department regarding any on-site septic and/or well requirements that may be needed. Also note that some establishments, such as restaurants and daycare centers, are required to have a license to operate.
- It is recommended that the applicant consult with the North Carolina Department of Transportation (NCDOT) regarding driveway connection permit requirements.
- If after meeting with staff you feel that you would like to pursue your rezoning request, then you can fill out an application. **The application must be submitted a minimum of 45 days prior to the regularly scheduled meeting of the Planning Board. The Planning Board regular scheduled meeting is on the last Monday of each month.**
- If the applicant is not the owner of the property a written verification from the property owner indicating that they are aware of the request being made is required.
- You will be scheduled for a hearing in front of the Planning Board, who will make a **recommendation** to the Board of Commissioners.
- The Board of Commissioners will make final decisions regarding rezoning requests. Staff will notify you by mail of the actual meeting dates and times (generally the third Monday of the month). With this notification, you will also receive a copy of the information that is to be presented by staff to the Board.
- If the Board of Commissioners denies a request, then another application for the same or similar amendment affecting the same property or a portion of it cannot be accepted until the expiration of a one-year period from the date of the denial.
- If the Board of Commissioners approves a request, then the change becomes effective immediately on the date of approval.
- All applicable Zoning, Environmental Health and Building Inspection requirements must be met before a Zoning Authorization Permit to begin construction can be issued for the development.

**CATAWBA COUNTY CONDITIONAL DISTRICT DEVELOPMENTAL CHECKLIST
(Used in Conjunction with General Non-Residential Development Checklist)**

Concept Site Plan – Required for conditional rezoning requests. Conceptual site plans, characterized by graphic generalizations, are drawn to scale by a design professional with enough detailed information to be considered for approval.

Detailed Site Plan – Optional for conditional rezoning requests, but required for Non-Residential Zoning Authorization Permits. Detailed site plans are drawn to scale and include accurate information and illustrations necessary to demonstrate compliance with all applicable development standards.

Legend

G – Generalization and/or approximation as defined above under the Concept Site Plan.

R - Required to be shown on plan, if applicable to the development project.

PM – Required to be shown on plan as called for in the Procedures Manual.

Note: Applicant to check box in column B or D, if information is shown on the site plan.

	A	B	C	D	E	F	G	H	I	J	K
	Concept Site Plan	Check if incl. on site plan	Detailed Site Plan (optional)	Check if included on site plan	Conditional Code ref.	MUC-O Code Reference	CRC-O Code ref.	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
Traffic/Transportation											
1.	Channelization	G		R		44-327(d)(7)	44-430.09(f)				
Landscaping											
2.	Landscaping – individual driveways	G		R		44-327(d)(8) 44-523(c)					
3.	Landscaping – foundation plantings	G		R		44-327(d)(8) 44-523(g)					
4.	Landscaping – internal parking area	G		R		44-327(d)(8) 44-523(e)					
5.	Landscaping – perimeter buffer of parcel	G		R		44-327(d)(8) 44-523(f)	44-430.11(a)				
6.	Landscaping – perimeter for parking facilities	G		R		44-327(d)(8) 44-523(d)	44-430.11(h)				
7.	Landscaping – street trees	G		R		44-327(d)(8) 44-523(h)					
8.	Landscaping – trees & shrubs, location of existing & proposed (road frontage)	G		R		44-327(d)(8) 44-523(f)(3) (b)					
Physical features											
9.	Floodplain designation (boundary of the flood hazard area)	R		R		44-327(d)(4)	44-430.06 (b)(2)		44-429.07 (a)(2)(3)		
10.	Storm water management facility	G		R		44-327(f)(2)				44-434.15 (c)	
11.	Watershed designation	R		R		44-327(d)(4)				44-434	

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Structures												
12.	Building Design Standards/site standards	G		R		44-327(d)(10)	44-430.07					
13.	Nonresidential structures	G		R		44-327(d)(9)						44-436(c)
14.	Setbacks	G		R		44-404-1 44-327(d)(8)					44-435(b)	
15.	Structures, existing – location, height, use of & size	R		R		44-327(d)(6)	44-430.07(a)		44-429.07 (a)(1)			
16.	Structures, proposed – location, height, use of & size and elevation	G		R		44-327(d)(6) & (9) 44-404-1	44-430.14(a)		44-429.07 (a)(1) &(b)			
Lot/Size												
17.	Lot (general shape, size, location, slopes, dimensions)	R		R		44-327(d)(2) 44-404-1	44-430.06(c) 44-430.11(c)	44-428(d) 44-428(e)				
Utilities												
18.	Easements, reservations & right of ways (existing and proposed)	G		R		44-327(d)(3)						
Signs												
19.	Sign – design drawing	G		R		44-327(d)(12) 44-559						
20.	Sign – freestanding – new sign location, size, height & surface	G		R		44-327(d)(12) 44-562	44-430.15					
Additional Plan Details												
21.	Phasing plan noted	R		R		44-327(d)(11) 44-302						
22.	Vicinity map	R		R		44-327(d)(1)						

CATAWBA COUNTY PLANNED DEVELOPMENT DEVELOPMENTAL CHECKLIST
(Used in Conjunction with General Non-Residential Development Checklist)

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	A	B	C	D	E	F	G	H	I	J
	Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plat	Planned Dev. Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference
Traffic/Transportation										
1.	Access points (ingress & egress) for pedestrians – sidewalks	G		R		44-443.07(b)				
2.	Off-site traffic improvements	G		R		44-443.16(b)	44-430.09(c) (d)			
3.	Parking – off street	G		R		44-443.10 44-534	44-430.12(a) (1)			
4.	Street design & construction	G		R		44-443.16				
5.	Street designation (public or private)	G		R		44-443.16				
Landscaping										
6.	Landscaping - entranceway	G		R		44-443.09				
7.	Landscaping – foundation plantings	G		R		44-443.09 44-523(g)				
8.	Landscaping – internal parking area	G		R		44-443.09 44-523(e)				
9.	Landscaping – perimeter buffer of parcel	G		R		44-443.09 44-523(f)	44-430.11(a)			
10.	Landscaping – perimeter for parking facilities	G		R		44-443.09 44-523(d)	44-430.11(h)			
11.	Landscaping – street trees	G		R		44-443.09 44-523(h)				

		A	B	C	D	E	F	G	H	I	J
		Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plat	Planned Dev. Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference
12.	Landscaping – trees & shrubs, location of existing and proposed (road frontage)	G		R		44-443.09					
Physical features											
13.	Open space/pedestrian and landscaped common areas, pathways	G		R		44-443.07 44-443.08					
14.	Architectural design guidelines, theme, color, massing	G		R		44-443.15					
15.	Building façade setback relief	G		R		44-443.15(a)					
16.	Big Box Design	G		R		44.443.15(b)					
17.	Building, front	G		R		44-443.15(c)(1)	44-430.07(c)(1)				
18.	Building materials	G		R		44-443.15(c)(4)	44-430.07(c)(4)				
19.	Floor area ratio	G		R		44-443.06					
20.	Front loaded garages- deemphasized	G		R		44-443.15(d)					
21.	Lighting -Light fixtures – type & location (free standing, on buildings, semi or full-cutoff)	G		R		44-443.17 44-522	44-430.14(c) 44-430.14(b)				
22.	Setbacks to adjacent public streets and residential districts	G		R		44-443.13 44-443.14					44-435(b)
23.	Structures, non-residential, proposed-number, height, outline and square footage	G		R		44-443.01					
24.	Structures, residential proposed- types, number of units, height and outline	G		R		44-443.01 44-443.02					
Lot/Size											
25.	Lot (general shape, size, location, slopes, dimensions)	G		R		44-443.05 44-443.18	44-430.06(c) 44-430.11(c)	44-428(d) 44-428(e)			
Utilities											
26.	Easements – utilities (underground installation required)	G		R		44-443.11	44-430.07(i)		44-429.07(f)		
27.	Utility provider (water & sewer) – confirmation in writing from provider	G		R		44-443.02(b)					
Signs											
28.	Sign – design drawing	G		R		44-443.12					
29.	Sign – freestanding – new sign location, size, height, color & surface	G		R		44-443.12	44-430.15				
30.	Sign – illumination	G		R		44-443.12					
31.	Sign –wall signs (size and location)	G		R		44-443.12					

CATAWBA COUNTY PLANNED DEVELOPMENT - IP DEVELOPMENTAL CHECKLIST
(Used in Conjunction with General Non-Residential Development Checklist)

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Legend

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		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if included on site plan	Detailed Site Plan	Check if included on site plan	Planned Dev. – IP Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
Traffic/Transportation												
1.	Connectivity (community pathways) to adjacent properties via trails, roadways, parking areas, etc.	G		R		44-444(j)	44-430.09 (e)(f) 44-430.12 (d)					
2.	Parking – off street	G		R		44-444(g)	44-430.12 (a)(1)					
3.	Parking facilities – access to adjacent street, aisle dimensions, spaces, location, character, scale, commercial	G		<input type="checkbox"/> R		44-444(j) 44-534	44-430.12(e)					
4.	Pedestrian amenities	G		R		44-444(j) 44-443.03(b)	44-430.13 (a)(d)					
Landscaping												
5.	Landscaping-entranceway	G				44-444(g) 44-523(g)						
6.	Landscaping – foundation plantings	G		R		44-444(g) 44-523(g)						
7.	Landscaping – internal parking area	G		R		44-444(g) 44-523(e)						
8.	Landscaping – perimeter buffer of parcel	G		R		44-444(g) 44-523(d)	44-430.11(a)					

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if included on site plan	Detailed Site Plan	Check if included on site plan	Planned Dev. – IP Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
9.	Landscaping – street trees	G		R		44-444(g) 44-523(h)						
10.	Landscaping – trees & shrubs, location of existing and proposed (road frontage)	G		R		44-444(g)						
Screening												
11.	Loading and service areas (screening & location)	G		R		44-444(g) 44-526 44-537	44-430.13(c) 44-430.12(b)					
Structures												
12.	Floor area ratio	R		R		44-444(e)						
13.	Setbacks	G				44-444(k)						
14.	Structures, proposed – location, height, use of & size and elevation	G		R		44-444(f)			44-429.07 (a)(1) &(b)			
15.	Uses – existing & proposed	G		R		44-444(d)			44-429.07 (e)			
Lot/Size												
16.	Lot (general shape, size, location, slopes, dimensions)	R		R		44-444(c)	44-430.06(c)	44-428(d) 44-428(e)				
Utilities												
17.	Easements – utilities (underground installation required)	G		R		44-444(h)	44-430.07(i)		44-429.07 (f)			
Signs												
18.	Sign – design drawing	G		R		44-444(i)						
19.	Sign – freestanding – new sign location, size, height, color & surface	G		R		44-444(i)	44-430.15					
20.	Sign – illumination	G		R		44-444(i)						
21.	Sign – wall signs (size and location)	G		R		44-444(i)						

CATAWBA COUNTY VILLAGE DEVELOPMENTAL CHECKLIST
(Used in Conjunction with General Non-Residential Development Checklist)

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		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plan	Village Code Reference	MUC-O Code Reference	CRC-O Code ref.	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
Traffic/Transportation												
1.	Access points (ingress & egress) for pedestrians – sidewalks	G		R		44-445.03(e)(7)						
2.	Block design	G		R		44-445.03(e)(3)						
3.	Connectivity (community pathways) to adjacent properties via trails, roadways, parking areas, etc.	G		R		44-445.03(e)(3)d.	44-430.09(e)(f) 44-430.12(d)					
4.	Parking, on street	G		R		44-445.12(e)	44-430.12(a)(2)					
5.	Roadway separation for village centers	G		R		44-445.03(e)(4)						
6.	Street design & construction	G		R		44-445.03(e)(8)	44-430.09(h)					
7.	Solid waste storage area (location & screening)	G		R		44-445.12(b)(6)	44-430.11(c)					
Physical features												
8.	Open space/greenway dedication -30%	G		R		44-445.03(d)						
9.	Public amenity sites	G		R		44-445.03(e)(10)						
10.	Village Greenway areas	G		R		44-445.14						

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plan	Village Code Reference	MUC-O Code Reference	CRC-O Code ref.	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
	Structures											
11.	Accessory dwelling unit	G		R		44-445.03(a)						
12.	Accessory structures	G		R		44-445.03(b)		44-428(h)				
13.	Architectural design guidelines	G		R		44-445.12(b)						
14.	Awnings	G		R		44-445.12(b)(11)						
15.	Building entrances	G		R		44-445.12(b)(3)	44-443.07(f)					
16.	Building Design Standards/storefront	G		R		44-445.12	44-430.07					
17.	- If along highway corridor	G		R		44-445.12(a)						
18.	Building materials	G		R		44-445.12(b)(12)	44-430.07(c)(4)					
19.	Color	G		R		44-445.12(b)(13)						
20.	Dimensional standards for Central residential area	G		R		44-445.07						
21.	Dimension standards and density table	G		R		44-445.10						
22.	Façade treatment & rear entrances	G		R		44-445.12(b)(4)	44-430.07(e)					
23.	Front loaded garages	G		R		44-445.03(c)						
24.	- Storefront area	G		R		44-445.04						
25.	- Central residential area	G		R		44-445.05						
26.	-Village residential area	G		R		44-445.06						
27.	Lighting -Light fixtures – type & location (free standing, on buildings, semi or full-cutoff)	G		R		44-445.12(b)(5)	44-430.14(c) 44-430.14(b)					
28.	Residential density	G		R		44-445.08						
29.	- Density bonus-affordable housing, greenway area and public use facility	G		R		44-445.08(c)						
30.	Residential design standards for central and village residential areas	G		R		44-445.13						
31.	- Architectural	G		R		44-445.13(a)						
32.	-Siting of homes	G		R		44-445.13(a)(1)						
33.	-Orientation	G		R		44-445.13						

		A	B	C	D	E	F	G	H	I	J	K
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						(a)(2)						
34.	-Entry porch	G		R		44-445.13 (a)(3)						
35.	-Multi-family design	G		R		44-445.13 (a)(4)						
36.	-Roof pitch	G		R		44-445.13 (a)(5)						
37.	-Fire escapes	G		R		44-445.13(a) (6)						
38.	-Off-street parking for accessory dwelling units – location and screening	G		R		44-445.13(a) (7)						
39.	- Building materials	G		R		44-445.13(b)						
40.	Retail/commercial density	G		R		44-445.09						
41.	Roof pitch/parapet wall	G				44-445.12(b) (10)	44-430.07(d)					
42.	Scale/massing	G		R		44-445.12(b) (1)						
43.	Use transitions	G		R		44-445.03 (e) (5)						
44.	Windows	G		R		44-445.12 (b)(9)						
Zoning												
45.	Easements – utilities (underground installation required)	G		R		44-445.03(e) (9)	44-430.07(i)		44-429.07(f)			
Signs												
46.	Sign – freestanding – new sign location, size, height, color & surface	G		R		44-445.12(d)	44-430.15					
47.	Sign – illumination	G		R		44-445.12(d)						
48.	Sign –wall signs (size and location)	G		R		44-445.12(d)						

CATAWBA COUNTY 321-ED (I/MX) ECONOMIC DEVELOPMENT DEVELOPMENTAL CHECKLIST
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Traffic/Transportation												
1.	Access – shared (driveway and parking)	G		R		44-446.09(e)	44-430.09 44-430.09-1					
2.	Access to major roads	G		R		44-446.09(b)						
3.	Access points (ingress & egress) for traffic; including site triangles	G		R		44-446.09(c)						
4.	Connectivity (community pathways) to adjacent properties via trails, roadways, parking areas, etc.	G		R		44-446.09(f)	44-430.09 (e)(f) 430.12(d)					
5.	Channelization	G		R		44-446.09(g)	44-430.09(f)					
6.	Entranceways	G		R		44-446.10(c)	44-430.10(b)					
7.	Off-site traffic improvements	G		R		44-446.09(d)	44-430.09 (c)(d)					
8.	Parking – off street	G		R		44-446.12	44-430.12 (a)(1)					
9.	Parking areas connected, setbacks	G		R		44-446.12(c)(d)						

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plan	321-ED Dev. Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Reference
10.	Parking facilities – access to adjacent street, aisle dimensions, spaces, location, character, scale, commercial	G		R		44-446.12	44-430.12(e)					
11.	Paving materials	G		R		44-446.14(3)	44-430.07(j)					
12.	Pedestrian access-location of proposed public facilities for pedestrian use (service areas, pedestrian common areas, crosswalk, sidewalks, etc.	G		R		44-446.11						
13.	Sidewalks	G		R		44-446.11						
14.	Signalization	G		R		44-446.09(h)	44-430.09(g)					
15.	Street design & construction	G		R		44-446.09(i)						
16.	Street line preservation	G		R		44-446.08(d)						
Landscaping												
17.	Landscaping-entranceway	G				44-446.10(e)						
18.	Landscaping – foundation plantings	G		R		44-446.10(k)	44-430.11(f)					
19.	Landscaping – internal parking area	G		R		44-446.10(j) 44-523(e)(1)	44-430.11(f)					
20.	Landscaping – perimeter for parking facilities	G		R		44-446.10(j)(2)	44-430.11(h)					
21.	Landscaping buffer along US 321-50 ft	G		R		44-446.10(g)						
22.	Landscaping – interior street landscaping, shade trees	G		R		44-446.10(d)						
23.	Landscaping buffer – natural area around property abutting a residential development	G		R		44-446.05(a)(1) 44-446.10(h) 44-523(f)						
24.	Water body buffers	R		R		44-446.10(i)	44-430.11(b) 44-430.10(i)			44-434.12		
Screening												
25.	Loading and service areas (screening & location)	G		R		44-446.10(l) 44-446.11(c) 44-526	44-430.13(c) 430.11(e) 430.12(b)					
26.	Mechanical equipment – ground (screened)	G		R		44-446.10(l) 44-526	44-430.11(d)					
27.	Mechanical equipment – rooftop (screened)	G		R		44-446.14(4)						

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plan	321-ED Dev. Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Reference
28.	Open storage with required Screening	G		R		44-446.10(m) 44-527						
29.	Solid waste storage area (location & screening)	G		R		44-446.10(l) 44-526	44-430.11(c)					
Physical features												
30.	Floodplain designation (boundary of the flood hazard area)	R		R		44-446.07(b)	44-430.06(b) (2)		44-429.07 (a)(2)(3)			
31.	Natural areas – if existing (wetlands, etc.)	R		R		44-446.07(a)	44-430.06 (b)(1)					
32.	Slopes in excess of 20% (if existing)	G		R		44-446.07(c)						
Buildings												
33.	Building construction materials – front	G		R		44-446.14(5) a.						
34.	Building materials	G		R		44-446.14(5)d.	44-430.07(c) (4)					
35.	Façade not visible from row	G		R		44-446.14(5)c.	44-430.07 (c)(3)					
36.	Façade visible from road	G		R		44-446.14(5)b.	44-430.07(c) (2)					
37.	Floor area ratio	R		R		44-446.08(e) 44-446.08-3						
38.	Lighting -Light fixtures – type & location (free standing, on buildings, semi or full-cutoff)	G		R	<input type="checkbox"/>	44-446.14(2)	44-430.14(c) 44-430.14(b)					
39.	Setbacks	R		R		44-446.08(b) 44-446.10(h)						
40.	Structures-non-residential, proposed- number, height, outline and square footage	G		R		44-446.08(a)	44-430.07 (a)		44-429.07 (a)(1)&(b)			
41.	Structures, residential proposed and existing	G		R		44-446.04						
Lot/Size												
42.	Historic sites	R		R	<input type="checkbox"/>	44-446.07(d)	44-430.06(b) (4)					
43.	Lot (general shape, size, location, slopes, dimensions)	R		R	<input type="checkbox"/>	44-446.05(b)	44-430.06(c) 44-430.06-1	44-428(d) 44-428(e)				

	A	B	C	D	E	F	G	H	I	J	K
	Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plan	321-ED Dev. Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Reference
Utilities											
44.	Easements – utilities underground installation required	G		R	<input type="checkbox"/>	44-446.14(1)	44-430.07(i)		44-429.07 (f)		
Signs											
45.	Sign – freestanding – new sign location, size, height, color & surface	G		R	<input type="checkbox"/>	44-446.13(c)	44-430.15				
46.	Sign – wall signs (size and location)	G		R		44-446.13(c)(4)					
321-ED (MX) Additional Requirements											
47.	Building sites - Access	G		R		44-446.15(c)(1)					
48.	Placement of buildings	G		R		44-446.15(c)(2)					
49.	Location of commercial buildings	G		R		44-446.15(c)(3)					
50.	Common-open space requirement	G		R		44-446.15(c)(4)					
51.	Separation of development types	G		R		44-446.15(c)(5)					
52.	Central focus area	G		R		44-446.15(c)(6)					
53.	Pocket parks	G		R		44-446.15(c)(7)					
54.	Sidewalks	G		R		44-446.15(c)(8)					
Residential developments:											
55.	Clustered single-family and Duplexes	G				44-446.15(d)(1)					
56.	Minimum lot size	G		R		44-446.15(d)(1)a.					
57.	Minimum lot width	G		R		44-446.15(d)(1)b.					
58.	Minimum front setback	G		R		44-446.15(d)(1)c.					
59.	Minimum side setbacks	G		R		44-446.15(d)(1)d.	.				
60.	Minimum rear setback	G		R		44-446.15(d)(1)e.	.				
61.	Maximum height	G		R		44-446.15(d)(1)f.					
62.	Accessory structure-setback	G		R		44-446.15(d)(1)g.					
63.	Zero-lot-line development	G				44-446.15(d)(2)					

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if incl. on site plan	Detailed Site Plan	Check if incl. on site plan	321-ED Dev. Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Reference
64.	Minimum lot size	G		R		44-446.15(d)(2)a.						
65.	Minimum lot width	G		R		44-446.15(d)(2)b.						
66.	Minimum front setback	G		R		44-446.15(d)(2)c.						
67.	Side setback	G		R		44-446.15(d)(2)d.						
68.	Rear setback	G		R		44-446.15(d)(2)e.						
69.	Maximum height	G		R		44-446.15(d)(2)f.						
70.	Location of dwelling	G		R		44-446.15(d)(2)g.						
71.	Accessory structure- setbacks	G		R		44-446.15(d)(2)h.						
72.	Multi-Family structures:- Setbacks, # of units, height	G		R		44-445.15(d)(3)						
73.	Nonresidential structures- standards	G		R		44-446.15(e)						
74.	Minimum lot size	G				44-446.15(e)(2)a.						
75.	Minimum lot width	G		R		44-446.15(e)(2)b.						
76.	Minimum height	G		R		44-446.15(e)(2)c.						
77.	Accessory structures –setbacks	G		R		44-446.15(e)(2)d.						
78.	Parking requirements-Multi- family and nonres. mixed use development	G		R		44-446.15(f) Art. V, Div. 5						
79.	Parking area location criteria, design, and standards	G		R		44-446.15(f)(2) 44-446.10(j) 44-446.12						
80.	On-street parking	G		R		44-446.15(f)(3)						

CATAWBA COUNTY MANUFACTURED HOME PARK (MHP)-DEVELOPMENT CHECKLIST
(Used in Conjunction with General Non-Residential Development Checklist)

Concept Site Plan – Required for conditional rezoning requests. Conceptual site plans, characterized by graphic generalizations, are drawn to scale by a design professional with enough detailed information to be considered for approval.

Detailed Site Plan – Optional for conditional rezoning requests, but required for Non-Residential Zoning Authorization Permits. Detailed site plans are drawn to scale and include accurate information and illustrations necessary to demonstrate compliance with all applicable development standards.

Legend

G – Generalization and/or approximation as defined above under the Concept Site Plan.

R - Required to be shown on plan, if applicable to the development project.

PM – Required to be shown on plan as called for in the Procedures Manual.

Note: Applicant to check box in column B or D, if information is shown on the site plan.

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if included on site plan	Detailed Site Plan	Check if included on site plan	MHP Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
Traffic/Transportation												
1.	Access – shared (driveway and parking)	G		R			44-430.09 44-430.09-1					
2.	Access	G		R		44-447.10						
3.	Airstrips (if existing or proposed) on site & surrounding properties	R		R								
4.	Parking – 400 sq. ft. per space	G		R		44-447.10(e)						
5.	Paving materials	G		R			44-430.07(j)					
6.	Pedestrian amenities	G		R			44-430.13(a)(d)					
7.	Roadway classification	G		R		PM						
8.	Street design & construction, intersections, cul-de-sac	G		R		44-447.10(b) (c)(d)						
9.	Street designation (public or private)	G		R		PM						
Landscaping												
10.	Landscaping – perimeter buffer of parcel	G		R		44-447.18	44-430.11(a)					
11.	Landscaping – street trees	G		R								

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if included on site plan	Detailed Site Plan	Check if included on site plan	MHP Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
12.	Water body buffers	G		R			44-430.11(b)			44-434.12		
Screening												
13.	Solid waste storage area (location & screening)	G		R		44-447.11(f) 44-447.19						
Physical features												
14.	Floodplain designation (boundary of the flood hazard area)	R		R			44-430.06(b)(2)		44-429.07 (a)(2)(3)			
15.	Boundary of floodway or non-encroachment areas & BFE (when provided)	R		R					44-429.07 (a)(4)(5)			
16.	Natural areas – if existing (wetlands, etc.)	R		R			44-430.06(b)(1)					
17.	Open space/pedestrian and landscaped common areas, pathways	G		R		44-447.12						
18.	Slopes not to exceed 3% at mfg home site	G		R		44-447.13						
19.	Storm water management facility locations	G		R								
20.	Low impact development for non-residential and multi-family	G		R				44-428(g)				
21.	Topographical features	G		R		PM						
22.	Location of old and new location of watercourse that will be altered	G		R					44-429.07 (a)(6)			
23.	Watershed designation	R		R						44-434		
24.	WSII-Critical -density & built upon limits & uses	R		R						44-434.04		
25.	WSII-Protected density & built upon limits & uses	R		R						44-434.05		
26.	WSIII-Critical –density & built upon area & uses	R		R						44-434.06		
27.	WSIII-Protected – density, built upon area & uses	R		R						44-434.07		
28.	10/70 Bonus Permit for WSII & WS III	R		R						44-434.10		

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if included on site plan	Detailed Site Plan	Check if included on site plan	MHP Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
29.	WSIV – Critical-density, built upon area & uses	R		R						44-434.08		
30.	WSIV-Protected – density, built upon area & uses	R		R						44-434.09		
31.	High-Density option for WSIV watershed area	R		R						44-434.15		
	Structures											
32.	Accessory structures	G		R				44-428(h)				
33.	Deck & steps requirements	G		R		44-447.02(a) (5) 44-447.14						
34.	Floodproofing	G		R					44-429.07 (c)			
35.	Lighting – Streetlights	G		R		44-447.11(e)						
36.	Nonresidential structures	G										44-436(c)
37.	Office- if proposed	G		R		44-447.17						
38.	Placement of homes	G		R		44-447.09(a)						
39.	Setbacks	G		R		44-447.09(b)(1)						
40.	Setbacks to adjacent public streets and residential districts	G		R							44-435(b)	
41.	Structures, existing – location, height, use of & size	G		R			44-430.07(a)		44-429.07 (a)(1)			
42.	Structures, proposed – location, height, use of & size and elevation	G		R					44-429.07 (a)(1)&(b)			
43.	Uses – existing & proposed	G		R		44-447.02			44-429.07 (e)			
	Lot/Size											
44.	Acreage of parcel	R		R			44-430.04					
45.	Historic sites	R		R			44-430.06(b)(4)					
46.	Mfg., home space area, dimensions, placement, & corners marked and spaces numbered	G		R		44-447.09 (b)(c)(d)						
47.	Flag lot allowance	G		R				44-428(f)				

		A	B	C	D	E	F	G	H	I	J	K
		Concept Site Plan	Check if included on site plan	Detailed Site Plan	Check if included on site plan	MHP Code Reference	MUC-O Code Reference	CRC-O Code Reference	FPM-O Code Reference	WP-O Code Reference	RP-O Code Reference	ED-O Code Reference
Zoning												
48.	Zoning district and land use of site and adjoining sites	R		R		PM						
49.	Overlay districts listed	R		R		PM						
Utilities												
50.	Easements – utilities (underground installation required)	G		R		44-519(c)	44-430.07(i)		44-429.07(f)			
51.	Utility provider (water & sewer) – confirmation in writing from provider	R		R		44-447.11(b)(c)						
Signs												
52.	Sign – design drawing	G		R								
53.	Sign – freestanding – new sign location, size, height, color & surface	G		R		44-447.16 Art. 5 Div 7	44-430.15					
54.	Sign – illumination	G		R		44-447.16 Art. 5 Div 7						
55.	Sign – wall signs (size and location)	G		R								