

Site Plan Submittal Guide

When applying for a permit to construct a structure on a parcel of property, a Site Plan of the proposed development is **required** in order to ensure developmental standards and guidelines are met. All features for the lot that are identified on the recorded plat shall be identified on the site plan, including but not limited to easements, wetlands, and building setbacks. The Administrator shall assume no responsibility for any errors or absent information on the site plan, nor will the Administrator assume responsibility for drawing or assisting in the creation of the site plan. Residential site plans shall be approved by the Administrator and professionally drawn site plans may be required as determined by the Administrator.

A Setback Verification Survey will be required in certain circumstances as an attempt to avoid any untimely delays or situations that might affect the inspection approval process; the survey shall include all components of the building footprint including porches, decks, patios, etc...

Conditions & Requirements

The Site Plan shall be drawn to scale if the following conditions apply:

- The applicant is a licensed general contractor; or
- The proposed lot contains a recorded easement, other than for ingress/egress.

A professionally drawn As-Built Survey (Setback Verification Survey) performed and certified by a North Carolina Land Surveyor shall be **required** in cases in which the following conditions apply:

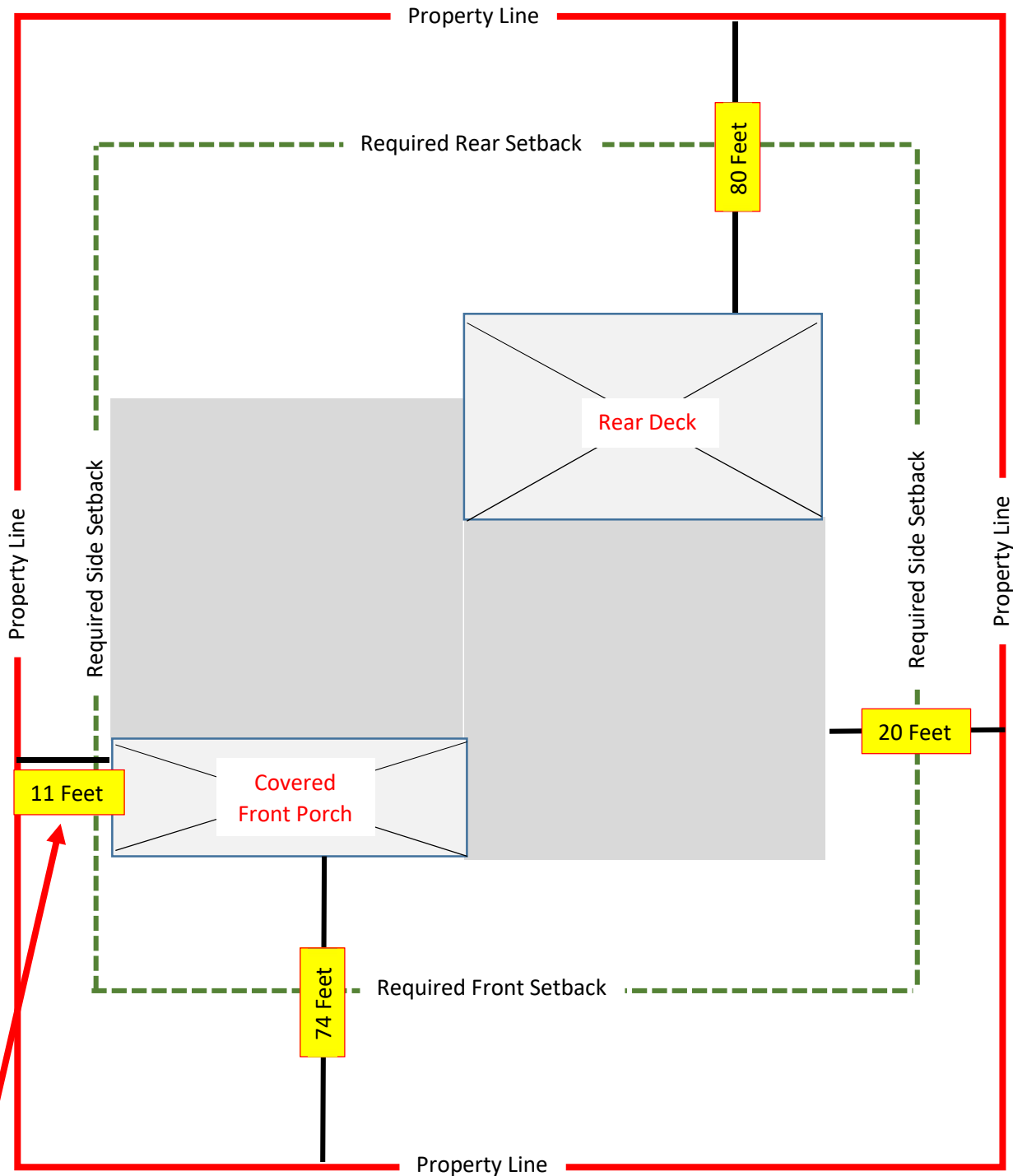
- The proposed lot is less than 15,000 square feet; or
- The proposed structure is within 10% of the required building setbacks; or
- In cases where it cannot be determined that building setbacks are being met on nonresidential lots; or
- The Floodplain Administrator is unable to determine whether or not the proposed structure is located within a floodplain; or
- The proposed lot is located within an identified watershed with impervious surface limitations.

Standard Residential Setbacks

- | | |
|-------------------|-------------------------|
| • Front – 35 Feet | • Rear – 25 Feet |
| • Side – 10 Feet | • Corner Side – 20 Feet |

**Note: Private Deed Restrictions, Recorded Subdivision Plats, Restrictive Covenants, or Homeowners Association Regulations might require setbacks that exceed those above—the more restrictive requirements will govern the setbacks.*

Site Plan Example:



Harnett County Avenue North

*A Setback Verification Survey will be required for this example because one of the following criteria was met:

- ☒ Setback (Located Within 10% of Required Setback)
- ☐ Floodplain Administrator Cannot Determine / Verify Floodplain
- ☐ Lot Size (Less Than 15,000 sq. ft.)
- ☐ Located Within Watershed w/Impervious Surface Limitations
- ☐ Setback Cannot Be Determined / Verified