

**Planned Development
Staff Review Checklist**

Submit only one copy of documents for staff review.

For Review by the Public Works Department

Submit all plans on paper (2 copies) and in digital format 45 days before a board review.

- All existing utilities must be field verified and shown.
- Provide all proposed Utilities design in the format ready to be submitted to the appropriate state agencies for permits. Show details for all proposed connections to existing systems, pump stations, tanks and junctions.
- Provide connectivity with adjoining properties as required by Municipal Code.
- Provide the number of dwelling units, including the number of bedrooms.
- Provide calculations of Average and Maximum Daily Demand for Water and Sewer for the development.
- Submit separate sheets for water, sewer, storm water and roads.
- All proposed roads with engineering drawings and in compliance with the Subdivision Regulations.
- Storm Water Run off with calculations.
- Show analysis of the upstream drainage basin.

For Planning Department Review

Submit 2 paper copies of plans 30 days before the board review.

Master Site Plan

Flood Prevention Ordinance Compliance:

Is any part of the property in the flood zone or flood way? If so, is there any fill on encroachment proposed within the setbacks (309 of the zoning ordinance and flood prevention ordinance)? Is the Flood Plane development permit needed?

Proposed Uses: only those permitted in the underlying zoning district

Compliance: Yes No Comments: _____

Dimensional Requirements (section 905)

Required considerations:	Compliance:	Comments:
density for commercial/non-residential to be determined by impervious surface coverage (max. 50% of total square footage unless on site retention/detention for stormwater is proposed and plans are approved)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
density for residential to be determined by average slope (308.3) (max. 40% impervious of total square footage)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
density for residential (per table 308.3)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

minimum setback requirements (per 308.2) Yes No _____
 All structures shall be outside of setbacks

Master Site Plan Review

- Location of all proposed buildings, accessory uses, parking facilities (per article IV)
- open space and active recreation area per section 312
- utility easements
- preserve natural drainage patterns and onsite stormwater controls if applicable per section 313
- proposed buffer strips
- topographic relief (contour interval of five feet) map to be at an appropriate scale
- gross acreage and/or square footage of the proposed development
- the number and types of structures and accessory buildings
- the percentage of acreage and/or square footage of all impervious surfaces outside rights of way

1. Site aspects (section 501)

A. Building and the site

Required considerations:	Compliance:	Comments:
- fitting to natural contours, preserving natural features	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- building location, trees and shade, energy conservation	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- impression of tucked in buildings	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- view from the surrounding areas	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- clustering, harmony with existing topography,	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- minimizing grading, retaining walls	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

B. Project and adjoining properties

Required considerations:	Compliance:	Comments:
- context of adjoining properties	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- blend grading with adjoining properties	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- end of street buildings to make a statement	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- proposed recreational areas, continuity with existing	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- connectivity to greenway, other properties	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- greenway buffer zones	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- preserving natural drainage patters	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- innovative building and site design	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- storm water management	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

(recommendation of the Town Manager: 1st inch of rainfall to be managed on site)

C. Streetscape

Required considerations:	Compliance:	Comments:
- scale, width of corridor to building height ratio	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- streets should be connections, focus on people	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- transition areas and setbacks for sidewalks	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

- street yard and street furniture Yes No _____

D. Streets

Required considerations:	Compliance:	Comments:
- avoid difficult topography	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- preferred access from street of lower classification	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- consider DOT standards, may be adjusted	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- landscaped medians on large streets	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- consider article 7 for landscaping	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

E. Sidewalks

Required considerations:	Compliance:	Comments:
- accommodate pedestrians	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- safe and convenient access on site	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- separation from driving areas	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- handicap accessibility	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- DOT construction standards with curb and gutter	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- mandatory along all public streets in PCD	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- marked at intersections	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- follow contours around natural features	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- covered encouraged, public spaces (courts, gardens)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- materials (all brick within Heritage District)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- internal systems shall be linked to town's and greenway	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- pervious encouraged, if concrete used, should be textured	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

F. Bicycles

Required considerations:	Compliance:	Comments:
- bike lanes are desirable	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- need of bicycle racks	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

G. Lighting

Required considerations:	Compliance:	Comments:
- design and intensity to be integrated with building style, material and color	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- avoid excessive light spillage and glare toward neighboring areas and motorists	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- parking and street light to aim downward	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- pedestrian lights instead of street lights on sidewalks	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- street lights to conform to Banner Elk streetscape lights	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
- on pathway and greenways use low light sources	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

H. Utilities

Required considerations:	Compliance:	Comments:
- place underground unless deemed unfeasible by utility provider	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

- minimize visual impact of overhead lines,
follow access drives, poles of neutral color

Yes No _____

I. Fencing

Required considerations:

- use of natural materials (wood, stone)
- break up with landscaping
- metal permissible (iron, aluminium)
- chainlink only for security purposes

Compliance:	Comments:
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

Building Elevations

2. Building Design (section 502)

A. Scale

Allowed:

- height 35 feet max. from average natural grade to roof
- sense of entry for the street front
- pedestrian oriented scale
- covered walkways, canopies
- rectangular configurations
- harmony with landscape and surroundings

Compliance:	Comments:
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

Prohibited:

- footprint no more than 50,000 SF
except in M-E District as conditional use
- continuous flat facade
- round buildings, geodesic domes

Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

B. Exterior Materials

See section 502.2

Compliance:	Comments:
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

C. Roofs

See section 502.3

Compliance:	Comments:
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

D. Windows

See section 502.4

Compliance:	Comments:
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

E. Signs

See section 502.5

Compliance:	Comments:
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

E. Color

See section 502.6

Compliance:	Comments:
Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

Parking (Article IV)

- Dimensions and design (per 402.1)
- Mixed Uses requirements
- Setbacks (per 402.4)
- No backing out onto public streets unless no other practical alternative available
- Access and turn around for service vehicles (no backing out for more then 900')
- Handicap Parking (per 402.7)
- Visibility at Intersections
- Off Street Loading and Unloading Space Required (per 403)

Compliance: Comments:

Yes No _____

Landscaping plan (Article VII)

- Existing and proposed landscaping (location, species, height, dimensions of planting areas, location and height of fences and walls)
- Street Yard requirements (per 702)
- Parking Lot Yard requirements (per 703)

Compliance: Comments:

Yes No _____

Location and screening of dumpsters and outdoor storage (per paragraph 708)

Provide estimates of needed capacity. Consult GDS for location and access.

Compliance: Comments:

Yes No _____

After the staff review and approval, submit documents for the Planning Board review in multiple copies as requested by staff.

Have the following applications (when applicable) ready to submit after review by the Planning Board, prior to applying for the Conditional Use Permit from the Board of Adjustment:

- Soil erosion control permit from Department of Environment and Natural Resources when more then 1 acre is disturbed
- Permit for sewer extension from NC Department of Water Quality
- NC Department of Public Water Supply for water systems extensions
- Army Core of Engineers and NC Department of Water Quality Preconstruction notifications when any work is being done in the stream
- Driveway permit from NC DOT when DOT roads are involved
- Driveway Permit from the Town of Banner Elk when town roads are involved

The copies of approved permits need to be submitted to staff before the zoning permits can be issued.