

ARTICLE XII – Plan of Development Requirements

XII-1 Statement of Intent.

This Article is enacted to ensure compliance with all applicable ordinances and statutes, to promote innovative and creative design, to enhance the Town of Bloxom’s traffic circulation system by providing for the convenient and safe movement of vehicles and pedestrians, to protect the economic value of the natural environment from unwise and disorderly development to ensure the efficient use of land, and to promote high standards in the layout, design landscaping, and construction of development.

XII-2 Application.

Any development or redevelopment exceeding 2,500 square feet of land disturbance shall be accomplished through a plan of development process prior to any clearing or grading of a site or the issuance of any building permit, to assure compliance with all applicable requirements of this Ordinance. The plan of development process shall generally be satisfied by the approval of a site plan, or a plot plan in the case of single-family swellings and accessory structures, and any additional plans or studies as required by the Zoning Administrator.

XII-3 Plot Plans.

A plot plan for individual single-family dwellings or accessory structures for single-family residences shall be submitted to the Zoning Administrator for review and approval. However, any encroachment into the RPA shall require an applicant to prepare a site plan as outlined in Section XII-4 below, including the submission of a Water Quality Impact Assessment, in accordance with Article III-6.13.

A. Required Information.

At a minimum, the plot plan shall be drawn to scale and contain the following information:

1. A boundary survey of the site drawn to scale or site drawing showing the North arrow and property line boundaries and distances.
2. Area of the lot/parcel.
3. Location, dimensions, and use of proposed and existing structures including temporary structures. In the case of temporary structures, the date when the structures will be removed must be indicated.
4. Location of all building restriction lines, setbacks, easements, covenant restrictions, and rights of way.
5. Dimensions and location of all existing and proposed driveways, parking areas, or any other impervious surfaces.

**Town of Bloxom Zoning Ordinance – Adopted December 23, 1992, Updated April 27, 2021**

6. Location of all existing and proposed septic tanks/reserve drainfield and drainfield areas including reserve areas and the location of all existing and proposed wells.
7. Limits of clearing and grading.
8. Specification for the protection of existing trees and vegetation during clearing, grading, and all phases of construction.
9. Location of all erosion and sediment control devices.
10. Amount of impervious surface proposed for the site.
11. Location of Resource Protection Area (RPA) boundary, including identification of any water body with perennial flow, as specified in Article III-6.8, and any additional required buffered areas associated with the RPA and the Resource Management Area (RMA).
12. A note on the plot plan regarding the requirement for a five-year pump-out and 100% reserve drainfield site for onsite sewage treatment systems, where applicable.

B. Plot Plan Administration.

The Zoning Administrator shall review and approve or disapprove plot plans in accordance with Sec. XII-4.C.

XII-4 Site Plan.

A. Procedures for Preparation.

1. Site plans or any portion thereof involving engineering, architecture, landscape architecture, or land surveying shall be respectively certified by an engineer, architect, landscape architect, or land surveyor duly authorized by the state to practice as such.
2. Site plans shall be prepared to a scale of one inch equals fifty feet (1" = 50') or larger. Site plans shall be submitted in clearly legible blue or black line copies. The size of each print shall be twenty-four (24) by thirty-six (36) inches.
3. If the site plan is prepared on more than one sheet, match lines shall clearly indicate where the several sheets join.
4. Five (5) copies of the site plan shall be filed with the Zoning Administrator. The filing of the plan signed by the applicant and his or her agent along with payment of any required fees shall constitute the application for approval.

B. Required Information.

## Town of Bloxom Zoning Ordinance – Adopted December 23, 1992, Updated April 27, 2021

1. General information required.
  - a. The proposed title of the project and the names and addresses of the professional (s) preparing the plan, the owner or owners of record, and the applicant, if different, and a signature panel for the Zoning Administrator’s approval.
  - b. North arrow, scale, and vicinity map.
  - c. The boundaries of the property by bearings and distances.
  - d. The present zoning and current use of the property and all contiguous or abutting parcels.
  - e. Existing topography with a maximum contour interval of two (2) feet; except where existing ground is on a slope or less than two percent (2%), either one (1) foot contours or spot elevations shall be provided where necessary, but not more than fifty (50) feet apart.
  - f. Delineation of any Resource Protection Area (RPA), including identification of any water body with perennial flow and any other required buffered areas associated with the RPA, and the Resource Management Area (RMA).
  - g. All wetlands permits required by law.
2. Existing features.
  - a. The location, floor area, and height of all existing buildings and structures, and their distances from all property lines and from each other.
  - b. All existing streets, utilities, easements and watercourses, and their names and widths.
  - c. Existing natural land features, trees, water features and all proposed changes to these features shall be indicated on an “Environmental Site Assessment “ (ESA) (see Sec. XII-5). Water features shall include ponds, streams, wetlands, floodplains, drainage areas, and stormwater retention areas.
3. Proposed improvements.

The location, dimension, size and height of the following when proposed:

- a. Buildings and structures, including number of floors, distance between buildings and distance from all property lines, floor area, and proposed general use for each building. If single family detached or multi-family, the number, size, and type of dwelling units shall be shown.

**Town of Bloxom Zoning Ordinance – Adopted December 23, 1992, Updated April 27, 2021**

- b. Streets, sidewalks, utilities and easements, their names and widths.
  - c. All off-street parking and parking bays, loading spaces and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of parking spaces provided and the number required in accordance with this ordinance.
  - d. Public sanitary sewer system, public water mains and fire hydrants.
  - e. Slopes, terraces, retaining walls, fencing and screening within required yards, and any shoreline stabilization structures.
  - f. Plans for collecting and depositing stormwater and method of treatment of natural and artificial watercourses, including a delineation of proposed limits of floodplains, if any, as created or enlarged by proposed development.
  - g. Finished grading by contours to be supplemented by finished spot elevations.
  - h. Locations and acreage of all open spaces, required buffer areas, and identification of areas for, and improvements to, all recreational facilities.
  - i. Outdoor lighting within required yards.
  - j. Location and type of all proposed signage.
4. Environmental Site Assessment (ESA) requirements. An environmental site assessment, in accordance with Sec. XII-5 shall be provided.
5. Erosion and sediment control requirements. Provisions for the adequate control of plan.

When necessary for clarity, this information will be indicated on a separate sheet or sheets.

6. Stormwater management requirements. A stormwater management plan shall contain maps, graphs, tables, narrative descriptions, and citations to supporting references as appropriate to communicate information required by Article III-6.12 (B).
- a. At a minimum, the stormwater management plan must contain the following:
    - 1. Location and design of all planned stormwater control devices.
    - 2. Procedures for implementing non-structural stormwater control practices and techniques.
    - 3. Pre- and post-development nonpoint source pollutant loadings with supporting documentation of all utilized coefficients and calculations.

**Town of Bloxom Zoning Ordinance – Adopted December 23, 1992, Updated April 27, 2021**

4. For facilities, verification of structural soundness, including a Professional Engineer or Class IIIB Surveyor Certification.
    - b. Site specific facilities shall be designed for the ultimate development of the contributing watershed based on zoning and the Town comprehensive plan.
    - c. All engineering calculation must be performed in accordance with procedures outlined in the current edition of the Local Assistance Manual or any other good engineering methods deems appropriate by the Zoning Administrator.
    - d. The plan shall establish a long-term schedule for inspection and maintenance of stormwater management facilities that includes all maintenance requirements and persons responsible for performing maintenance. If the designated maintenance responsibility is with a part other than the Town of Bloxom then a maintenance agreement shall be executed between the responsible party and the Town.
  7. A note on the site plan regarding the requirement for a five-year pump-out and 100% reserve drainfield site for onsite sewage treatment systems, where applicable.
- C. Review and Approval.
1. After the appropriate submission of a site plan, related materials and fees, the Zoning Administrator will review the site plan and related materials for completeness and compliance with requirements of this Ordinance and all other applicable regulations.
  2. The Zoning Administrator will normally act upon the site plan within twenty (20) working days, unless modification to the plan or other circumstances require additional time. If the plan is approved, the Zoning Administrator shall certify thereon his or her approval and state the conditions of such approval, if any. If the plan is disapproved, the Zoning Administrator shall indicate his or her disapproval and the reasons therefor in writing to the applicant.
  3. Clearing or grading, and construction may begin upon approval.