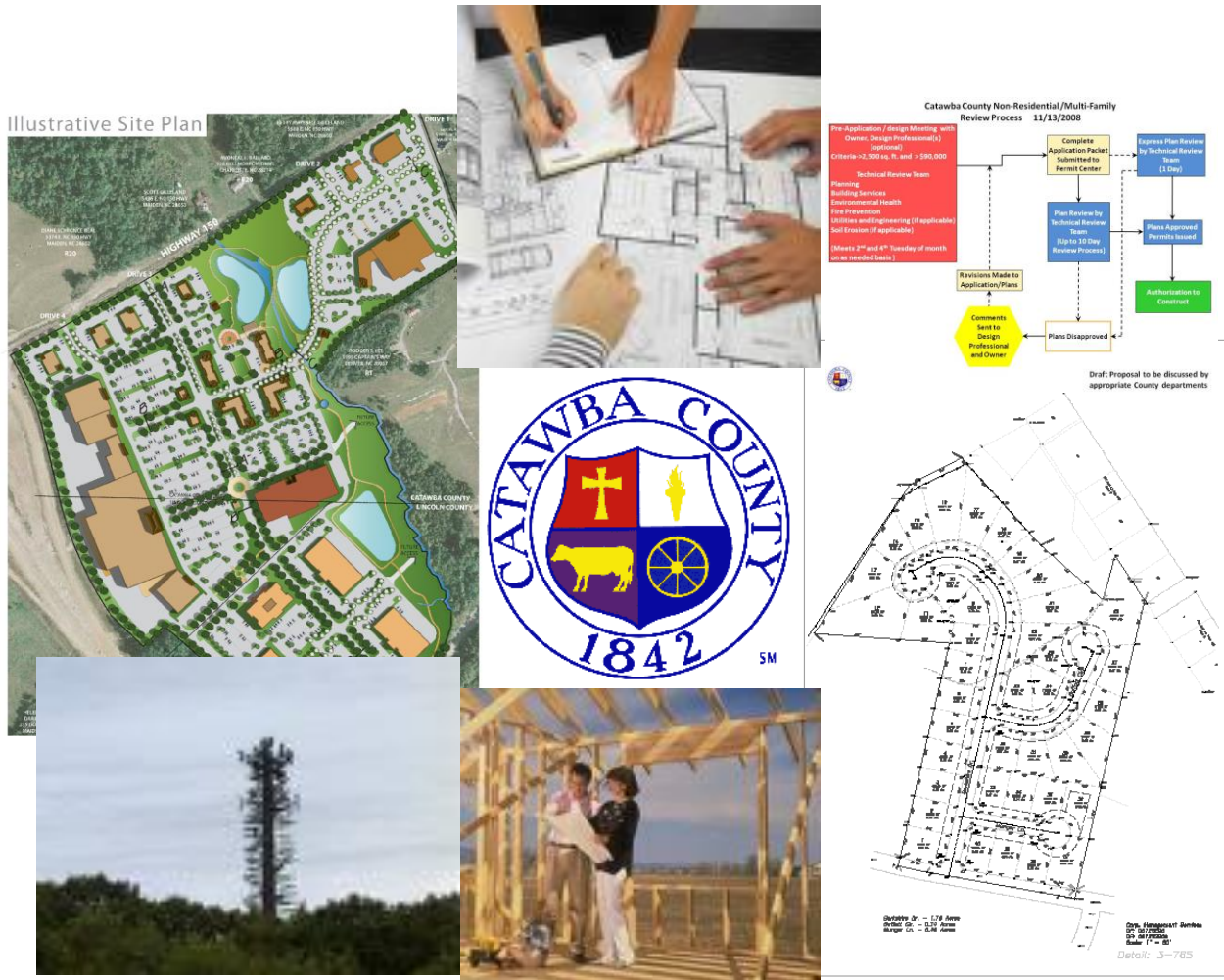


PROCEDURES MANUAL

CATAWBA COUNTY, NC



*A MANUAL FOR RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT
(Applications, Plan Requirements, Plat Certificates)*

Updated 1/03/2013

Introduction

The Catawba County *Procedures Manual* is to be used in conjunction with the Catawba County *Unified Development Ordinance*. The *Procedures Manual* is a booklet that contains the applications, forms, and specific site plan requirements in order to have a development reviewed by the County. We recommend that anyone going through the development process should first obtain a copy of the *Unified Development Ordinance* to determine the type of development and the process required for review. This ordinance can be purchased from our office for \$30.00 or you may review this information on our website at:

www.co.catawba.nc.us/depts/planning/general/index.html

Procedures Manual Definitions and Development Checklist Key

Concept Site Plan – Required for conditional rezoning requests. Conceptual site plans, characterized by graphic generalizations, 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, drawn to scale, including accurate information and illustrations necessary to demonstrate compliance with all applicable development standards.

Plot Plan – A scaled drawing providing details of existing and/or proposed footprints and locations of buildings, structures, and appurtenances.

G	Generalization and/or approximation as defined above under the Concept Site Plan.
R	Required: Required to be shown on plan, if applicable to the development project.
PM	Procedures Manual
MUC-O	Mixed Use Corridor-Overlay District
CRC-O	Catawba River Corridor-Overlay District
FPM-O	Floodplain Management-Overlay District
WP-O	Watershed Protection-Overlay District
RP-O	Rural Preservation-Overlay District
ED-O	Economic Development-Overlay District

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Catawba County
Zoning Authorization Permit Application

Applicant _____ Phone # _____
Applicant's Fax # _____ Applicant's e-mail _____
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 # _____
The proposed use for this building or land is _____
The building or land was previously used for _____
List physical changes to building or land _____
Business name if different from above _____
Zoning District _____ Overlay District _____

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

An application for residential development requires a complete application and the submittal of a plot plan. (Drawn to scale).

Applications for a non-residential development require complete application along with submittal of a detailed site. (See General Nonresidential Development checklist).

When 2 or more lots are proposed for one zoning authorization permit, a recorded deed must be submitted combining the lots into one zoning lot.

FOR COUNTY ZONING USE ONLY

_____ Residential	_____ Residential Accessory Structure	_____ Nonresidential
_____ Nonres. Accessory	_____ Change in Use	_____ Nonres. Addition
_____ Change in Occupancy	_____ Other(specify)	_____ New Construction
_____ Home Occupation	_____ Back Yard Business	_____ Temp. Const. Office
_____ Mfg. Home	_____ Parking/Loading	_____ Interior Renovations

CATAWBA COUNTY GENERAL NON-RESIDENTIAL DEVELOPMENT CHECKLIST

Concept Site Plan – Used as part of the rezoning process for planned development, conditional and special districts.

Detailed Site Plan – Required for Non-Residential Zoning Authorization Permits.

Legend

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

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

PM - 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	Check if incl. on site plan	General Code Ref.	MUC-O Code Ref.	CRC-O Code Ref.	FPM-O Code Ref.	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Ref.
Traffic/Transportation												
1.	Access – shared (driveway and parking)	G		R		44-515(b)	44-430.09 44-430.09-1					
2.	Access – waterfront	G		R		PM						
3.	Access points (ingress & egress) for pedestrians – sidewalks	G		R		44-518(a)						
4.	Access points (ingress & egress) for traffic; including site triangles	G		R		44-407 44-406						
5.	Alleys	G		R		PM						
6.	Airstrips (if existing or proposed) on site & surrounding properties	G		R		44-404(h)(2)						
7.	Channelization	G		R			44-430.09(f)					
8.	Connectivity (community pathways) to adjacent properties via trails, roadways, parking areas, etc.	G		R		44-517	44-430.09(e)(f) 44-430.12(d)					
9.	Cul-de-sac length			R			44-430.09(i)					
10.	Curbing requirement			R			44-430.09(k)					
11.	Entranceways	G		R			44-430.10(b)					
12.	Heavy traffic generators location	G		R			44-430.13(b)					
13.	Off-site traffic improvements	G		R			44-430.09(c)(d)					
14.	Parking, Bicycle	G		R			44-430.12(f)					
15.	Parking, interior	G		R			44-430.12(c)(1)					
16.	Parking – off street	G		R <input type="checkbox"/>		44-534-1	44-430.12(a)(1)					
17.	Parking, on street	G		R			44-430.12(a)(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	General Code Ref.	MUC-O Code Ref.	CRC-O Code Ref.	FPM-O Code Ref.	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Ref.
18.	Parking – shared	G		R		44-535						
19.	Parking facilities – spaces, location, character, scale, commercial	G		R		44-534-1 44-536(1) (3)	44-430.12(e)					
20.	Paving materials			R		44-536(d)	44-430.07(j)					
21.	Pedestrian amenities	G		R			44-430.13(a)(d)					
22.	Roadway classification	G		R		44-516(c) and (d)						
23.	Signalization	G		R			44-430.09(g)					
24.	Site appearance			R			44-430.07(h)					
25.	Site standards & design & preservation	G		R			44-430.06 44-430.07(b) 44-430.09(h)					
26.	Street designation (public/private)	G		R		44-516(b)						
27.	Street separation, Internal	G		R			4-430.09(b)					
28.	Street walls	G		R			44-430.07(g)					
29.	Existing/Proposed Lots or Blocks	G		R		44-517	44-430.09(j)					
Landscaping												
30.	Landscaping – planting schedule			R		44-523						
31.	Landscaping – driveways (individual)	G		R		44-523(c)						
32.	Landscaping – perimeter for parking facilities	G		R		44-523(d)	44-430.11(h)					
33.	Landscaping – internal parking area	G		R		44-523(e)						
34.	Landscaping – perimeter buffer of parcel	G		R		44-523(f)	44-430.11(a)					
35.	Landscaping – foundation plantings	G		R		44-523(g)						
36.	Landscaping, existing road buffer and interior street	G		R			44.430.10(a)					
37.	Landscaping – street trees	G		R		44-523(h)						
38.	Landscaping – trees & shrubs, location of existing	G		R		44-523(f) (3)(b)						
39.	Water body buffers	G		R			44-430.11(b)			44- 434.12		
Screening												
40.	Loading and service areas (screening & location)	G		R		44-526	44-430.13(c) 44-430.12(b)					

		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	General Code Ref.	MUC-O Code Ref.	CRC-O Code Ref.	FPM-O Code Ref.	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Ref.
41.	Mechanical equipment – ground (screened)			R		44-524	44-430.11(d)					
42.	Mechanical equipment – rooftop (screened)			R		44-524						
43.	Open storage & required screening	G		R		44-527						
44.	Solid waste storage area (location & screening)			R		44-525						
Physical features												
45.	Floodplain designation (boundary of the flood hazard area)	R		R			44-430.06(b)(2)		44-429.07 (a)(2)(3)			
46.	Boundary of floodway or non-encroachment areas & BFE (when provided)	R		R					44-429.07 (a)(4)(5)			
47.	Imperviousness	R		R						44-434		
48.	Natural areas – if existing (wetlands, etc.)	G		R		44-503	44-430.06(b)(1)					
49.	Slopes in excess of 20% (if existing)	G		R		PM						
50.	Storm water management facility locations	G		R						44-434.15(c)		
51.	Low impact development for non-residential and multi-family	G		R				44-428(g)				
52.	Topographical features	G		R		PM						
53.	Location of old and new location of watercourse that will be altered	G		R					44-429.07 (a)(6)			
54.	Watershed designation	R		R		PM				44-434		
55.	- WSII-Critical -density & built upon limits & uses	R		R						44-434.04		
56.	- WSII-Protected density & built upon limits & uses	R		R						44-434.05		
57.	WSIII-Critical –density & built upon area & uses	R		R						44-434.06		
58.	- WSIII-Protected – density, built upon area & uses	R		R						44-434.07		
59.	- 10/70 Bonus Permit for WSII & WS III	R		R						44-434.10		
60.	WSIV – Critical -density, built upon area & uses	R		R						44-434.08		

		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	General Code Ref.	MUC-O Code Ref.	CRC-O Code Ref.	FPM-O Code Ref.	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Ref.
61.	- WSIV-Protected – density, built upon area & uses	R		R						44-434.09		
62.	- High-Density option for WSIV watershed area	R		R						44-434.15		
63.	Accessory structures	G		R		44-607		44-428(h)				
Structures												
64.	Building entrances	G		R			44-43.07(f)					
65.	Building Design Standards/site standards	G		R			44-430.07					
66.	Building, front	G		R			44-430.07(c)(1)					
67.	Building materials	G		R			44-430.07(c)(4)					
68.	Floor Area Ratio	R		R		44-404-1						
69.	Façade not visible from R-O-W	G		R			44-430.07(c)(3)					
70.	Façade visible from road	G		R			44-430.07(c)(2)					
71.	Façade treatment	G		R			44-430.07(e)					
72.	Floodproofing			R					44-429.07(c)			
73.	Foundation plan			R					44-429(d)			
74.	Light fixtures – type & location (free standing, on buildings, semi or full-cutoff)	G		R		44-522	44-430.14(c) 44-430.14(b)					
75.	Multi-family res. Use & design standards	G		R			44-430.08					44-436(c)
76.	Nonresidential structures	G		R								44-436(c)
77.	Outdoor display/store	G		R			44-430.07(k)					
78.	Roof pitch/parapet wall	G		R			44-430.07(d)					
79.	Setbacks	G		R		44-404-1					44-435(b)	
80.	Structures, existing – location, height, use of & size	G		R		44-404-1	44-430.07(a)		44-429.07(a)(1)			
81.	Uses – existing & proposed	G		R		44-403			44-429.07(e)			
Lot/Size												
82.	Acreage of parcel	R		R		44-404-1	44-430.04					
83.	Historic sites	R		R		44-503	44-430.06(b)(4)					
84.	Lot (general shape, size, location, slopes, dimensions)	R		R		44-404-1	44-430.06(c) 44-430.11(c)	44-428(d) 44-428(e)				
85.	Flag lot allowance	R		R				44-428(f)				
Zoning												

		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	General Code Ref.	MUC-O Code Ref.	CRC-O Code Ref.	FPM-O Code Ref.	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Ref.
86.	Zoning district and land use of site and adjoining sites	R		R		44-404-1						
87.	Overlay districts listed	R		R		PM						
Utilities												
88.	Easements – utilities (underground installation required)	G		R		44-519	44-430.07(i)		44-429.07 (f)			
89.	Utility provider (water & sewer) – confirmation in writing from provider	R		R		44-521						
Signs												
90.	Sign – design drawing	G		R		44-562						
91.	Sign – freestanding – new sign location, size, height & surface	G		R		44-562	44-430.15					
92.	Sign – location of existing signs on lot & building(s)	G		R		44-562						
93.	Sign –wall signs (size and location)	G		R		44-563						
Additional Plan Details												
94.	Date of plan	R		R		PM						
95.	Name of development	R		R		PM						
96.	Name(s) of developer	R		R		PM						
97.	North arrow	R		R		PM						
98.	Phasing plan noted	R		R		44-302						
99.	Scale, no smaller than 1" = 200'	R		R		PM						
100.	Vicinity map	R		R		PM						

HICKORY/CATAWBA COUNTY

APPLICATION FOR SIGN PERMIT

(This application becomes a permit upon approval by the Zoning Administrator & Building Official.)

All businesses operating in the City of Hickory must have a privilege license.

In order to expedite the review process needed for zoning approval, please review the following list and include all marked items with your application. An Application for Sign Permit cannot be approved until the following information has been provided to the Zoning Administrator.

Site Plan to Scale Showing:

☐ Right-Of-Way & Property Line location ☐ Utility Easements
☐ Size/Locations of Existing Signs on Lot/Bldgs ☐ New Sign location, Size & Height
☐ Driveway Location ☐ Sign Design Sketch
☐ Location & Size of Bldgs & Bldg Walls

NOTE IF WITHIN CITY OF HICKORY ETJ: All *Freestanding Signs* must be **At Least 5 Feet** from property and/or right of way line to any part of the sign and may not be placed within site triangle of any intersecting drives or streets.

Please fill out the application completely to ensure timely review.

Sign Location: _____

Parcel Identification Number: _____

YOU WILL BE ASKED TO GIVE DRIVING DIRECTIONS AT THE TIME OF ISSUING THE PERMIT

Sign Owner _____ Sign Owner's Phone No. _____ Fax No. _____

Sign Owner's Address _____

Contractor _____ Contractor's Phone No. _____ Fax No. _____

Contractor's Address _____

Electrical Contractor: _____ Elect. Contr. Phone No. _____ Fax No. _____

Electrical Contractor's Address _____

Hickory Sign Type: On Premise signs ☐ Wall ☐ Ground ☐ Roof
Off Premise signs ☐ Wall ☐ Ground ☐ Roof

County Sign Type: ☐ Multi Tenant ☐ Off-Premise Billboard ☐ Development Name Marker ☐ Limited Access Use
☐ On Premise Wall ☐ On Premise (Free Standing) ☐ Temporary ☐ Home Occupation/Cottage Business
☐ Off-Premise Directional Sign ☐ Canopy (Fuel Pump Island)

Size of Sign: Width _____ (X) Length _____ (=) _____ Total Sq. Ft.

Projection from building wall: _____ Ft. _____ in. Height above sidewalk or grade: _____ Ft. _____ in.

For wall mounted sign, provide total sq. ft. of the wall: Width _____ (X) Length _____ (=) _____ Total Sq. Ft.

Canopy: _____ (Total Sq. Ft. of canopy area that can be used for signage) Ground Area Landscaping Sq. Ft. _____

Illuminated? ☐ Yes (_____amps) ☐ No Other signs not attached to building? ☐ Yes ☐ No

Electronic Message Board: ☐ Yes ☐ No (Type of Message board: LED: ☐ Yes ☐ No / Trivision: ☐ Yes ☐ No)

Support Material: _____

Sign Cost \$ _____ Does BUILDING have field installed NEON skeleton tubing? ☐ Yes ☐ No

Signature of Applicant _____ Date _____

****Only signs that have a permit are allowed on your property. No other signs are allowed.**

****Non-permitted signs may be subject to removal/disposal without prior notice.**

**** For clarifications or to request a final zoning inspection (if required) contact Appropriate Planning/Zoning Jurisdiction ****

City of Hickory Planning and Zoning Department – (828) 323-7410 Catawba County Planning and Zoning Department – (828) 465-8380

FOR ZONING ADMINISTRATOR'S USE ONLY

Zoning Designation _____ Setbacks _____ / _____ / _____ / _____ Airport Protection Zone _____ yes _____ no
Front Side Rear Side Street

Sign Application **Approved** _____ Date _____

Conditions of Approval _____

Sign Application **Disapproved** _____ Date _____

Reason for Disapproval _____

**** Catawba County and the City of Hickory require that ALL Signs be INSPECTED. Footings, Underground Elec., Final Elec., and Final Sign Inspections.

SIGN PERMIT REQUIREMENTS

For the sake of uniform treatment of all Sign Contractors, please be aware that the City of Hickory and Catawba County requires the following for all new Signs:

1. A permit application needs to be completed, listing the Electrical Contractor (for any illuminated signs, whether internally or externally illuminated), the square footage, and the cost (all blank spaces must be filled in).
2. A licensed electrician is required for all illuminated signs, and they must submit a signed sub-contractor form for the work on the sign (even if they are hired by the General Contractor for new construction).
3. All signs must meet Appendix H of the North Carolina Building Code to include all design requirements for working stresses from chapter 16 and attachment drawings.
4. All sign applications must include sign details.
 - Wall sign drawings must show the **building** wall width and height where the sign is to be located, existing signage with dimensions, location and dimensional size of new sign to determine allowable signage.
 - Sign material, manufacturers spec sheet showing meets 90 mph wind zone minimum if sign is prefab, type of wall construction, anchor details to include type of anchor and spacing. The anchors for masonry walls must be at least 3/8" inch embedded a minimum of 5" inches.
 - Ground signs that exceed 12' feet above finished grade require an engineer seal. Ground signs not exceeding 12' feet above finished grade must show dimensional size of new sign to determine allowable signage, sign and support material, manufacturers spec sheet showing sign meets 90 mph wind zone minimum if sign is prefab, attachment schedule of sign to support, and footing detail.
 - A notarized letter of permission from owner of land where an off-premise directional sign is to be placed must be provided.

All Signs Require Inspections:

1. All signs require a final sign inspection.
2. Pole/Ground signs additionally require footing and setback inspections before concrete is poured.
3. All illuminated signs (whether internally or externally illuminated) require a final electric inspection.
4. Contractor must provide lift equipment necessary for the Code Official to complete the inspection.

****Only the signs that have a permit are allowed on your property. No other signs are allowed.**

****Non-permitted signs may be subject to removal/disposal without prior notice.**

Jurisdictional Contact Information:

City of Hickory Planning and Zoning Department – (828) 323-7410

Catawba County Planning and Zoning Department – (828) 465-8380

CATAWBA COUNTY SIGN DEVELOPMENT CHECKLIST

Plot Plan and Detailed Sign Plan: Used for administrative review.

Show the following on the relative plan.

Legend

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

		Plot Plan	Sign Specifications Plan	Check if included	Status (staff only)	Code Reference
1.	Surface Area Computations		R			44-554
On-Premise Signs (FREESTANDING)						44-562
2.	Number of signs proposed	R				44-562(a)
3.	Surface area (in square feet)		R			Table 44-562-1
4.	Height		R			Table 44-562-1
5.	Illumination		R			Table 44-562-1
6.	Consolidated (unified) sign		R			44-562(b)
7.	Multiple frontage lot	R				44-562(d)
8.	150 ft. from any other on-premise sign	R				44-562(d)
9.	100 feet from any residential district	R				44-562(d)
10.	Location (outside of all rights-of-way)	R				44-562(e)
11.	LED-tri-vision, electronic scrolling and electronic messaging- allowed in general or conditional district planned dev.		R			44-562(f)
12.	Multi-tenant sign – to identify planned development		R			44-562(i)
13.	Multi-tenant sign – for individual buildings in PD		R			44-562(j)
14.	Home Occupation/Cottage Business/Special or Supplemental Use sign		R			44-562(g)
On-Premise wall signs						44-563
15.	Number of signs		R			44-563(a)
16.	Multiple street frontage building	R				44-563(b)
17.	Maximum area of wall sign		R			44-563(c)
18.	Square footage of wall					PM
19.	LED, tri-vision, electronic scrolling & messaging		R			44-563(d)
20.	Home Occupation/Cottage Business/Special or Supplemental Use wall sign		R			44-563(e)
Off-premise signs – billboards						44-564
21.	Number, calculation of surface area		R			44-564(a)
22.	Maximum surface area		R			44-564(b)
23.	Height		R			44-564(c)
24.	Setbacks	R				44-564(d)
25.	Separation from other structures	R				44-564(e)
26.	Setback from residential properties	R				44-564(h)
27.	Distance between signs	R				44-564(i)
28.	Requirement of executed lease agreement		R			44-564(j)
29.	Construction materials		R			44-564(k)
30.	Lighting		R			44-564(l)
31.	Colors		R			44-564(n)
32.	Monopole requirement		R			44-564(o)
33.	Off premise roof signs		R			44-564(p)
34.	Off-premise wall signs		R			44-564(q)
35.	Visibility regulations	R				44-407
36.	Tri-vision sign		R			44-564(s)
37.	Upgrade or construction of sign with LED technology		R			44-564(t)

		Plot Plan	Sign Specifications Plan	Check if included	Status (staff only)	Code Reference
Off-premise directional						44-565
38.	Number permitted	R				44-565(a)
39.	- When permitted	R				44-565(a)(1)
40.	- Permission from landowner		R			44-565(a)(2)
41.	- Surface area –maximum		R			44-565(a)(3)
42.	- Unified design for multi users		R			44-565(a)(4)
43.	- Height		R			44-565(a)(5)
44.	Nonprofit organizations		R			44-565(b)
45.	Setback requirements	R				44-565(c)
46.	Ground area landscaping	R	R			44-566
Development name markers						44-567
47.	Maintenance		R			44-567(a)
48.	Maximum # of signs (2) for each entrance	R				44-567(b)
49.	Setbacks	R				44-567(c)
50.	Maximum square footage of sign		R			44-567(d)
51.	Illumination		R			Permitted 44-567(e)
Limited access user's sign						44-568
52.	Maximum height		R			44-568(a)
53.	- Exceptions to height & size (BOA)		R			44-568(b)(c)
54.	Setbacks	R				44-568(d)
55.	On-premise sign allowed – distance between	R				44-568(e)
56.	Maximum square footage of sign		R			44-564(b)

Catawba County Floodplain Development Permit Application

Date: _____

Permit Number: _____

Received by: _____

Property P.I.N.: _____

Location of Property: _____

Type of Development: _____

_____ Excavation	_____ Fill	_____ Grading
_____ Utility Construction	_____ Road Construction	
_____ Residential Construction	_____ Nonresidential Construction	
_____ Addition	_____ Renovation	
_____ Other (specify) _____		

Size of Development: _____

FIRM Data: Map Panel No.: _____ Suffix _____ Map Panel Date: _____
Map Index Date: _____
Flood Zone: _____

Regulatory Floodway Info: (Check correct option below)

Inside Regulatory Floodway _____ Outside Regulatory Floodway _____ No Regulatory Floodway _____

Development Standards Data:

1. If Inside Regulatory Floodway is checked above, attach engineering certification and supporting data as required.
2. Base flood elevation (BFE) per FIRM at development site _____ (NAVD88).
3. Regulatory flood elevation at development site (BFE + 2 ft. freeboard): _____ (NAVD88).
4. Elevation in relation to mean sea level (MSL) at or above which the lowest floor (including basement) must be constructed _____ (NAVD88).
5. Elevation in relation to mean sea level (MSL) at or above which all attendant utilities to include, but not limited to, all heating, air conditioning and electrical equipment must be installed _____ (NAVD88).
6. Will garage (if applicable) be used for any purpose other than parking vehicles, building access, or storage?
_____ **Yes** _____ **No** **If yes**, then the garage must be used in determining the lowest floor elevation.
7. Proposed method of elevating the structure: _____
(a) If foundation wall is used provide minimum of 2 openings
(b) Total area of openings required: _____ (1 sq. inch per sq. foot of enclosed footprint area below BFE)
8. Will any watercourse be altered or relocated as a result of the proposed development? Yes _____ No _____
If yes, attach a description of the extent of the alteration or relocation.
9. Floodproofing information (if applicable): Note: Non-residential structures in A/AE zones only.
Elevation in relation to mean sea level (MSL) to which structure shall be floodproofed _____ (NGVD88).

Applicant acknowledgment: I the undersigned understand that the issuance of a floodplain development permit is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided as required. I also understand that prior to occupancy of the structure being permitted, an elevation and/or floodproofing certificate signed by a professional engineer or registered land surveyor must be on file with the Catawba County Planning, Parks and Development Dept. indicating the "as built" elevations in relation to mean sea level (MSL).

Name of Applicant _____

Applicant's Address & Phone # _____

Applicant's Signature _____ Date _____

Name of Agent _____

Agent's Address & Phone # _____

Agent's Signature _____ Date _____

Foundation Inspection Date: _____ Inspector: _____

Catawba County Application for a Wireless Communication Facility Collocation or Modification

Type of Facility (please check one):

☐ Collocation on Existing Tower ☐ Collocation on Existing Structure ☐ Facility Modification

Wireless Provider/Applicant of the Proposed Collocation or Modification

Provider/Applicant _____
Provider's Mailing Address _____ City, State, Zip _____
Provider's Contact Person _____ (Typically not the same person preparing the
application or the primary contact prior to construction.)
Provider's Phone # _____ Provider's E-mail _____
Provider's Identification Information for Site: Number _____ Site Name _____
Applicant's Signature _____

Owner of Tower (This section not applicable when attaching to a structure other than a tower.)

Tower Owner _____
Tower Owner's Contact Person _____
Tower Owner's Mailing Address _____ City, State, Zip _____
Tower Owner's Phone # _____ Tower Owner's E-mail _____
Tower Identification: Number _____ Site Name _____ FCC Registration _____
Type of Tower Construction (please check one): ☐ Lattice ☐ Guyed ☐ Monopole
Tower Owner's Signature (needed for collocations only) _____

Land Owner of Parcel where Tower/Structure is Located (This is the owner of the land which is being leased to the tower company or owner of the other structure where antenna is constructed.)

Land Owner _____ Phone # _____
Land Owner's Mailing Address _____ City, State, Zip _____
Parcel 911 Address _____ PIN # _____
Tower enclosure 911 Address _____
Collocation or Modification Location: Latitude _____ Longitude _____

Person Preparing Application/Site Acquisition or Zoning Specialist (Primary Contact in Obtaining Permit)

Contact Person _____ Company _____ Phone # _____
Contact's Mailing Address _____ City, State, Zip _____
Contact's Fax _____ E-mail _____
This person will follow project through: ☐ Obtaining Permit only, or ☐ Through Facility Construction
If only through Zoning Authorization Permit, who will be the contact through construction? (Name, Company, Address, Phone, E-mail address)

Above Grade Height of Collocation / Modification Antennae: _____ **Height of Tower** _____

Please describe the wireless communication facility request, the work that is proposed and the reason for the work (e.g. gap in coverage, capacity, change in technology).

The following must be included as part of the application.

Legend: R – Required submission.

Note: Applicant to place a check in “Check if Included” column for all items included with the application.

		Collocation on		Modification of Existing Facility	Check if included	Status (staff only)	Catawba County Code Ref
		Existing Tower	Existing Structure				
1.	Complete pre-application meeting.	R	R	R			44-685.02
2.	Digital and a hard copy application in notebook, with coversheet indicating the date, applicant, type of project (collocation or modification) and project 911 address.	R	R	R			Procedures Manual
3.	Agent authorization document.	R	R	R			Procedures Manual
4.	Statement of security compliance.	R	R	R			44-685.08
5.	Statement verifying that signage exists (or will be installed as part of this project) on the: <ul style="list-style-type: none"> • Enclosure fence showing tower contact; • Enclosure fence showing provider contact; and • Collocator’s shelter/panel with provider contact information. 	R	R	R			44-685.09
6.	Application fee, per County Fee Schedule.	R	R	R			44-685.17(a)
7.	Copy of executed lease or letter of agency showing applicant’s right to locate on site.	R	R				44-685.17(b)
8.	Propagation map showing all existing and planned facilities.	R	R				44-685.17(c)
9.	Statement that facility will be constructed and maintained in safe manner and in compliance with all county, state & federal regulations.	R	R	R			44-685.17(d) 44-685.21
10.	Statement that proposed facility is legally permissible and that applicant is authorized to do business in NC.	R	R	R			44-685.17(e)
11.	Copy of the FCC license applicable for the intended use of the proposed facility.	R	R				44-685.17(f)(6)
12.	Narrative explaining any repairs or modifications that need to be done to the tower or structure, why they are needed and who will be overseeing changes. (If none, put NA in “Included” column.	R	R	R			44-685.17(h)
13.	Narrative showing how facility is designed to blend with the natural surroundings.	R	R	R			44-685.17(m)
14.	Lighting spec sheets or drawing, if lighting is added or modified. (If no lighting, put NA in “included” column.)	R	R	R			44-685.07(d) 44-685.17(n)
15.	Statement of understanding that an “as-built” certification is required from a PE, after construction, but before a Certificate of Compliance can be issued. The certification must show the project was according to submitted plans and has been completed.	R	R	R			Procedures Manual
16.	Statement on condition of the site access road and scheduling of necessary repairs.	R	R	R			44-685.17(q)

The following drawings/statements, sealed by a PE, must be included as part of the complete application.

Legend: R – Required submission.

Note: Applicant to place a check in “Check if Included” column for all items included with the application.

		Collocation on		Modification of Existing Facility	Check if included	Status (staff only)	Catawba County Code Ref
		Existing Tower	Existing Structure				
1.	Tower facility site plan drawing showing fencing enclosure, tower, all existing and proposed equipment panels/shelters, and utilities.	R	R	R			44-685.17(g)(1) 44-685.17(g)(2) 44-685.17(o) 44-685.17(p)
2.	If attaching to a tower: Elevation drawing(s) showing type of tower; height of tower; placement, provider names and height of existing collocations; the proposed collocation and any related fixtures or structures; materials; color and lighting.	R		R			44-685.07(d) 44-685.17(n) 44-685.17(r)(1) 44-685.17(r)(2) 44-685.17(r)(3) 44-685.17(r)(4)
3.	If attaching to a structure other than a tower: Drawing(s) showing property boundaries, all structures on the property, structure where the collocation will be placed, its size and height, collocation/modification equipment, related equipment, antennae height above the roof.		R	R			44-685.17(g)(3) 44-685.17(k) 44-685.17(l) 44-685.17(s)
4.	Drawing showing azimuth, size, centerline height, identification and location of all proposed and existing antennae on the supporting tower/structure. Type, model and number of antennae proposed, and antennae specification sheet(s).	R	R	R			44-685.17(g)(4) 44-685.17(g)(5)
5.	Drawing showing that utilities will be underground.	R	R	R			44-685.17(p)
6.	Copy of the latest ANSI or TIA structural report. <ul style="list-style-type: none"> Self-supporting towers need a report, completed within the last 5 years, and Guyed towers need a report completed within the last 3 years. A PE must attach a list enumerating each item which has not passed or is noted as needing repairs, and detail the measures taken to rectify the deficiency.	R		R			44-685.17(r)(5)
7.	PE structural opinion document, showing the age of tower, make, model, and manufacturer of tower, along with a statement that based on the structural analysis and calculations, the tower or structure being attached to and its foundation are sufficient to support the proposed loading of the collocation or modification.	R	R	R			44-685.17(r)(1) 44-685.17(r)(2) 44-685.17(r)(3) 44-685.17(r)(4) 44-685.17(g)(3) 44-685.17(k) 44-685.17(l) 44-685.17(s)

Note: An “as-built” certification is required from a PE, after construction, but before a Certificate of Compliance can be issued. The certification must show that the project has been done according to submitted plans and has been completed.

Professional Engineer (PE) Sign-Off Sheet

A PE who is licensed in the State of North Carolina, must verify the adequacy and accuracy of the attached application, drawings and documents, by initialing the following applicable statements and signing/sealing this document. Catawba County Unified Development Ordinance (UDO) code numbers are shown in parentheses by each statement.

Item #1. ANSI/TIA Review of Tower

I have reviewed the attached copy of the latest ANSI/TIA Report done, pursuant to the latest edition of ANSI-EIA/TIA regulations. (Federal/state law requires a report every 5 years for a self-supporting tower and every 3 years or for a guyed tower. If an ANSI/TIA report has not been done pursuant to the preceding schedule, an ANSI/TIA report must be done and submitted as part of this application.) (Sec. 44-685.17(r)(5)). According to the attached report: (Please initial the appropriate statement.)

There were no tower or foundation inefficiencies or discrepancies; or

All inefficiencies or discrepancies shown on the report have been corrected. Attached is a list enumerating each item which has not passed in the report or is noted as needing repairs, and the measures taken to rectify the deficiency; or

Repairs are necessary, but have not been completed. The collocation request will be put on hold and a separate Building Permit will be obtained for the changes/repairs. Repairs will be completed and pass related inspection(s), prior to obtaining the Zoning Authorization Permit and Building Services building permits to begin working on the collocation. Upon completion, I will inspect the changes/repairs and submit a letter indicating that according to my calculations, the tower (or structure on which the collocation will be attached) is structurally capable of safely accommodating the proposed facilities. Upon receiving this letter, the collocation will be taken off hold and the process for the project will continue.

Professional Engineer Acknowledgment: As a Professional Engineer, I have verified the applicable documents and statements related to the attached application, and to the best of my knowledge believe the information to be adequate and accurate, as shown by my initials above. I understand issuance of the Zoning Authorization Permit is contingent upon the above information being complete and correct.

Professional Engineer (printed name)

Company

Professional Engineer (signature)

(PE Seal)

Item #2. Structural Verification with Proposed Collocation or Modification

I have reviewed the tower's type, make, model, manufacturer, age and structural design calculations (or structure on which the collocation will be attached). Please initial the appropriate statement. (Sec. 44-685.17(h), Sec. 44-685.17(r)(4), Sec. 44-685.17(s)).

_____ In my professional opinion, I certify that this tower (or structure) and foundation are structurally capable of safely accommodating the facilities the applicant is proposing, without any repairs or modifications; or

_____ In my professional opinion, changes/repairs are needed on the tower, foundation (or structure on which the collocation will be attached). (Please attach a statement describing necessary changes/repairs.) I understand that the collocation request will be put on hold, and a separate Building Permit will be obtained for the changes/repairs. Repairs will be completed and pass related inspection(s), prior to obtaining the Zoning Authorization Permit and Building Services building permits to begin working on the collocation. Upon completion of the repairs, I will inspect the changes/repairs and submit a letter indicating that according to my calculations, the tower (or structure on which the collocation will be attached) and foundation are structurally capable of safely accommodating the proposed facilities. Upon receiving this letter, the collocation will be taken off hold and the process will continue.

Professional Engineer Acknowledgment: As a Professional Engineer, I have verified the applicable documents and statements related to the attached application, and to the best of my knowledge believe the information to be adequate and accurate, as shown by my initials above. I understand issuance of the Zoning Authorization Permit is contingent upon the above information being complete and correct.

Professional Engineer (printed name)

Company

Professional Engineer (signature)

(PE Seal)

Procedures Checklist — Wireless Communication Collocations or Modifications

- ☐ Contact the County Planning office to discuss the type of facility requested, the location of the facility, and to set up a time for a site visit.
- ☐ Submit copies of the application, fees, and all necessary attachments, as shown in the checklist below.
 - ☐ A collocation or facility modification will require 1 complete hard copy and 1 digital copy of the application including all attachments.
 - ☐ The hard copy must:
 - Be bound in a notebook;
 - Contain a cover sheet showing the applicant, date, project name, and 911 address of the project;
 - Contain a table of contents listing items in the application; and
 - Contain tabs to categorize items in the application.
- ☐ Catawba County will review the application submittal for completeness.
- ☐ Catawba County will review the content of the application.
- ☐ The applicant will be asked to clarify any discrepancies. (The application will be put on hold until all discrepancies are rectified.)
- ☐ A collocation or modification on an existing facility/structure will be approved/denied by staff.
 - ☐ Upon approval notification, the applicant will sign a Zoning Authorization Permit, issued by the Planning Department. The applicant can then obtain necessary related building permits from the Catawba County Building Services Department, in order to begin construction.
- ☐ During construction, The Building Services Department will perform necessary in-process building inspections.
- ☐ Upon construction completion, the applicant must submit an “as built” inspection certification to the Planning Department, sealed by a PE, verifying that construction 1) has been completed and 2) has been built according to the submitted plan.
- ☐ Contact the County Planning Department for a final zoning inspection.
- ☐ Upon receiving zoning approval, the applicant must contact the County Building Services Department in order to have the final building inspection.
- ☐ Upon passing final Building Services Department inspections the applicant should contact the Planning Department to issue a Zoning Compliance Certificate.
- ☐ The County will contact the power company for power connection after issuing the Zoning Compliance Certificate.
- ☐ **Power cannot be connected and wireless service cannot be provided until:**
 - ☐ **The “as built” certification is received by the County;**
 - ☐ **Both Zoning Department and Building Services Department final inspections have been satisfactorily completed; and**
 - ☐ **A Zoning Compliance Certificate has been issued by the Planning Department.**
- ☐ The applicant/provider can begin providing service to clients.
- ☐ Any future modifications require a separate application and review.

Catawba County Application for a Board of Adjustment Decision

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 # _____

Type of Application:

☐ **Special Use Permit**

- A detailed site plan and the general information listed below shall be submitted with the application.
- Special Use requested including Unified Development Ordinance Section Reference _____
- Documentation must be submitted addressing all standards found in UDO Section 44-328(f)(2) and the specific criteria for the special use.

☐ **Variance**

- Documentation must be submitted supporting all criteria found in UDO Section 44-329 (f)(1).
- A plot plan sealed by a licensed professional and the general information listed below must be included with the application.

☐ **Extension or Change of a Nonconforming Use**

- A detailed site plan and the general information listed below shall be submitted with the application.
- Documentation must be submitted addressing all standards found in UDO Section 44-704(b)(4).

☐ **Appeal**

- An appeal must be submitted in writing and filed with the recording secretary of the board of adjustment within 30 days of the date of the Planning Director's decision. Sec. Ref. _____

General Information to be attached:

- ☐ 12 copies of plan at a scale no smaller than 1 inch equals 200 feet, on either a 18 x 24 or 24 x 36 inch map and either one 8.5 x 11 or 11 x 17 inch map (including digital copies in .pdf or .jpg format); complete application and any attachments.
- ☐ If applicable, a legal description of the property
- ☐ If applicable, a detailed statement of all other circumstances, factors, and reasons, which applicant offers in support of the appeal.
- ☐ Appropriate completed checklist (special use permit, variance, extension or change of a nonconforming use) found in Procedures Manual.
- ☐ Filing Fee: Per Catawba County Fee Schedule

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

CATAWBA COUNTY EXTENSION OR CHANGE OF NONCONFORMING USE-DEVELOPMENT CHART (Quasi-Judicial Hearing- Board of Adjustment)

Detailed Site Plan: used for:

- Change of Nonconforming Use - Applications must meet the requirements of Article VII, Section 44-703 (b) and Article V of the Unified Development Ordinance.
- Extension of Nonconforming Use (Board Review) - Applications must meet the requirements of Article VII. Section 44-704.

Legend

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

PM - Procedures Manual

*Applicant to check box in Column B if information has been submitted on site plan.

		Detailed Site Plan	Check if included on site plan	Status (Staff only)	Code Reference
1.	Access – waterfront	R			44-515
2.	Accessory structures	R			PM
3.	Date of plan	R			PM
4.	Easements, reservations & right-of-ways (existing and proposed)	R			44-519
5.	Floodplain denoted & delineation of area	R			44-429
6.	Name(s) of applicant	R			PM
7.	Name(s) of property owner (if different from applicant)	R			PM
8.	Natural areas – if existing (wetlands, etc.)	R			44-503
9.	North arrow	R			PM
10.	Parcel, includes metes & bounds description, acreage and parcel identification (PIN). minimum size, location, dimensions	R			PM
11.	Roadway classification and designation (public or private)	R			44-516
12.	Scale, 1"=200' or less preferred	R			PM
13.	Setbacks – required for district	R			Table 44-404-1
14.	Structures, existing - location, height & use	R			PM
15.	Structures, residential proposed - types, number of units, height and outline	R			PM
16.	Structures- non-residential, proposed –number, height, outline and square footage	R			PM
17.	Topographical features – 5 ft. or less contours	R			PM
18.	Utilities provider (water & sewer or well and septic tank) – if applicable	R			44-521
19.	Vicinity Map	R			PM
20.	Watershed designation & delineation & % of imperviousness	R			44-434
21.	Zoning district and land use of adjoining sites	R			PM
22.	Zoning district of site, existing	R			PM

CATAWBA COUNTY SPECIAL USE PERMIT-DEVELOPMENT CHART (Quasi-Judicial Hearing - Board of Adjustment)

Detailed Site Plan: used for:

- All special use applications which must meet the requirements of Section 44-328, Article VI, Division 3, and Article V of the Unified Development Ordinance.

Legend

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

PM - Procedures Manual

*Applicant to check box in Column B if information has been submitted on site plan.

		A	B	C	D
		Detailed Site Plan	Check if included on site plan	(Staff only)	Code Reference
1.	Access management	R			44-515
2.	Access – waterfront	R			PM
3.	Accessory structures	R			PM
4.	Airstrips (if existing or proposed) on site & surrounding properties	R			
5.	Date of plan	R			PM
6.	Easements, reservations & right-of-ways (existing and proposed)	R			44-519
7.	Floodplain denoted & delineation of area	R			44-429
8.	Floor Area Ratio	R			44-404(d)
9.	Historic sites (location of existing, if applicable)	R			
10.	Landscaping – driveways	R			44-523(c)
11.	Landscaping - foundation plantings	R			44-523(g)
12.	Landscaping - internal parking area	R			44-523(e)
13.	Landscaping - perimeter buffer of parcel	R			44-523(f)
14.	Landscaping - perimeter for parking facilities	R			44-523(d)
15.	Landscaping - street trees	R			44-523(h)
16.	Landscaping - trees & shrubs, berms- location of existing/proposed–preservation	R			44-503
17.	Lighting standards - type & location (free - standing & on buildings)	R			44-522
18.	Loading & service areas (screening & location)	R			44-526 44-537
19.	Mechanical equipment – ground/rooftop (screened)	R			44-524
20.	Name of development	R			PM
21.	Name(s) of developer	R			PM
22.	Natural areas – if existing (wetlands, etc.)	R			PM
23.	North arrow	R			PM
24.	Open storage with required screening	R			44-527

		A	B	C	D
		Detailed Site Plan	Check if included on site plan	(Staff only)	Code Reference
25.	Parcel, includes metes & bounds description, acreage and parcel ID.	R			PM
26.	Parking - off street	R			44-534
27.	Parking facilities – access to adjacent street, aisle dimension, spaces (numbered and dimension), and location.	R			44-535 44-536
28.	Roadway classification	R			PM
29.	Scale, 1"=200' or less preferred	R			PM
30.	Setbacks	R			44-404-1
31.	Sign – wall signs - location & size of	R			Art. V, Div. 7 44-563
32.	Sign - design drawing	R			PM
33.	Sign - location of existing signs on lot & building(s)	R			PM
34.	Sign – freestanding - new sign location, size, height, surface and landscaping	R			44-562
35.	Sign – Off-premise directional	R			44-565
36.	Slopes in excess of 20% (if existing)	R			
37.	Solid waste storage area (location & screening)	R			44-525
38.	Storm water management facilities locations (retention basins, etc.)	R			
39.	Street designation, internal (public or private)	R			PM
40.	NCDOT driveway permit approval				PM
41.	Street trees	R			44-523(h)
42.	Structures, existing/proposed - location, height	R			
43.	Topographical features – 5 ft. or less contours	R			PM
44.	Traffic improvements-off site (turn lanes, etc.)	R			
45.	Traffic patterns – existing & proposed - circulation/channelization, access, visibility,	R			44-515
46.	Utilities provider (water & sewer or well and septic tank) - confirmation in writing from provider	R			44-521
47.	Vicinity Map	R			PM
48.	Watershed designation and percentage of imperviousness	R			44-434
49.	Zoning district and land use of adjoining sites	R			PM
50.	Zoning district of site, existing	R			PM

CATAWBA COUNTY VARIANCE REQUEST-DEVELOPMENT CHECKLIST (Quasi-Judicial Hearing - Board of Adjustment)

Plot Plan: used for:

- All variance request applications must meet the requirements of Section 44-329 and Article V of the Unified Development Ordinance.

Legend

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

*Applicant to check box in Column B if information has been submitted on plot plan.

		A	B	C	D
		Detailed Site Plan	Check if included on site plan	(Staff only)	Code Reference
1.	Accessory structures	R			PM
2.	Date of plan	R			PM
3.	Easements, reservations & right-of-ways	R			44-519
4.	Floodplain denoted & delineation of area	R			44-429
5.	Name(s) of applicant	R			PM
6.	Name(s) of property owner (if different from applicant)	R			PM
7.	North arrow	R			PM
8.	Parcel, includes metes & bounds description, acreage and parcel ID)	R			PM
9.	Scale, 1"=200' or less preferred	R			PM
10.	Setbacks – required for district	R			44-404-1
11.	Setbacks – proposed	R			PM
12.	Street designation (public or private)	R			44-516
13.	Structures, existing - location, height & use	R			PM
14.	Structures, proposed	R			PM
15.	Topographical features, if applicable	R			PM
16.	Vicinity Map	R			PM
17.	Watershed designation and percentage of imperviousness	R			44-434
18.	Zoning district and land use of adjoining sites	R			PM
19.	Zoning district of site	R			PM

**Catawba County Application for a Wireless Communication New Tower or Combination New Tower/Collocation
(Quasi-Judicial Hearing - Board of Adjustment)**

Type of Facility (please check one): _____ New Tower Only _____ Combination New Tower/Collocation

Owner of Tower/Applicant

Tower Owner/Applicant _____
Tower Owner's Mailing Address _____ City, State, Zip _____
Tower Owner's Contact Person _____ Phone # _____
Parcel 911 Address _____ PIN # _____
Tower Enclosure 911 Address _____
Tower Location: Latitude _____ Longitude _____
Wireless Owner's Tower Identification Information: Number _____ Site Name _____
FCC Registration Number of Tower: _____
Type of Tower Construction (please check one): _____ Lattice _____ Guyed _____ Monopole
Tower Total Height _____ Height of Collocation (if proposed) _____
Applicant's Signature: _____

Wireless Provider/Co-Applicant of the Proposed Collocation (This section does not apply if there is not a collocation at this time.)

Provider/Applicant _____
Provider's Mailing Address _____ City, State, Zip _____
Provider's Contact Person _____ (Typically not the same person preparing the application or the primary contact prior to construction.)
Contact's Phone # _____ Contact's E-mail _____
Provider's Identification Information for Site: Number _____ Site Name _____
Co-Applicant's Signature: _____

Land Owner of Parcel where Tower is Proposed (This is the owner of the land which is being leased to the tower company.)



Land Owner _____ Phone # _____
Land Owner's Mailing Address _____ City, State, Zip _____
Land Owner's Signature: _____

Person Preparing Application/Site Acquisition or Zoning Specialist (Primary Contact in Obtaining Permit)

Contact Person _____ Company _____ Phone # _____
Contact's Mailing Address _____ City, State, Zip _____
Contact's Fax _____ Email _____
This person will follow project through: _____ Obtaining Permit only, or _____ Through Facility Construction
If only through Zoning Authorization Permit, who will be the contact through construction? (Name, Company, Address, Phone, E-mail address) _____

Please describe the request, proposed work and the reason for the work (e.g. gap in coverage, capacity, change in technology). _____

Procedures Checklist – Wireless Communication New Tower, or increasing the Height of Existing Tower

- ☐ Contact the Planning, Parks, and Development office to discuss the type of facility request that you have, the location of the facility, and set up a time for a site visit.
- ☐ A copy of the application/checklist will be sent to the contact person representing the wireless communication company.
- ☐ The contact person will submit copies of the application, fees, and all necessary attachments, shown on the tables below.
 - ☐ Constructing a new tower, or increasing the height and collocating on an existing tower by more than 10%, and collocating on an existing tower will require:
 -  14 complete copies of the application including all attachments. At least 3 of these copies must be bound in a notebook, and contain tabs and a table of contents to categorize items.
 -  One digital copy of the application and all attachments.
- ☐ Catawba County will review the application submittal for completeness.
- ☐ Catawba County will review the content of the application.
- ☐ The applicant will be asked to clarify any discrepancies. (The application will be put on hold until all discrepancies are rectified.)
- ☐ The applicant must advertise and conduct a balloon test, meeting the requirements of Sec. 44-685.15, and submit 14 copies of the balloon test report to the Planning Department for inclusion in the Board of Adjustment meeting packets.
- ☐ The Board of Adjustment (BOA) will hold a public hearing to consider the Special Use for the tower.
 - ☐ If the request is for a tower only, the Special Use will be put on hold upon BOA approval, until a collocation is contracted to go on the tower. Tower construction cannot begin, and applicable permits will not be issued until a collocation contract is signed and submitted to the Planning Department.
 - ☐ If the request is a joint application for the tower and a collocation, applicable permits can be issued for tower construction upon Special Use approval by the BOA. (Collocation permits will not be issued, and collocation construction cannot begin until the tower structure passes all inspections shown below.)

Tower Construction:

- During tower construction, Building Services will perform necessary in-process building inspections.
- Upon tower completion, the applicant must have a PE submit certification that the project is complete, that the tower was built according to the plans, and is ready for any final County inspections.
- Upon tower completion, the applicant must contact the County Planning Department to have a final zoning inspection.
- After successfully passing the zoning inspection, Building Services can be contacted to perform the final building inspection for the tower structure.
- Upon passing final Building Services Department inspections the Planning Department will issue a Zoning Compliance Certificate for the tower.

Collocation Construction

- The applicant should set up an appointment with the Planning Department to obtain a Zoning Authorization Permit for the collocation.
- The applicant can obtain necessary related building permits from the Catawba County Building Services Department, in order to begin construction of the collocation.
- During collocation construction, Building Services will perform necessary in-process building inspections.
- Upon collocation completion, the applicant must have a PE submit certification that the project is complete, that the collocation was built according to the plans, and is ready for any final County inspections.

- The applicant must contact the County Planning Department to have a final zoning inspection.
- After successfully passing the zoning inspection, done by the Planning Department, Building Services can be contacted to perform the final building inspection for the collocation.
- Upon passing final Building Services Department inspections the Planning Department will issue a Zoning Compliance Certificate for the collocation.

☐ The County will contact the power company for power connection.

☐ **Power cannot be connected and wireless service cannot be provided until both Zoning Department and Building Services Department final inspections have been satisfactorily completed.**

☐ The co-applicant provider can begin providing service to clients.

☐ Any future modifications require a separate application and review.

The following documents must be included as part of the application.

Legend: R – Required submission.

Note: Applicant to place a check in “Check if Included” column for all items included with the application.

		New Tower		Increase Height of Existing Facility	Check if included	Status (staff only)	Catawba County Code Reference
		Tower Only	Tower with Collocation				
1.	Complete pre-application meeting	R	R	R			44-685.02
2.	Agent authorization document. Any agreement that would preclude the applicant to share the new tower must be disclosed.	R	R	R			44-685.14(r)
3.	Statement that tower will not be over 120’, or proof of need for additional height. (An additional tower may be required if a taller tower is deemed visually obtrusive.)	R	R	R			44-685.06(a) 44-685.06(c)
4.	Statement that tower will be structurally designed to support at least 6 collocations.	R	R	R			44-685.06(b)
5.	Statement as to the type, materials, color and lighting of tower.	R	R	R			44-685.07
6.	Statement of security compliance	R	R	R			44-685.08
7.	Statement verifying that a sign will be placed on the enclosure fence showing necessary tower contact information, and that signage will be installed on the collocater’s equipment shelter/panel with necessary provider contact information.	R	R	R			44-685.09
8.	Application fee, per Catawba County Fee Schedule.	R	R	R			44-685.14(a)
9.	Propagation map showing all existing and planned facilities. Must demonstrate that the site, tower and collocations are the least intrusive as possible.	R	R	R			44-685.14(i) 44-685.14(t)
10.	Computer generated “zone of visibility map,” photo simulations of “before and after” views, written description of visual impact of facility, and documentation on how facility base will be screened.	R	R	R			44-685.14(j)
11.	Statement that facility will be constructed and maintained in safe manner and in compliance with all County, state & federal regulations	R	R	R			44-685.14(m) 44-685.14(p)
12.	Proof that landowner agrees to proposed facility, it is legally permissible, & applicant’s business is authorized in NC.	R	R	R			44-685.14(q)
13.	Copy of the FCC license applicable for the intended use of the proposed facility	R	R	R			44-685.14(h)
14.	Only applicable for height increases on existing towers. Narrative explaining any repairs or modifications that need to be done to the tower or structure, why they are needed and who will be responsible for overseeing the changes. (If no repairs are necessary, as shown by the ANSI report, put NA in “Included” column.)			R			44-685.14(z)

		New Tower		Increase Height of Existing Facility	Check if included	Status (staff only)	Catawba County Code Reference
		Tower Only	Tower with Collocation				
15.	Narrative showing how facility and accessory equipment is designed to blend with the natural surroundings.	R	R	R			44-685.14(k)
16.	Statement regarding creation/condition of the site access road and turn around, along with scheduling of necessary repairs.	R	R	R			44-685.14(l)
17.	Written report demonstrating efforts to collocate on an existing tower or structure. (Copies of written requests and responses for shared use within 1-mile must be included.) If locating in major subdivision, in the Mixed Use Overlay, or on Bakers, or Anderson Mountain, documentation must show that the area cannot be served from outside the district.		R				44-685.14(s)(1) 44-685.14(s)(2)
18.	Letter of intent from tower owner stating that good faith efforts will be made to allow for future collocations.	R	R	R			44-685.14(u)
19.	Statement from the tower owner stating that the Catawba County Planning Department will be notified if any tower or collocation modification takes place.	R	R	R			44-685.14(v)
20.	Balloon test must be conducted and reports must be forwarded.	R	R	R			44-685.15
21.	Performance and removal security.	R	R	R			44-685.18
22.	Statement of understanding that an “as-built” certification is required from a PE, after construction, but before a Certificate of Compliance can be issued. The certification must show the project was according to submitted plans and has been completed.	R	R	R			Procedures Manual

The following drawings, sealed by a PE, must be included as part of the complete application.

Legend: R – Required submission.

Note: Applicant to place a check in “Check if Included” column for all items included with the application.

		New Tower		Increase Height of Existing Facility	Check if included	Status (staff only)	Catawba County Code Ref
		Tower Only	Tower With Collocation				
1.	Plan view drawing, showing zoning district, parent property area in sq. feet, lot lines, dimensions, tower & structure locations and tower fall zone, site access, type, location of all existing buildings. & landscaping. Landscaping to screen facility, to a height of 10 ft. in 2 years.	R	R	R			44-685.14(g)(1) 44-685.14(g)(2) 44-685.14(g)(3) 44-685.14(g)(5) 44-685.14(g)(8) 44-685.14(j)(4) 44-685.14(l)
2.	Elevation drawing(s) showing height of the tower, the proposed collocation and related fixtures or structures, materials, color, lighting; age of tower, type of tower, make, model, and manufacturer of tower, and height and provider names of existing collocations (if increasing the height of an existing tower). Collocations must be flush mounted to the extent possible.	R	R	R			44-685.14(g) 44-685.14(g)(1) 44-685.14(g)(2) 44-685.14(g)(4) 44-685.14(g)(9) 44-685.14(o) 44-685.14(r)(2) 44-685.14(x)(1) 44-685.14(x)(2)
3.	Tower and foundation structural design calculations, certified by a PE, showing that the tower will accommodate a total of 6 collocations. Basis for the calculations.	R	R	R			44-685.14(g)(9) 44-685.14(s)(3)
4.	Drawing showing azimuth, size, centerline height, identification and location of proposed antennae on the supporting tower.	R	R	R			44-685.14(g)(6)
5.	Type, model and the number of antennae proposed, along with a copy of the specification sheet(s) for the antennas.	R	R	R			44-685.14(g)(7)
6.	Lighting drawings or spec sheets, if lighting is used. Only fast flashing strobes are permissible. (If none mark N/A.)	R	R	R			44-685.14(w)
7.	Utilities drawing, showing that all utilities will be underground.	R	R	R			44-685.10 44-685.14(j)(5)
8.	Drawing of the proposed signage showing collocation/provider’s contact information.	R	R	R			44-685.09
9.	Statement that construction complies with all local, state and federal regulations. (An “as-built” inspection & certification will be required after construction.)	R	R	R			44-685.14(m) 44-685.14(p) 44-685.14(x)(4)
10.	Only applicable if increasing height of an existing tower. Copy of the latest ANSI or TIA structural report, along with any subsequent amendments or corrections for: <ul style="list-style-type: none"> • Self-supporting towers 5 years or older, and • Guyed towers 3 years or older. 	R		R			44-685.14(s)(3) 44-685.14(x)(3)

Professional Engineer (PE) Sign-Off Sheet

A PE who is licensed in the State of North Carolina, must verify the adequacy and accuracy of the attached application, drawings and documents, by initialing the following statements and signing/sealing this document. Catawba County Unified Development Ordinance (UDO) code numbers are shown in parentheses by each statement.

Item #1. ANSI/TIA Review of Tower

This paragraph only applicable when increasing the height of an existing tower.

_____ I have reviewed the attached copy of the latest ANSI Report, done pursuant to the latest edition of ANSI-EIA/TIA for any self-supporting tower that is 5 years or older or for a guyed tower that is 3 years or older, as required by federal/state law. (If an ANSI report has not been done pursuant to the preceding schedule, an ANSI report must be done and submitted as part of the application.) (Sec. 44-685.14(s)(3) and (Sec. 44-685.14(x)(3)

_____ There were no inefficiencies or discrepancies shown on the ANSI report; or

_____ All inefficiencies or discrepancies shown on the report have been corrected (Please attach photos of corrections.); or

_____ Repairs are necessary. Please attach a list of any necessary repairs. The collocation request will be put on hold and a separate Building Permit will be obtained for the changes/repairs. The height increase and repairs will be completed and pass related inspection(s), prior to obtaining the Zoning Authorization Permit and Building Services building permits to begin working on the collocation. Upon completion, I will inspect the changes/repairs and submit a letter indicating that according to my calculations, the tower is structurally capable of safely accommodating the proposed facilities. Upon receiving this letter, the collocation process can continue.

Professional Engineer Acknowledgment: As a Professional Engineer, I have verified the applicable documents and statements related to the attached application, and to the best of my knowledge believe the information to be adequate and accurate, as shown by my initials beside each statement. I understand issuance of the Zoning Authorization Permit is contingent upon the above information being complete and correct.

Professional Engineer (printed name)

Company

(PE Seal)

Professional Engineer (signature)

.....
Item #2. Structural Verification with Proposed Tower

I have reviewed the proposed tower's type, make, model, manufacturer, age and structural design calculations. (Sec. 44-685.14(z), Sec. 44-685.14(x)(2), Sec. 44-685.14(s)(3), Sec. 44-685.14(g)(9)).

_____ **Request for a tower only.** According to my calculations, this proposed tower is structurally capable of supporting a total of at least 6 typical collocations that may be proposed at a later date; or

_____ **Joint application requests for a tower and the 1st collocation.** According to my calculations, this proposed tower is structurally capable of supporting the facilities the applicant is proposing, and also 5 additional typical collocations that may be proposed at a later date; or

_____ **Request for increasing the height of an existing tower and adding a collocation.** According to my calculations, this tower is structurally capable of supporting the additional height, the weight from the height increase and the proposed collocation.

_____ The project complies with all County, state and federal regulations, including FAA and FCC requirements. (Sec. 44-685.14(m), (Sec. 44-685.14(p) and (Sec. 44-685.14(x)(4))

_____ Tower lighting, or not lighting the tower, complies with FAA's regulations. The facility may only be lit if required to do so by law. Any lighting must be a fast flashing strobe, which includes technology that enables light to be seen as intended from the air, but prevents the ground scatter. (Sec. 44-685.14(w)).

_____ All utilities will be installed underground and in compliance with all County, state and federal regulations including the National Electrical Safety Code and the National Electrical Code. The facility will be effectively grounded and installed with appropriate surge protectors to protect persons and property. (Sec. 44-685.10) (Sec. 44-685.14(j)(5)).

_____ Upon completion of a new tower or extension of an existing tower and again at the completion of a collocation, I will do an "as built" inspection and send certification that construction was completed according to plan. I understand that neither the Zoning Compliance Certificate (CO) for the tower, nor the Zoning Compliance Certificate (CO) for the collocation, will be issued until the County has received my report.

Professional Engineer Acknowledgment: As a Professional Engineer, I have verified the applicable documents and statements related to the attached application, and to the best of my knowledge believe the information to be adequate and accurate, as shown by my initials beside each statement. I understand issuance of the Zoning Authorization Permit is contingent upon the above information being complete and correct.

Professional Engineer (printed name)

Company

Professional Engineer (signature)

(PE Seal)

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 Name (Printed) _____

Applicant's Signature _____ Date _____

Property Owners Name (Printed) _____

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		

		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 include d on site plan	Conditional Code ref.	MUC-O Code Reference	CRC-O Code ref.	FPM-O Code Reference	WP-O Code Referenc e	RP-O Code Referenc e	ED-O Code Referenc e
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)

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
		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 – INDUSTRIAL PARK (IP) 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 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)						

		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 Referenc e	FPM-O Code Referenc e	WP-O Code Referenc e	RP-O Code Referenc e	ED-O Code Reference
8.	Landscaping – perimeter buffer of parcel	G		R		44-444(g) 44-523(d)	44-430.11(a)					
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)						

		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
						(10)						
10.	Village Greenway areas	G		R		44-445.14						
	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 pubic use facility	G		R		44-445.08(c)						

		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
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)(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	G		R		44-445.12(d)	44-430.15					

		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
	& surface											
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
(Used in Conjunction with General Non-Residential Development Checklist)

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Legend

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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	Check if incl. on site plan	321-ED Dev. Code Reference	MUC-O Code Reference	CRC-O Code Referenc e	FPM-O Code Reference	WP-O Code Ref.	RP-O Code Ref.	ED-O Code Referenc e
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)					

		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
27.	Mechanical equipment – rooftop (screened)	G		R		44-446.14(4)						
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)					

		A	B	C	D	E	F	G	H	I	J	K
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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)				
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.						

		A	B	C	D	E	F	G	H	I	J	K
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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)						
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 non-res. 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
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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	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, &	G		R		44-447.09(b)(c)(d)						

	corners marked and spaces numbered											
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								

Catawba County Non-major Subdivision Application

Applicant _____ Phone # _____
Applicant's Fax # _____ Applicant's e-mail _____
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 # _____
Applicant's Signature _____ Date _____
Property Owner's Signature _____ Date _____

Subdivision Type

____ Family ____ Minor ____ Exempt

- ☐ Contact the Planning Department to discuss subdivision proposal.
- ☐ Contact an NC Registered Land Surveyor and discuss with him/her the plans. Have the surveyor prepare a plat showing how the property is to be divided.
- ☐ The plat should contain all information shown in the Subdivision Final Plat Checklist.
- ☐ Schedule an appointment with a planner and bring 2 paper copies of your survey for review.
- ☐ Call the County Environmental Health Department and apply for lot evaluations for wells and/or septic systems on all lots shown on the map. They will need a copy of the survey.
- ☐ After tests have been completed by the Environmental Health Department, obtain an approval form and bring the form to the Planning Department.
- ☐ After the Planning Department has reviewed the paper copy of your subdivision plan, schedule an appointment with a planner and bring 1 final paper copy and 1 final "Mylar" of your plat (recordable size 18 inch x 24 inch). A final copy must include all required corrections and signatures.
- ☐ Review fee – Per Catawba County Fee Schedule.

Family Subdivision Lineal Family Member/Sibling Statement

I hereby acknowledge that I have created the Family Subdivision titled _____

I have read, understand, and agree to abide by the *Unified Development Ordinance* (UDO) as it pertains to the creation of lots for lineal family members or siblings. The purpose for creating a Family Subdivision is to have my lineal family member homestead on the new lot. I realize if lots are created for people other than lineal family members, then the provisions for a Minor or Major Subdivision is to be followed as outlined in the *UDO*.

I further acknowledge that my lineal family members who will be homesteading on the newly created family lots are:

1. _____ Lot# _____, and
(Name) (Relationship)
2. _____ Lot# _____, and
(Name) (Relationship)
3. _____ Lot# _____, and
(Name) (Relationship)

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that
_____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, 20____

Notary

My commission expires _____, 20____ (Seal)

CATAWBA COUNTY SUBDIVISION FINAL PLAT REVIEW-DEVELOPMENT CHECKLIST

(For Family, Minor, and Exempt, Subdivisions)

Legend

R - Required

PM - Procedures Manual

Note: Applicant to check box in column B, if information is shown on the plats.

Staff will complete column C upon review of plat.

		A	B	C	D
		FINAL PLAT	Check if included	Staff Review	Code Reference
1.	Conservation, erosion, sedimentation and stream buffers	R			44-503
2.	Shared Driveways	R			44-514(b)
3.	Sidewalks	R			44-518
4.	Easements & underground utilities	R			44-519
5.	Lot design & dimensional Requirements	R			44-544(c)
6.	Flood hazard zone location, designated flood panel number, and Elevation where FEMA study completed	R			
7.	Watershed designation on plat	R			
8.	Rural Protection Overlay – setbacks	R			44-435 (a)
9.	Airstrips on land to be subdivided	R			
General Plat Information					
10.	Name of Development	R			PM
11.	Name and address of Current Property Owner	R			PM
12.	Name and Address of owner's agent	R			PM
13.	Name, address, and NC registration # and seal of surveyor and engineer	R			PM
14.	Name of adjacent property owners	R			PM
15.	Name of adjoining subdivisions and identification of publicly owned lands	R			PM
16.	Date of survey	R			PM
17.	Parcel Identification Number (PIN)	R			PM
18.	Address of parent parcel	R			PM
19.	Scale- no smaller than 1 inch equals 200 feet, shown graphically and in text.	R			PM
20.	North Arrow	R			PM
21.	Township, County, and Small Area Plan	R			PM
22.	Plat Certificates	R			PM
23.	Total Acreage to be platted	R			PM
24.	Acreage of each lot, excluding ROW	R			PM
25.	Zoning Classification	R			PM
26.	Location Map	R			PM
27.	Location of existing structures	R			PM
28.	Major physical features, wetlands, rivers lakes, etc.	R			PM
29.	Name and widths of all adjacent roads	R			PM
30.	Names and widths of all streets proposed	R			PM
31.	Lots numbered	R			PM
32.	Notation if parcel is located in or ½ mile of agricultural district	R			PM
33.	Course and distance of the perimeter of land for platting based on field survey	R			PM
34.	Drainage facilities including all cross pipes and sizes	R			PM

Catawba County Family Subdivision Plat Certificates

Maintenance Certificate

All roads in this subdivision are hereby declared public. The maintenance of all streets and roads in this subdivision shall be the responsibility of _____ and it shall be their responsibility to bring such streets up to the standards of the North Carolina Department of Transportation before any streets on this plat are added into the North Carolina State Highway System.

Owner/Subdivider

Date

And;

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, 20 __

Notary

My commission expires

(Seal)

_____, 20__

And;

Surveyors Certificate of Survey and Accuracy

I _____, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book __, page __, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book __, page __; that the ratio of precision as calculated is 1: __; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this __ day of _____, A.D., 20 __

Seal or Stamp

Surveyor, Registration Number

And;

The survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land

Surveyor

And;

Watershed Notation

The parcels of land as shown on this plat are located in the _____ watershed

OR;

Watershed Notation

The parcels of land as shown on this plat are not located in a watershed

And;

Flood Plain Notation

The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number _____

OR;

Flood Plain Notation

The parcels of land as shown on this plat are not located in a 100-year flood plain

And;

Approval Certificate for Family Subdivision Plat

I certify that the subdivision plat shown has been found to comply with the Subdivision Regulations of Catawba County and is approved for recording in the Office of the Register of Deeds of Catawba County within sixty days of the date of this approval.

Director of Planning or Designee

Date

And;

Review Officer Certificate

State of North Carolina, County of Catawba I, _____, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording

Review Officer

Date

Catawba County Minor Subdivision Plat Certificates

Surveyors Certificate of Survey and Accuracy

I _____, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book __, page __, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book __, page __; that the ratio of precision as calculated is 1: __; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this __ day of _____, A.D., 20 __

Seal or Stamp

Surveyor, Registration Number

And;

The survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land

Surveyor

And;

Watershed Notation

The parcels of land as shown on this plat are located in the _____ watershed

OR;

Watershed Notation

The parcels of land as shown on this plat are not located in a watershed

And;

Flood Plain Notation

The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number____

OR;

Flood Plain Notation

The parcels of land as shown on this plat are not located in a 100-year flood plain

And;

Approval Certificate for Minor Subdivision Plat

I certify that the subdivision plat shown has been found to comply with the Subdivision Regulations of Catawba County and is approved for recording in the Office of the Register of Deeds of Catawba County within sixty days of the date of this approval.

Director of Planning or Designee

Date

And;

Review Officer Certificate

State of North Carolina, County of Catawba I, _____, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date

Catawba County Exempt From Subdivision Land Division Plat Certificates

The survey is of an existing parcel or parcels of land and does not create a new street or change an existing street

Surveyor

OR;

The survey is of an existing building or other structure, or natural feature, such as a watercourse

Surveyor

OR;

The survey is a control survey

Surveyor

OR;

The survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision

Surveyor

And;

Surveyors Certificate of Survey and Accuracy

I _____, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book __, page __, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book __, page __; that the ratio of precision as calculated is 1: __; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this __ day of _____, A.D., 20 __

Seal or Stamp

Surveyor, Registration Number

And;

Watershed Notation

The parcels of land as shown on this plat are located in the _____ watershed

OR;

Watershed Notation

The parcels of land as shown on this plat are not located in a watershed

And;

Flood Plain Notation

The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number ____

OR;

Flood Plain Notation

The parcels of land as shown on this plat are not located in a 100-year flood plain

And;

Approval Certificate for Exempt from Subdivision Plat

I certify that to the best of my ability I have determined that the plat shown hereon is exempt from Catawba County Subdivision Regulations

Director of Planning or Designee

Date

OR;

Approval Certificate for Recombination of Land Plat

I certify that to the best of my ability I have determined that the plat shown here on is exempt from Catawba County Subdivision Regulations. This plat involves the combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the County as shown in the Unified Development Ordinance.

Director of Planning or Designee

Date

And;

Review Officer Certificate

State of North Carolina, County of Catawba I, _____, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date

Catawba County Major Subdivision Sketch/Preliminary Application

Applicant _____ Phone # _____
Applicant's Fax # _____ Applicant's e-mail _____
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 # _____
Subdivision Name _____ # of Lot _____

☐ Sketch ☐ Preliminary

Submitted with the sketch and preliminary application are the following:

- ☐ Plat - 15 (18 inch by 24 inch) paper copies of plat with all information contained in the Subdivision Development Checklist
- ☐ Subdivision Type _____ Conventional _____ Cluster
- ☐ Proposed Use of Property _____ Stick-built _____ Modular _____ MFG. Home
_____ Commercial _____ Other(specify) _____
- ☐ Water supply - Check with the Catawba County Utilities & Engineering Department, or appropriate municipality, to see if public water is available to the subdivision (check system that is proposed).
 - ☐ Individual wells ☐ Private water system
 - ☐ Municipal water system _____
- ☐ Sewage disposal - Check with the Catawba County Utilities & Engineering Department or appropriate municipality to see if public sewer is available to the subdivision (check system that is proposed).
 - ☐ Individual septic systems ☐ Private sewer system
 - ☐ Municipal sewer system _____
- ☐ Are private roads proposed? - Private roads are constructed to NCDOT minimum construction standards, but maintained privately. Yes _____ No _____
- ☐ Road profiles: 3 copies of road profiles, as necessary, submitted to the County. It is recommended that the applicant also submit a copy to NCDOT to expedite the process. (Preliminary only)
- ☐ A copy of the driveway permit application from the NCDOT. (Preliminary only)
- ☐ Proposed road names for Catawba County E-911 Office consideration.
- ☐ A copy of the Erosion Control Permit application from the County, if applicable. (Preliminary only)
- ☐ Copy of Home Owners Association restrictive covenants, if applicable. (Preliminary only)
- ☐ Filing fee - See Catawba County fee schedule.

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

CATAWBA COUNTY SUBDIVISION SKETCH PLAT AND PRELIMINARY PLAT REVIEW DEVELOPMENT CHECKLIST

Legend

R – Required

IR – If Required

PM – Procedures Manual

IP – If Proposed

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

	A	B	C	D	
	SKETCH PLAT	Check if included	PRELIMINARY PLAT	Check if included	Code Reference
Site Design					
Relationship to thoroughfare plans	R		R		44-502
Conservation, erosion, sedimentation and stream buffers			R		44-503
Blocks-max. length	IP/R		IP/R		44-504
General design criteria			R		44-504(a)
Pedestrian crosswalks within blocks			IP		44-504(b)
Double frontage lots	IP/R		IP/R		44-505
Access management					
Shared Driveways			IP/R		44-514(b)
Out-parcels			IP/R		44-515(c)
Internal Circulation			R		44-515(d)
Half-streets			R		44-515(f)
Permits for connection			R		44-515(g)
Marginal access street			IP/R		44-515(h)
Street Standards	R		R		44-516
Designation			R		44-516(b)
Road standards –major sub.					
Private roads			IP/R		44-516(d)
External connectivity	R		R		44-517(a)
Internal connectivity	R		R		44-517(b)
- Street segment			R		44-517(b)(i)
-Projecting streets			R		44-517(b)(2)
Sidewalks					
- residential dev. 25 or more lots			IR		44-518(b)
Easements & underground utilities			R		44-519
- Public water supply req.	R		R		44-521(a)
-Public sanitary sewer req.	R		R		44-521(b)
Lighting standards-single family res. dev.			IP/R		44-522(e)
Street trees			R		44-523(2)
Open Space					
Neighborhood recreation/open space for non-cluster dev.	IP/R		R		44-543
Amount of land or fee in-lieu			IP/R		44-543(b)
Open space incentive			IP/R		44-543(b)(3)
Characteristics			R		44-543(c)
Neighborhood recreation/open space improvements			R		44-543(d)
Neighborhood recreation/open space dedication & maintenance			R		44-543(e)

		A	B	C	D	
		SKETCH PLAT	Check if included	PRELIMINARY PLAT	Check if included	Code Reference
	Open space requirements for cluster subdivisions	R		R		44-544
	- Minimum site size	R		R		44-544(a)
	-Maximum # of lots	R		R		44-544(b)
	-Lot design & dimensional requirements	R		R		44-544(c)
	-Setbacks			R		44-544(d)
	-Required open space	R		R		44-544(e)
	-Open space use			R		44-544(f)
	-Open space dedication			R		44-544(g)
Catawba River Corridor Overlay						
	-Minimum lot size	R		R		44-428 (d)
	-Minimum lot width	R		R		44-428 (e)
	-Flag lot allowance and design	R		R		44-428 (f)
Floodplain Management Overlay						
	Flood hazard zone location, designated flood panel number, and Elevation where FEMA study completed	R		R		44-429
Watershed Protection Overlay						
	-WS- II WQCA Density single family			R		44-434.04 (a)(1)
	--WS-II BW Density single family			R		44-434.05(a)(1)
	--WS-III WQCA Density single family			R		44-434.06(a)(1)
	--WS-III BW Density single family			R		44-434.07(a)(1)
	-WS-IV WQCA Density single family			R		44-434.08(a)(1)
	-WS-IV WPA Density single family			R		44.434.09(a) (1)
	Watershed High Density Development			R		44-4340.11(a) (d)
	Watershed Stream Buffers			R		PM
	Watershed designation on plat			R		PM
Rural Protection Overlay						
	-Setback requirements	R		R		44-435 (a)
Mountain Protection Overlay						
	Density	R		R		44-433 (e)
	Design Standards	R		R		44-433 (f)
Airstrips						
	Airstrips on land to be subdivided	R		R		
General Plat Information						
	Name of Development	R		R		PM
	Name and address of current property owner	R		R		PM
	Name and address of owner's agent	R		R		PM
	Name, address, and NC registration # and seal of surveyor and engineer	R		R		PM
	Name of adjacent property owners	R		R		PM
	Name of adjoining subdivisions and identification of publicly owned lands	R		R		PM
	Date of survey	R		R		PM
	Parcel Identification Number (PIN)	R		R		PM
	Address of parent parcel	R		R		PM

		A	B	C	D	
		SKETCH PLAT	Check if included	PRELIMINARY PLAT	Check if included	Code Reference
	Scale- no smaller than 1 inch equals 200 feet shown graphically and in text.	R		R		PM
	North Arrow	R		R		PM
	Township, County, and Small Area Plan	R		R		PM
	Notation if parcel is located in or 1/2 of agricultural district	R		R		PM
Site Information						
	Total Acreage to be platted	R		R		PM
	Acreage of each lot, excluding ROW	A		R		PM
	Zoning Classification	R		R		PM
	Location Map	R		R		PM
	Location of existing structures	R		R		PM
	Major physical features, wetlands, rivers lakes, etc.	R		R		PM
	Name and widths of all adjacent roads	R		R		PM
	Names and widths of all streets proposed			R		PM
	Topographical detail (labeled)			R		PM
	Lots numbered	R		R		PM
	Course and distance of the perimeter of land for platting based on field survey	R		R		PM
Road Cross Sections						
	Horizontal alignment indicating general curve data			R		PM
	Vertical alignment indicating general curve data			R		PM
	Drainage facilities including all cross pipes and sizes			R		PM
	Indicate 10' x70 site triangles for all intersections			R		PM
	Cul-de-sac details			R		PM
	Roadway connection detail			R		PM
	Comments from NCDOT on design**			R		PM

**** Road Cross sections should be submitted to NCDOT for review and comment prior to filing for Preliminary Plat Review. Comments should be included with Preliminary Plat application.**

Catawba County Major Subdivision Final Plat Application

Applicant _____ Phone # _____
Applicant's Fax # _____ Applicant's e-mail _____
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 # _____
Engineer/Surveyor: _____ Phone _____
Subdivision Name: _____ # of Lots _____

Submitted with this application are the following: (all items must be submitted and checked)

- ☐ All outstanding conditions corrected or addressed as stated per preliminary plat approval.
- ☐ 2 paper copies of the final plat (size 18 inch x 24 inch) containing information stated in Subdivision Final Plat Checklist.
- ☐ A final road construction approval letter from NCDOT stating that the roads are complete and constructed to State standards, or
 - A complete performance guarantee package in accordance with Catawba County's *Unified Development Ordinance* valid for up to one year. **Note:** NCDOT must **approve** and **sign** the mylar prior to County approval.
- ☐ Water Supply (check one of the following):
 - For connection to a municipal water supply, a final approval letter from the municipality. This will require an as-built engineering certification for the water line, or
 - For connection to a County water line, a final approval letter from Catawba County Utilities & Engineering Department. This will require an as-built engineering certification for the water line, or;
 - A complete performance guarantee package in accordance with Catawba County's *Unified Development Ordinance* valid for up to one year.
- ☐ Sewer/Septic (check one of the following):
 - For connection to a municipal sewer line, a final approval letter from the municipality. This will require an as-built engineering certification for the sewer line; or
 - A complete performance guarantee package in accordance with Catawba County's *Unified Development Ordinance* valid for up to one year.
 - For individual septic systems, Environmental Health must sign plat.
- ☐ Fees – See Catawba County fee schedule.
 - Road signs (\$100 per pole)
 - Open space fee in-lieu of
 - Final review fee
 - Recording fee – See the Catawba County Register of Deeds

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

CATAWBA COUNTY SUBDIVISION FINAL PLAT REVIEW-DEVELOPMENT CHECKLIST (For Major Subdivisions)

Legend

R - Required

PM - Procedures Manual

Note: Applicant to check box in column B, if information is shown on the plats.
Staff will complete column C upon review of plat.

		A	B	C	D
		FINAL PLAT	Check if included	Staff Review	Code Reference
1.	Conservation, erosion, sedimentation and stream buffers	R			44-503
2.	Unsuitable building sites	R			44-507
3.	Shared Driveways	R			44-514(b)
4.	Sidewalks	R			44-518
5.	Easements & underground utilities	R			44-519
6.	Neighborhood recreation/open space	R			44-543 & 44-544
7.	Neighborhood recreation/open space improvements	R			44-543(d)
8.	Neighborhood recreation/open space dedication & maintenance	R			44-543(e)
9.	Lot design & dimensional Requirements	R			44-544(c)
10.	Setbacks – cluster subdivision	R			44-544(d)
11.	Flood hazard zone location, designated flood panel number, and Elevation where FEMA study completed	R			
12.	Watershed designation on plat	R			
13.	Rural Protection Overlay – setbacks	R			44-435 (a)
14.	Airstrips on land to be subdivided	R			
General Plat Information					
15.	Name of Development	R			PM
16.	Name and address of Current Property Owner	R			PM
17.	Name and Address of owner's agent	R			PM
18.	Name, address, and NC registration # and seal of surveyor and engineer	R			PM
19.	Name of adjacent property owners	R			PM
20.	Name of adjoining subdivisions and identification of publicly owned lands	R			PM
21.	Date of survey	R			PM
22.	Parcel Identification Number (PIN)	R			PM
23.	Scale- no smaller than 1 inch equals 200 feet, shown graphically and in text.	R			PM
24.	North Arrow	R			PM
25.	Township, County, and Small Area Plan	R			PM
26.	Plat Certificates	R			PM
27.	Total Acreage to be platted	R			PM
28.	Acreage of each lot, excluding ROW	R			PM
29.	Zoning Classification	R			PM
30.	Location Map	R			PM
31.	Location of existing structures	R			PM
32.	Major physical features, wetlands, rivers lakes, etc.	R			PM
33.	Name and widths of all adjacent roads	R			PM
34.	Names and widths of all streets proposed	R			PM
35.	Lots numbered	R			PM
36.	Notation if parcel is located in or ½ mile of agricultural district	R			PM
37.	Course and distance of the perimeter of land for platting based on field survey	R			PM

		A	B	C	D
		FINAL PLAT	Check if included	Staff Review	Code Reference
38.	Road Cross Sections (major subdivision only)	R			PM
39.	Horizontal alignment indicating general curve data (major subdivision only)	R			PM
40.	Vertical alignment indicating general curve data (major subdivision only)	R			PM
41.	Drainage facilities including all cross pipes and sizes	R			PM
42.	Indicate 10' x70 site triangles for all intersections	R			PM
43.	Cul-de-sac details (major subdivision only)	R			PM
44.	Roadway connection detail (major subdivision only)	R			PM

Catawba County Major Subdivision Final Plat Certificates

Ownership and Dedication Certificate for Individual Owners

I (We) certify that; I am (We are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of Catawba County, that I (We) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat such as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I (We) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat, as dedicated for a public use, shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Catawba County.

Owner

Date

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, 20 ____

Notary

My commission expires

(Seal)

_____, 20__

OR;

Ownership and Dedication Certificate for Corporations, LLCs, or Non-profits

I (We) certify that; I am (We are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of Catawba County, that I (We) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat such as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I (We) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat, dedicated for a public use, shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Catawba County.

Name of Corporation (LLC or Non-profit)

(Corporate Seal)

By (President's signature)

Date

Attest (Secretary signature)

Date

OR (For Corporations);

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he (or she) is _____ of _____, a corporation, and that, he (or she), as _____, being authorized to do so, executed the foregoing on behalf of the corporation.

Witness my hand and official seal, this the ____ day of _____, 20__

Notary

My commission expires: _____, 20__ (Seal)

OR (For LLCs);

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he (or she) is _____ of _____, a LLC, and that, he (or she), as _____, being authorized to do so, executed the foregoing on behalf of the LLC.

Witness my hand and official seal, this the ____ day of _____, 20__

Notary

My commission expires: _____, 20__ (Seal)

OR (For Non-profits);

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he (or she) is _____ of _____, a non-profit association, and that, he (or she), as _____, being authorized to do so, executed the foregoing on behalf of the non-profit.

Witness my hand and official seal, this the ____ day of _____, 20__

Notary

My commission expires: _____, 20__ (Seal)

And;

Maintenance Certificate

All roads in this subdivision are hereby declared public. The maintenance of all streets and roads in this subdivision shall be the responsibility of _____ and it shall be their responsibility to bring such streets up to the standards of the North Carolina Department of Transportation before any streets on this plat are added into the North Carolina State Highway System. Where a road has been offered for public dedication, that offer may not be withdrawn from public dedication without prior review and approval from the Catawba County Subdivision Review Board.

Owner/Subdivider

Date

And;

Surveyors Certificate of Survey and Accuracy

I _____, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book __, page __, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book __, page __; that the ratio of precision as calculated is 1: __; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this __ day of _____, A.D., 20 __

Seal or Stamp

Surveyor, Registration Number

And;
<p>The survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land</p> <p>_____</p> <p>Surveyor</p>
And;
<p><u>Watershed Notation</u></p> <p>The parcels of land as shown on this plat are located in the _____ watershed</p> <p>OR;</p> <p><u>Watershed Notation</u></p> <p>The parcels of land as shown on this plat are not located in a watershed</p>
And;
<p><u>Flood Plain Notation</u></p> <p>The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number _____</p> <p>OR;</p> <p><u>Flood Plain Notation</u></p> <p>The parcels of land as shown on this plat are not located in a 100-year flood plain</p>
And;
<p><u>Approval Certificate for Major Subdivision Plat</u></p> <p>This final plat and the street names shown have been found to comply with the Subdivision Regulations of Catawba County and were approved by the Catawba County Planning Director or his/her designee. All streets, utilities and other required improvements have been installed according to specifications and standards, or a guarantee of the installation of the required improvements in an amount and manner satisfactory to Catawba County has been received. This plat is approved for recording in the Office of the Register of Deeds of Catawba County within sixty (60) days of the date of this approval.</p> <p>_____</p> <p>Director of Planning or Designee _____</p> <p style="text-align: right;">Date</p>
And;
<p><u>Review Officer Certificate</u></p> <p>State of North Carolina, County of Catawba I, _____, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.</p> <p>_____</p> <p>Review Officer _____</p> <p style="text-align: right;">Date</p>
And;
<p><u>Environmental Health Approval of Subdivision Plat</u></p> <p>This final plat and lots shown have been approved by the Environmental Health Division of the Catawba County Department of Public Health.</p> <p>_____</p> <p>Environmental Health Supervisor or Designee _____</p> <p style="text-align: right;">Date</p>
And;
<p><u>NCDOT Certificate</u></p> <p>Department of Transportation Division of Highways</p> <p>Proposed Subdivision Roads Construction Standards Certification</p> <p>Approved by: _____</p> <p style="text-align: right;">District Engineer</p> <p>Date: _____</p>

Catawba County: Municipality Approval of Utility Installation Form

The developer _____ is requesting a final approval of the _____
_____ subdivision in Catawba County. One of the conditions for final approval involves a completed
utility installation for public (water / sewer) lines.

Would you please verify that the installation of _____
_____ is complete to your standards by completing the form below and sending it back to Catawba County at the address below.

Thank you for your assistance.

Municipality _____

Type of Improvements completed _____

Approving authority Name/Title _____

Approving authority signature _____

Date of completion _____

Catawba County Planning, Parks, and Development
PO Box 389
Newton, NC 28658

Catawba County Performance Guarantee Agreement for Corporation

STATE OF NORTH CAROLINA, COUNTY OF CATAWBA

THIS AGREEMENT MADE AND ENTERED INTO this the ____ day of _____, 20__, by _____ (Developer) hereinafter known as "Developer", and between the Catawba County Director of Planning, Parks and Development, hereinafter known as "Director", which Director is also a duly constituted agent of Catawba County.

WITNESSETH

WHEREAS, Developer is attempting to secure from Director, approval of a Final Plat / Final Plan (circle one that applies) of a proposed development to be known as _____ located in Catawba County, North Carolina; and

WHEREAS, a County Ordinance entitled Unified Development Ordinance (UDO) of Catawba County, as adopted by the Board of Commissioners of Catawba County on the 5th day of February, 2007, (and as subsequently amended), requires the completion of certain improvements prior to Final Plat / Final Plan (circle one that applies) approval by Director; and

WHEREAS, the UDO also allows Director, at his/her discretion, to permit Developer to provide one of the following: (circle one that applies)

1. A Certified Check or Cash
2. A Letter of Credit
3. A Surety Bond

To be held in escrow with the County Manager as escrow agent, with Catawba County through Director to guarantee the completion of the required improvements; and

WHEREAS, Director desires to approve said Final Plat / Final Plan (circle one that applies) and, in lieu of requiring completion of all improvements prior to approval, will accept from Developer the filing of all improvements prior to approval, a certified check / letter of credit from _____ Bank / surety bond (circle one that applies) to guarantee and secure completion of said improvements.

THE PARTIES AGREE TO THE FOLLOWING:

1. Developer shall on or before the ____ day of _____ 20__, complete as required the following improvements in the _____ Development: (detail improvements) _____
2. Developer shall file with Catawba County through the Director of Planning, Parks and Development, a certified check / letter of credit / surety bond (circle one that applies) _____ in the amount of _____ securing and guaranteeing completion of the improvements by the required date; and Director has, by appropriate action, caused this Agreement to be reviewed for approval by the County Attorney, and the Corporation has, by appropriate action of its Board of Directors, caused this Agreement to be executed by its President, under corporate seal, this the _____ day of _____, 200__.

By: _____
County Attorney

By: _____
Director of Planning, Parks and Development

By: _____
President

Name, Address and telephone number of Developer/Owner:

President/Principal:_____

Address: _____

Telephone:_____

_____County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

name(s) of principal(s)

name(s) of principal(s)

Date:_____

Official Signature of Notary

Notary's printed or typed name, Notary Public

My commission expires:

[Official Seal]

Catawba County Performance Guarantee Agreement for LLC

STATE OF NORTH CAROLINA, COUNTY OF CATAWBA

THIS AGREEMENT MADE AND ENTERED INTO this the ____ day of _____, 20 __, by _____ (Developer) hereinafter known as "Developer", and between the Catawba County Director of Planning, Parks and Development, hereinafter known as "Director", which Director is also a duly constituted agent of Catawba County.

W I T N E S S E T H

WHEREAS, Developer is attempting to secure from Director, approval of a Final Plat / Final Plan (circle one that applies) of a proposed development to be known as the _____, located in Catawba County, North Carolina; and

WHEREAS, a County Ordinance entitled Unified Development Ordinance (UDO) of Catawba County, as adopted by the Board of Commissioners of Catawba County on the 5th day of February, 2007, (and as subsequently amended), requires the completion of certain improvements prior to Final Plat / Final Plan (circle one that applies) approval by Director; and

WHEREAS, the UDO also allows Director, at his/her discretion, to permit Developer to provide one of the following: (circle one that applies)

1. A Certified Check or Cash
2. A Letter of Credit
3. A Surety Bond

To be held in escrow with the County Manager as escrow agent, with Catawba County through Director to guarantee the completion of the required improvements; and

WHEREAS, Director desires to approve said Final Plat / Final Plan (circle one that applies) and, in lieu of requiring completion of all improvements prior to approval, will accept from Developer the filing of all improvements prior to approval, a certified check / letter of credit from _____ Bank / surety bond (circle one that applies) to guarantee and secure completion of said improvements.

THE PARTIES AGREE TO THE FOLLOWING:

1. Developer shall on or before the ____ day of _____, 20 __, complete as required the following improvements in the _____ Development:(detail improvements) _____

2. Developer shall file with Catawba County through the Director of Planning, Parks, and Development s, a certified check / letter of credit / surety bond (circle one that applies) in the amount of _____ securing and guaranteeing completion of the improvements by the required date; and Director has, by appropriate action, caused this Agreement to be reviewed for approval by the County Attorney, and the company has, by appropriate action of its Members or Managers, caused this Agreement to be approved and to be executed by a Member or Manager. This the ____ day of _____, 20 __

By: _____
County Attorney

By: _____
Director of Planning, Parks and Development

By: _____
Member/Manager

Address and telephone number of Developer/Owner:

Address: _____ Telephone: (__) _____

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that _____
personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and
official seal, this the ____ day of _____, 20__

Notary

My commission expires _____, 20__

(Seal)

Catawba County Performance Guarantee Agreement for Individual

STATE OF NORTH CAROLINA, COUNTY OF CATAWBA

THIS AGREEMENT MADE AND ENTERED INTO this the ____ day of _____, 20 __, by _____ (Developer) hereinafter known as "Developer", and between the Catawba County Director of Planning, Parks and Development, hereinafter known as "Director", which Director is also a duly constituted agent of Catawba County.

WITNESSETH

WHEREAS, Developer is attempting to secure from Director, approval of a Final Plat / Final Plan (circle one that applies) of a proposed development to be known as the _____, located in Catawba County, North Carolina; and

WHEREAS, a County Ordinance entitled Unified Development Ordinance (UDO) of Catawba County, as adopted by the Board of Commissioners of Catawba County on the 5th day of February, 2007, (and as subsequently amended), requires the completion of certain improvements prior to Final Plat / Final Plan (circle one that applies) approval by Director; and

WHEREAS, the UDO also allows Director, at his/her discretion, to permit Developer to provide one of the following: (circle one that applies)

1. A Certified Check or Cash
2. A Letter of Credit
3. A Surety Bond

To be held in escrow with the County Manager as escrow agent, with Catawba County through Director to guarantee the completion of the required improvements; and

WHEREAS, Director desires to approve said Final Plat / Final Plan (circle one that applies) and, in lieu of requiring completion of all improvements prior to approval, will accept from Developer the filing of all improvements prior to approval, a certified check / letter of credit from _____ Bank / surety bond (circle one that applies) to guarantee and secure completion of said improvements.

THE PARTIES AGREE TO THE FOLLOWING:

1. Developer shall on or before the ____ day of _____, 20 __, complete as required the following improvements in the _____ Development:

2. Developer shall file with Catawba County through the Director of Planning, Parks and Development, a certified check / letter of credit / surety bond (circle one that applies) in the amount of _____ securing and guaranteeing completion of the improvements by the required date.

By: _____
County Attorney

By: _____
Director of Planning, Parks and Development

By: _____
Developer

Address and telephone number of Developer/Owner:

Address: _____ Telephone: (__) _____

STATE OF NORTH CAROLINA COUNTY OF CATAWBA

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, 20 ____

Notary

My commission expires _____, 20 ____
(Seal)

Catawba County "Sample" No Contest Irrevocable Letter of Credit

(To be typed on Bank's letterhead)

STATE OF NORTH CAROLINA, COUNTY OF _____

IRREVOCABLE LETTER OF CREDIT NO. _____

(Name of Bank)

Address: (Including branch, if any)

Date: _____

TO: Catawba County
C/O County Manager
PO Box 389
Newton, NC 28658

(SEAL)

Sir:

We hereby open our irrevocable credit in your favor by your drafts at sight on us for a sum not exceeding \$_____ for the account of _____ hereinafter known as "Customer". When presented for negotiation, drafts must be accompanied by the signed statement of the Catawba County Manager that drawing is due to default or failure to perform by Customer, the following improvements in the _____ Development on or before the ____ day of _____, 20 ____.

List improvements here: _____

The term of this irrevocable credit is either through and including the ____ day of _____, 20 __ or upon written notice from the Catawba County Manager that the required improvements have been timely completed, whichever is earlier.

Acting through the Catawba County Manager, you will notify us when either of the following occurs:

1. The required improvements have been timely completed and the credit may be released; or
2. The Customer has failed to perform or is in default thereunder. All drafts drawn hereunder must be marked as follows:

The amount of any draft drawn under this credit must, concurrently with negotiation, be endorsed on the reverse side hereof, and the presentation of any such draft shall be a warranty by the negotiating bond that such endorsement has been made.

This Letter of Credit shall be transferable and/or assignable to only Catawba County.

This Letter of Credit, except as otherwise expressly provided herein, is governed by the Uniform Commercial Code in force in the State of North Carolina on the date hereof.

Very truly yours,

(Name of Bank)

Address of Catawba County Office

By: _____
(Authorized Signature)

**NORTH CAROLINA
CATAWBA COUNTY**

ACKNOWLEDGEMENT OF WAIVER

This is acknowledgement of waiver, made the _____ day of _____, _____, by and between _____, parties of the first part; and _____, party of the second part; hereinafter referred to as **church/synagogue/school**; all of the Catawba County, North Carolina;

WITNESSETH:

THAT WHEREAS, the parties of the first part are owners of a certain tract of land located on the Catawba County being Parcel I.D. _____, a deed recorded in Book _____, on Page _____, in the office of the Register of Deeds of Catawba County; and whereas, the church/synagogue/school is the owner of a certain tract of land immediately adjoining said lands of the parties of the first part; the same being found in Catawba County being Parcel I.D. _____, having been conveyed to them by _____, by deed recorded in Book _____, on Page _____, in the office of Register of Deeds of Catawba County; both which deeds are hereby referred to for greater certainty of description; and whereas the church/synagogue/school desires to construct a structure for religious or learning purposes pursuant to the Catawba Zoning Ordinance on their above described tract;

AND WHEREAS, the parties of the first part acknowledge that they consent to a waiver of the screening requirements as described in Section 44-523(f) of the Catawba County Zoning Ordinance by the parties of the second part;

NOW THEREFORE, the said parties of the first part, acknowledge their consent to a waiver of the screening criteria as described in Section 44-523(f) of the Catawba County Zoning Ordinance and the above described tract as adjoined by the parties of the second part above described tract.

IN TESTIMONY WHEREOF, said parties of the first part have hereto set their names and seals, the day and year above written.

Parties of First Part

Parties of Second Part

North Carolina, _____ County

I, _____, a Notary Public of _____ County, North Carolina, do hereby certify that _____ personally appeared before me this day, and acknowledged the due execution of the foregoing instrument. Witness by my hand and official seal, this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

**NORTH CAROLINA
CATAWBA COUNTY**

ACKNOWLEDGEMENT OF WAIVER

This is acknowledgement of waiver, made the _____ day of _____, _____, by and between _____, parties of the first part; and _____, party of the second part; hereinafter referred to as **commercial or office-institutional development**; all of the Catawba County, North Carolina;

WITNESSETH:

THAT WHEREAS, the parties of the first part are owners of a certain tract of land located on the Catawba County being Parcel I.D. _____, a deed recorded in Book _____, on Page _____, in the office of the Register of Deeds of Catawba County; and whereas, the commercial or office-institutional development is the owner of a certain tract of land immediately adjoining said lands of the parties of the first part; the same being found in Catawba County being Parcel I.D. _____, having been conveyed to them by _____, by deed recorded in Book _____, on Page _____, in the office of Register of Deeds of Catawba County; both which deeds are hereby referred to for greater certainty of description; and whereas the commercial or office-institutional development desires to construct a structure for commercial purposes pursuant to the Catawba Zoning Ordinance on their above described tract;

AND WHEREAS, the parties of the first part acknowledge that they consent to a waiver of the screening requirements as described in Section 44-523(f) of the Catawba County Zoning Ordinance by the parties of the second part;

NOW THEREFORE, the said parties of the first part, acknowledge their consent to a waiver of the screening criteria as described in Section 44-523(f) of the Catawba County Zoning Ordinance and the above described tract as adjoined by the parties of the second part above described tract.

IN TESTIMONY WHEREOF, said parties of the first part have hereto set their names and seals, the day and year above written.

Parties of First Part
North Carolina, _____ County

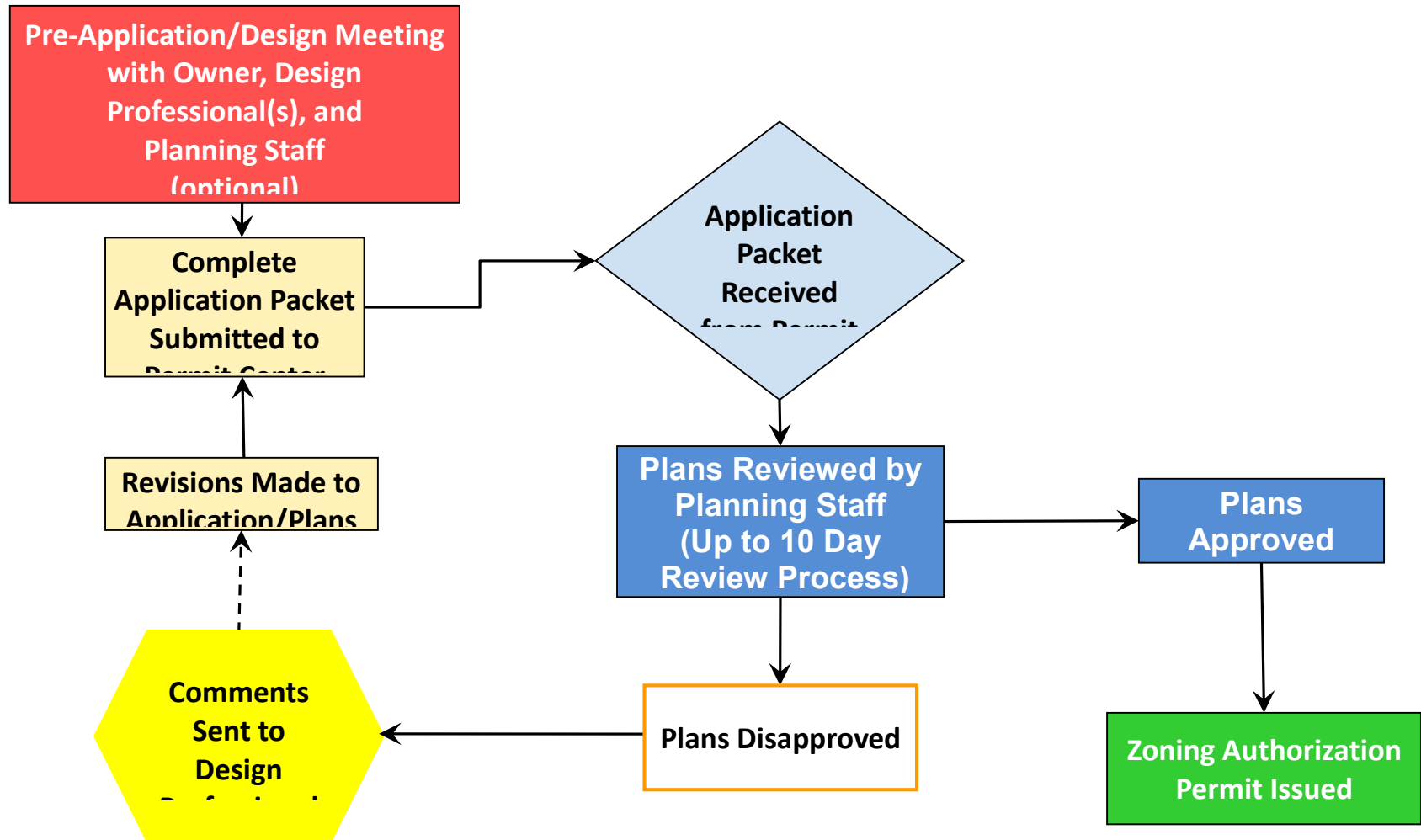
Parties of Second Part

I, _____, a Notary Public of _____ County, North Carolina, do hereby certify that _____ personally appeared before me this day, and acknowledged the due execution of the foregoing instrument. Witness by my hand and official seal, this the _____ day of _____, 20____.

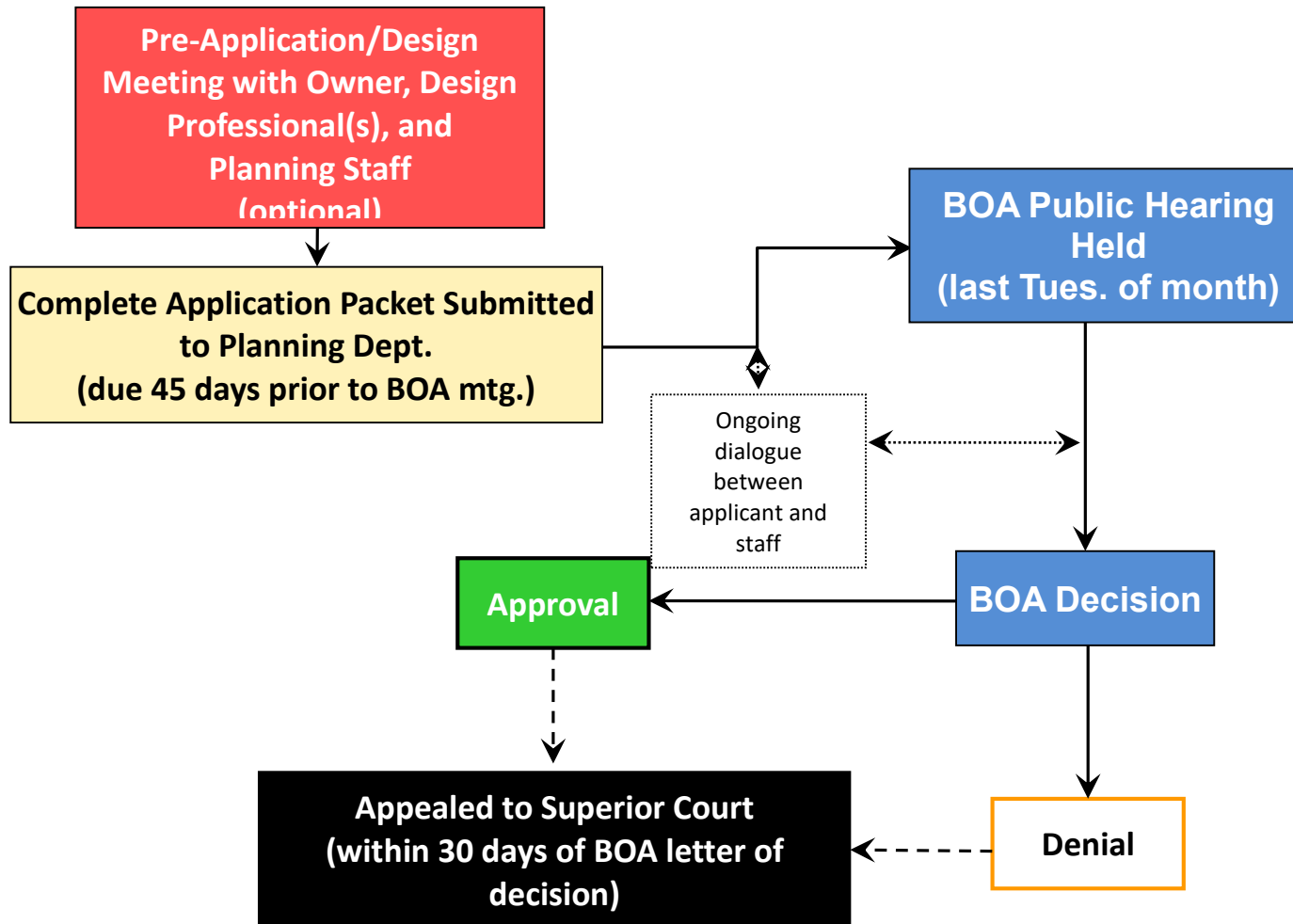
My Commission Expires: _____

Notary Public

Planning Department – Non-Residential /Multi-Family
Review Process



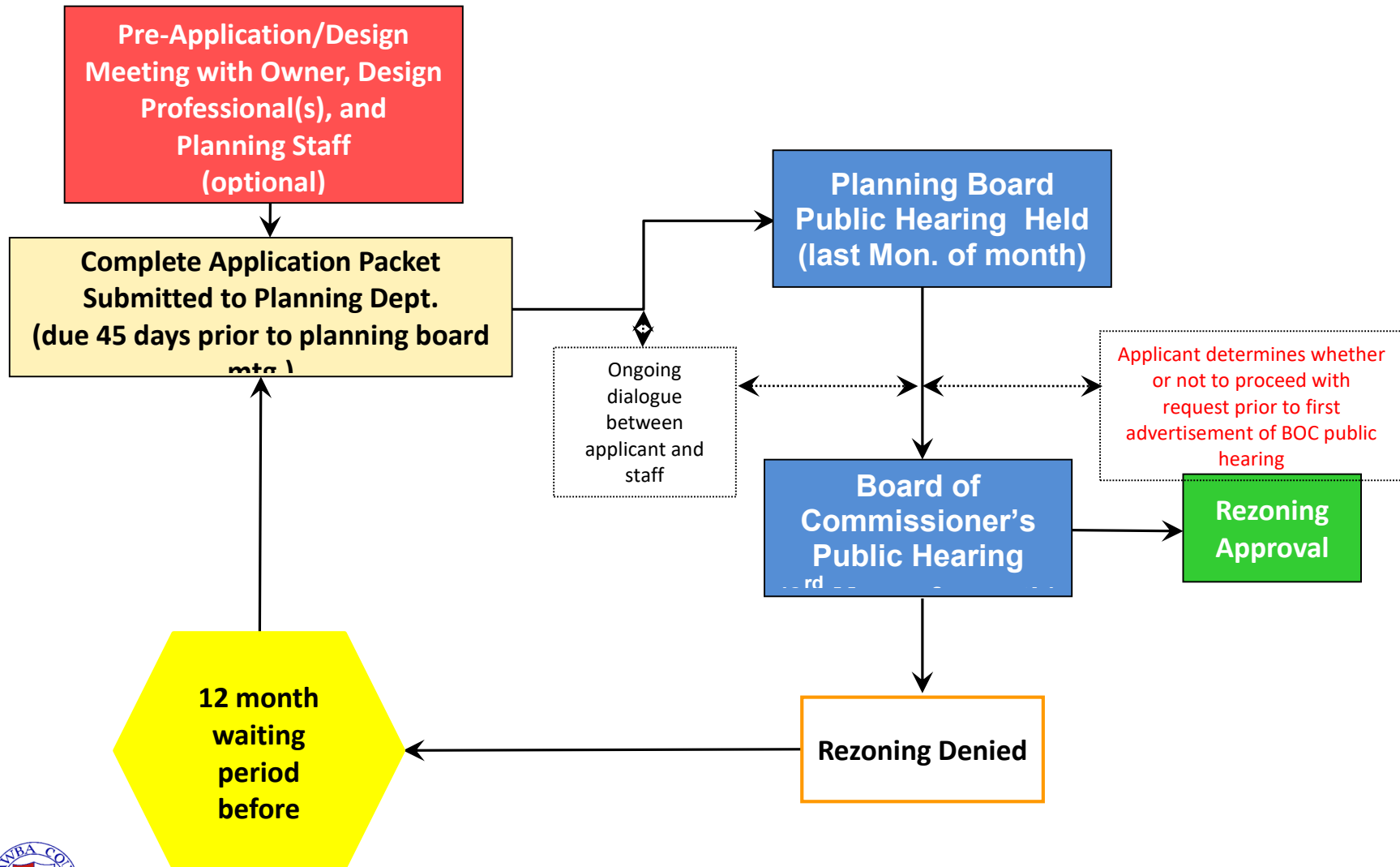
Planning Department – Board of Adjustment Request Process
(Extension of Non-conforming Use, Special Use, Variance, and Administrative Appeal)



***BOA – Board of Adjustment**
Approx. 45 Day Process



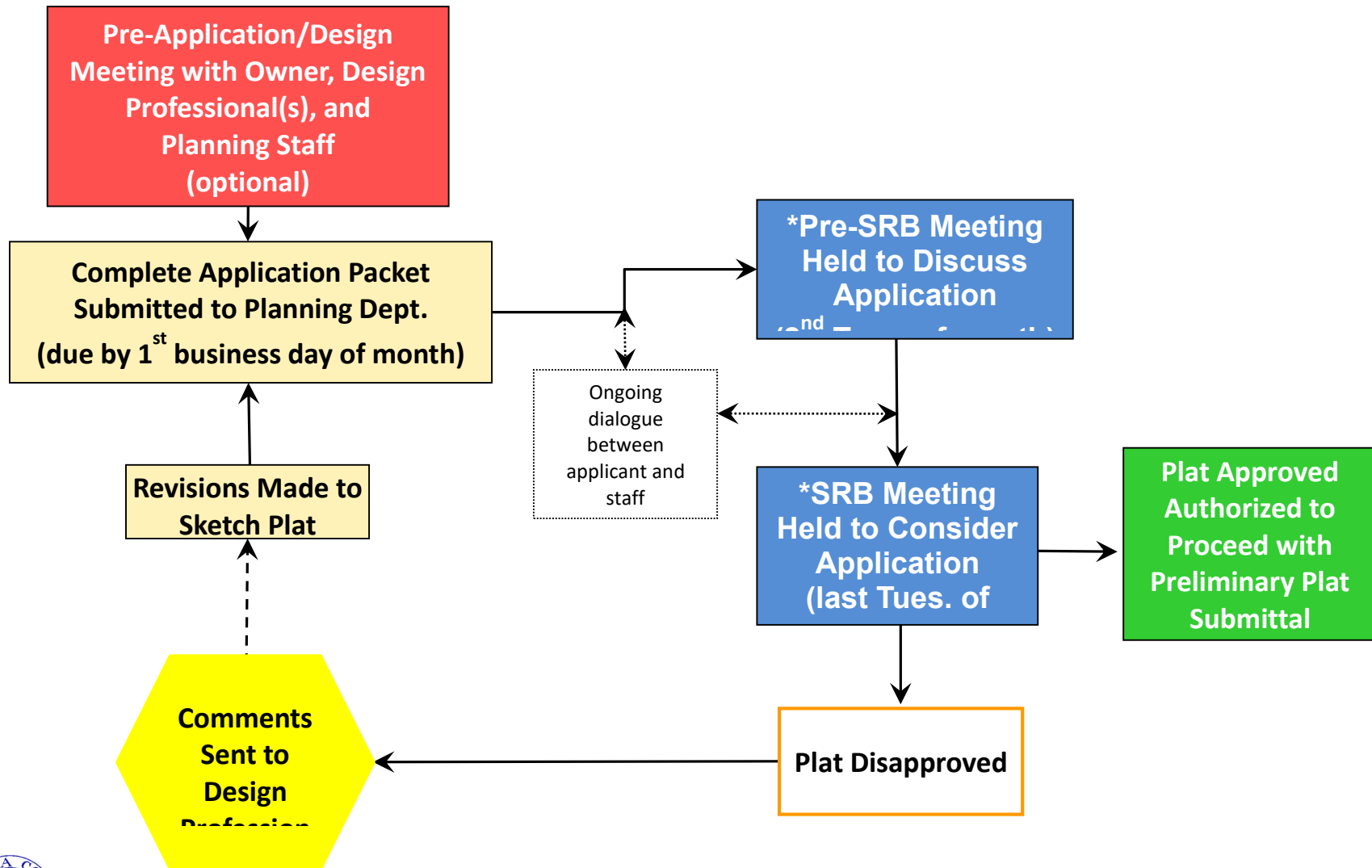
Planning Department – Rezoning Request Process



Approx. 70 Day Process



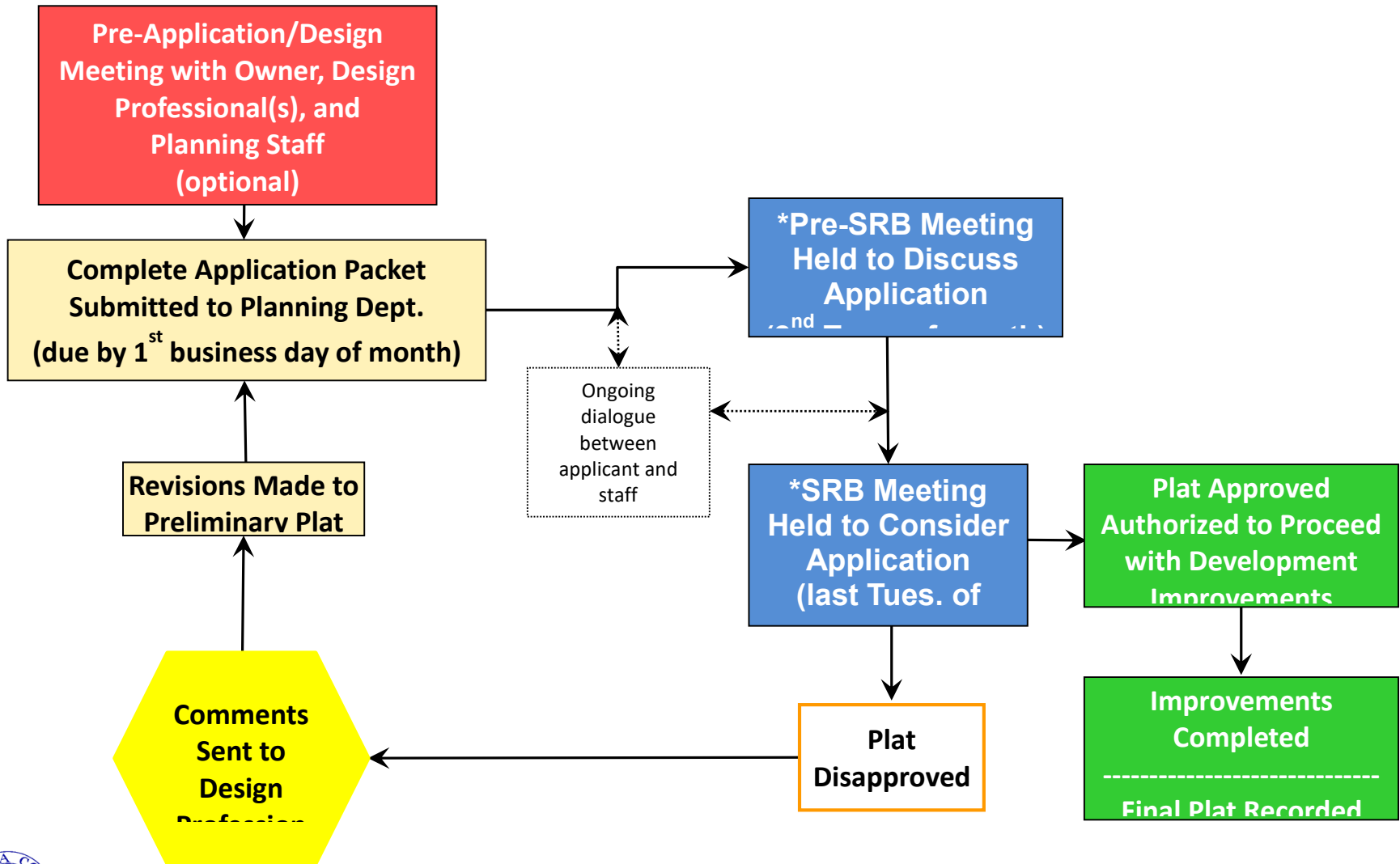
Planning Department – Major Subdivision
Sketch Plat Review Process



*SRB – Subdivision Review Board



**Planning Department – Major Subdivision
Preliminary Plat Review Process**



***SRB – Subdivision Review Board**

