



LAND DEVELOPMENT APPLICATION

CITY OF HIGH POINT

211 S. Hamilton St., High Point, NC 27260, Suite 316

Phone 336-883-3328

Please complete and submit the checklist, application, and all necessary supporting documentation to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

Submittal Requirements

Staff Use	✓ or NA	All requests <u>shall</u> include:
		Enter ✓ or NA in column to the left ✓=Provided NA=Not Applicable
		1 Land Development Plan Set illustrating the proposed work.
		Application Fee – Application Fees are calculated and collected after the plans are submitted and determined to be sufficient for review. The applicable fees must be paid prior to review. The fee schedule is available here .
		Completing Fields (General) Detailed Description
		Development Plan Classification: At least one box in the “Development Plan Classification” shall be checked.
		Component Plans: Component Plans must be submitted concurrently with the “Development Plan” to be a complete submittal.
		Associated Plans/Documents: Support documents may be necessary to fully process the request. If any of these items are applicable to the request, please include in the initial submittal.
		Checklist: Each item checked also has an associated checklist. Most checklists contain an “Intake Processing (staff only)” section at the beginning of the checklist. Go through the checklist for each unique item to ensure a complete submittal.
		<p>Contact Information: If you need assistance or have question regarding this application please contact us at:</p> <p>Planning and Development Department Development Services Center 211 S. Hamilton St., Suite 316, High Point, NC 27260 Phone: 336-883-3151 Fax: 336-883-8518 Email: permits@highpointnc.gov For more information on land development: http://www.buildhighpoint.com/179/Land-Development</p>

GENERAL INFORMATION

PROJECT INFORMATION (All fields in this section are required)

Project Address or Parcel #: _____

Name of Business or Project Name: _____

Proposed Use (detailed description of proposed use, including sq. ft. of building, disturbed area, # of units) _____

PROPERTY OWNER INFORMATION (All fields in this section are required)

Property Owner: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email (Optional): _____

APPLICANT INFORMATION (All *applicable* fields in this section are required)

Company Name: _____

Applicant Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Status of Applicant: Property Owner; Contractor; Legal Representative; Other: _____

License Number: _____ Classification: _____

PROJECT SUMMARY (Please check all applicable boxes)		
DEVELOPMENT PLAN CLASSIFICATION	CHECKLIST	DESCRIPTION
<input type="checkbox"/> (SP) Site Plans (Includes Group Development Plans & Integrated Multiple Use Developments (IMUD's))	Link	Requests that result in changes to a site (i.e. building addition, changes/reconfiguration of built upon area, storage area, driveway, etc.) are classified as a Site Plan.
<input type="checkbox"/> (SD) Subdivision (Major or Minor)	Link	Requests that create additional lots that are <u>not</u> exempt as outlined for Exclusion Maps (below). The initial request is called a Preliminary Plat.
<input type="checkbox"/> (EX) Exclusion	Link	The combination or recombination of lots if the total number of lots is not increased; Division of existing lot(s) not greater than 2 acres in area into no more than 3 lots. Resulting lots must meet current standards in the Development Ordinance.
COMPONENT PLANS (Submitted concurrently with Development Plan)		
<input type="checkbox"/> (UP) Street Plans and Profiles (Chapter 6)	Link	Applicable when utility work (water, sewer, storm) is proposed within a public right-of-way. (Does not include private laterals, meters, etc.)
<input type="checkbox"/> Watershed Development Plan (Chapter 7, Article A)	Link	Watershed information is required for all requests altering (changing) the built upon area (BUA) of a site.
<input type="checkbox"/> Sedimentation and Erosion Control Plan (Chapter 7, Article B)		Soil Erosion and Sedimentation Control Plans are required for activity outlined in Section 9-7-11(a) of the Development Ordinance.
<input type="checkbox"/> Built Upon Area only (no control device) (Chapter 7, Article A)		For sites that do not currently have a Watershed Development Plan and the change in BUA does not require a Water Quality Control Device.
<input type="checkbox"/> Landscape Plan (Section 9-5-11)	Link	Applicability: All new principal buildings and open uses of land or expansions constructed or reconstructed greater than 3,000 sq. ft. of cumulative change.
ASSOCIATED PLANS/DOCUMENTS		
<input type="checkbox"/> Sketch (Courtesy Review – No Approval)	Link	May be submitted at any time. Staff provides a cursory review and guidance for the proposal.
<input type="checkbox"/> (FP) Final Plats	Link	Recordable Plats prepared in accordance with the approved Preliminary Plat.
<input type="checkbox"/> Modification (Section 9-9-10)	Link	Any request that is seeking relief from a requirement in the Development Ordinance must present their case in accordance with Section 9-9-10. Note: Relief is limited to the sections listed in 9-9-10(d).
<input type="checkbox"/> Watershed Variance (Section 9-9-11)	Link	Provide documentation supporting the “Findings of Fact” listed in Section 9-9-11(c)(1) of the Development Ordinance.
<input type="checkbox"/> Floodplain Development (Section 9-7-16)	Link	The “Floodplain Development Application, Permit and Certification Requirements” are outlined in Section 9-7-16 (b) of the Development Ordinance.
<input type="checkbox"/> (DR) Design Guidelines (Section 9-4-4(c)(4)e.3.)	Link	Written Design Guidelines for multi-tenant commercial developments and/or nonresidential group developments within the Eastchester Scenic Corridor (or through Conditional Zoning) are required.
<input type="checkbox"/> Street Name Request (Guidelines & Policies)	Link	For proposals that contain new streets this form must be submitted with the request. The form is available on Page 93 of the Guidebook of Standards and Practices for Development

Note: Project items above with an abbreviation before the name (i.e. “(SP)”) denotes the record ID naming convention. For example, all Site Plan projects would be assigned a Record ID with the following format: SP-YY-#### where YY=Two digit year and #### = sequential number.

AUTHORITY TO FILE APPLICATION

****Required****

I hereby agree to conform to all applicable laws and regulations of the City of High Point, applicable County and State of North Carolina (as may be applicable to my request), and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the City of High Point Planning and Development Department may enter the subject property for the purpose of investigation and analysis of this request.

Applications will not be accepted without signature(s).

Print Applicant Name

Applicant Signature

Date