



APPLICATION FOR PLAN REVIEW

CITY OF MOUNT AIRY PLANNING DEPARTMENT

This application and all required submittal items (see page 2) should be submitted to The City of Mount Airy Planning Department.

A pre-application meeting is recommended for site plans and is available upon request. Please call the Planning Department at 336-786-3520 to schedule a meeting.

Upon submittal, plans will be reviewed by the City of Mount Airy Technical Review Committee.

THE APPLICANT IS ALSO RESPONSIBLE FOR SUBMITTING PLANS TO THE DEPARTMENTS LISTED BELOW. PLEASE CALL THESE DEPARTMENTS DIRECTLY TO DETERMINE THEIR SPECIFIC SUBMITTAL REQUIREMENTS.

SURRY COUNTY BUILDING INSPECTIONS

Plans must be submitted to the county in order to receiving a building permit.
Typically, **plans can be reviewed concurrently** by the city and the county.
122 Hamby Road, Dobson, NC 27017 336-401-8300

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT)

PO Box 558, Elkin, NC 28621 336-835-4241
Any development taking place on a state-maintained street must submit plans to NCDOT.

SUBMITTAL REQUIREMENTS

Plans not containing all applicable elements listed below will be considered incomplete and will not be accepted. Items will not be distributed to the Technical Review Committee (TRC) until all submittal requirements have been met.

SITE AND BUILDING

- 1 Application for Site Plan Review (pages 3 and 4)
- 5 sets of civil drawings including landscaping plan
- 1 copies of Stormwater Management Report, calculations, and associated drawings
- 1 set of full architectural/building plans (if design review required)
- 2 set of sprinkler and fire alarm plans
- 1 set of plumbing plans
- Digital copy of the plans in .PDF format

INTERIOR UPFIT ONLY

- 1 Application for Site Plan Review (pages 4 and 5)
- 1 set of full architectural/building plans
- 1 set of sprinkler and fire alarm plans
- 1 set of plumbing plans
- Digital copy of the plans in .PDF format

APPLICATION FOR PLAN REVIEW

| General Information | |
|----------------------------|------------------------|
| Project Name: _____ | Parcel ID: _____ |
| Physical Address: _____ | Zoning District: _____ |

| Upfit Only | | |
|---|---|--|
| Project Description Upfit Change of use Other | Proposed Use (check all that apply) Multi-family Office/institutional Retail Manufacturing/industrial Warehousing Transportation/utility | Description of use (ie. restaurant, real estate office, etc.) _____ _____ _____ _____ |
| Square Footage Existing: Proposed: | | |

Grading Permit Information

If the proposed land disturbance is greater than 1 acre, provide a copy of the Sedimentation and Erosion Control Plan approval from NCDENR.

| Yes | No | |
|-----|----|--|
| | | Is site development proposed within the FEMA flood hazard area? If yes, submit a plat from a registered surveyor verifying the location of the flood hazard area. Development within a flood hazard area shall be accompanied by an Elevation Certificate. |
| | | Will any activity impact an NCDOT public street ROW? If yes, provide NCDOT approval of encroachment. |
| | | Will any activity impact a City of Mount Airy public street ROW? If yes, submit an encroachment request. |
| | | Will any activity take place within a public utility easement? (i.e. water, sanitary sewer, storm drainage, power, gas) If yes, provide approval of encroachment from the utility owner(s). |
| | | |

PLAN REVIEW CONTACT LIST

A contact person shall be designated for each project. This person shall be the individual that official correspondence to and from the City of Mount shall be transmitted.

Applicant/Company: _____

Contact Person: _____

Address: _____

Phone: _____ Ext. _____ Email: _____

Property Owner: _____

Address: _____

Phone: _____ Ext. _____ Email: _____

Additional contacts that are useful: These individuals will not receive direct correspondence from the Plan Review Coordinator. This information is requested to assist the Committee members in the review of submitted plans and to provide a project contact for an item that may require particular expertise.

Project Contractor: _____

Address: _____

Phone: _____ Ext. _____ Email: _____

Project Engineer: _____

Address: _____

Phone: _____ Ext. _____ Email: _____

Project Architect: _____

Address: _____

Phone: _____ Ext. _____ Email: _____

Fire Alarm Co: _____

Address: _____

Phone: _____ Ext. _____ Email: _____

Sprinkler Co: _____

Address: _____

Phone: _____ Ext. _____ Email: _____