

**APPENDIX A - \_\_\_\_\_**

**SITE PLAN GUIDE AND CHECKLIST FOR SITE  
SPECIFIC, FLEXIBLE ZONING DISTRICTS**

FORM:	REVIEW DATE:
REVIEWED BY:	REVIEW #:
PROJECT NAME:	DATE OF PREVIOUS REVIEW:

## SITE PLAN GUIDE AND CHECKLIST FOR SITE SPECIFIC, FLEXIBLE ZONING DISTRICTS (FLX)

### SUPPORTING/SUPPLEMENTAL INFORMATION FOR PETITION FOR CHANGE OF ZONING FORM (APPENDIX A-2)

(SUBMIT/ADDRESS ALL ITEMS)

- 1. HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF
  - a. Attend a meeting with Town Staff at Development Review.
  
- 2. COMPLETE PETITION FOR CHANGE OF ZONING FORM  
(Appendix A-2)
  
- 3. PROVIDE THE FOLLOWING INFORMATION TO DEMONSTRATE  
ELIGIBILITY FOR THE FLX ZONING DISTRICT (Section 15-141.5(b)).
  - a. Acreage (25-acre minimum)
  - b. Ownership information
  - c. Major arterial access location
  - d. Subject of site specific planning study by the Town
  - e. Describe in detail the specifics of the planning study and its recommended outcome, and explain how the proposed FLX district would fulfill those objectives. (For example, the planning study participants expressed overwhelming support for transit connections and internal pedestrian networks, the proposed \_\_\_\_\_ FLX District, includes transit stops with shelters along both arterials access roads and a series of paved pedestrian paths that link to the main meandering boulevard. These features are shown on the accompanying site plan. )
  
- 4. LAND USES FOR THE PROPOSED FLX ZONING DISTRICT  
(Please consult Section 15-141.5(c))
  - a. List the requested land uses for the proposed FLX district.
  - b. Describe and show on the associated site plan where the proposed land uses would occur.
  - c. List the requested amount of density, or intensity limitations, such as the minimum-maximum range of dwelling units, and the minimum-maximum range of building square footage.
  - d. Provide dimensional specifications.

- e. List any restrictions relating to the type of use and location on the site.
5. **ARCHITECTURAL STANDARDS**
- a. Provide information relating to proposed architectural standards and images that display the types of building designs for the projects. (Please note that the submitted images will be used by zoning staff to determine zoning/building permit compliance.)
6. **DESCRIBE THE PHASING SCHEDULE**
- a. Show phasing lines on the site plan.
- b. Delineate any proposed subdivisions as part of the proposed development.
7. **DESCRIBE AND SHOW PROPOSED INFRASTRUCTURE IMPROVEMENTS (ROADWAY, UTILITY, ETC.), ALONG WITH A PROPOSED SCHEDULE THAT LINKS THE CONSTRUCTION OF SUCH IMPROVEMENTS TO THE DEVELOPMENT OF THE PROPERTY.**
- a. Describe the schedule for connecting the proposed road and bicycle/pedestrian facilities to existing facilities outside of the FLX district.
- b. Provide trip generation analysis for the proposed FLX district by phase and at total build-out. Provide correspondence from NCDOT regarding the need for facility improvements and the schedule for those improvements to occur.
8. **TRAFFIC, CIRCULATION**
- a. Show the locations of all entrances or access points to the subject property.
- b. Show the internal circulation system.
- c. Show additional circulation systems for bicycle/pedestrian networks.
- d. Show proposed transit stops.
- e. Identify whether facilities are intended to be public or private and provide a statement as to whether facilities will be dedicated to the Town.
- f. Describe how the proposed traffic and circulation is consistent with the recommendations from the Town Planning Study.
9. **IDENTIFY LOCATIONS AND DESIGNS FOR PARKING LOTS AND DESCRIBE ANY LIMITATIONS ON PARKING.**
- a. Identify tentative locations for bicycle parking, including sheltered bicycle parking.
10. **EXPLAIN HOW THE DEVELOPMENT WILL COMPLY WITH THE STORMWATER REQUIREMENTS OF SECTION 15-263.**

- a. Show the type and location of all major stormwater devices.
- b. Provide the schedule for installation including the timeline for changing from erosion control devices to permanent stormwater devices.
- c. Include a sealed statement from a registered Engineer that the proposed stormwater plan will be in compliance with requirements of 15-263.

11. LABEL ALL NATURAL AREAS AND SITE CONSTRAINTS, AND EXPLAIN HOW THE DEVELOPMENT WILL PROTECT THESE AREAS.

12. DESCRIBE HOW THE DEVELOPMENT OF THE FLX DISTRICT WILL COMPLY WITH ALL PROVISIONS OF THE LAND USE ORDINANCE. (Please note: the combined information—narrative and site plan—must provide sufficient specificity to determine zoning permit compliance.)

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