Lower Cape Fear Hospice
1406 Physicians Dr.

APPLICATION ACCEPTANCE FORM

SITE PLAN REVIEW FOR TRC/SRB

City of Wilmington
Development Services Department
Planning Division

PO Box 1810 | 305 Chestnut St.
Wilmington, NC 28402
Telephone 910.254.0900 | Fax 910.341.3264

This form acknowledges acceptance of your application and does not constitute approval of any plans or requests. The Planning Division has accepted your application for the following case:

Site Location: 1406 Physicians Dr.

Reviewing Board: TRC

Meeting/Hearing Date: January 3, 2013

Although this application has been reviewed for completeness and has been accepted by the Planning Division, you may be contacted by Planning Division staff should additional information be required.

You or your representative should attend the meeting/hearing. A copy of the staff's recommendation/comments will be provided to the applicant or agent prior to or at the meeting/hearing.

Planning Division Staff

12/18/12
Date of Acceptance

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Applicant/Applicant's Agent

THE LANDSCAPE PLAN MUST BE SUBMITTED PRIOR TO FINAL APPROVAL OF CONSTRUCTION PLANS

Revised 8-23-2011

SITE PLAN

FOR MAJOR OR MINOR SITE PLAN APPROVAL

City of Wilmington, NC
Planning Division

P. O. Box 1810, 305 Chestnut St, Wilmington, NC 28402
Telephone: (910) 254-0900 FAX: (910)341-3264

Section A. SITE DATA SHEET

DEVELOPMENT NAME: Lower Cape Fear Hospice - 6-Bed Addition
STREET ADDRESS: 1406, 1400 & 1360 Physicians Drive
NEW HANOVER COUNTY TAX PARCEL IDENTIFICATION # (PARID):
R06014-005-007-000, R06014-005-010-000, R06015-001-017-000
ZONING DISTRICT(S): O&I-1 **TOTAL SITE ACRES:** 8.77 acres
PROPOSED ZONING DISTRICT:

CLIENT (Owner or Developer):
Name(s) Lower Cape Fear Hospice
Address: 1414 Physicians Drive
Wilmington, NC ZIP 28401
Telephone: (910) 796-7966 FAX:
E-Mail Address: Nannette.Mauger@lcfh.org

CONSULTANT/AGENT (Person to contact regarding questions or revisions to the plan):
Name(s) Paramounte Engineering - Rob Balland, P.E.
Address: 5911 Oleander Drive, Suite 201
Wilmington, NC ZIP 28403
Telephone: (910) 791-6707 FAX: (910) 791-6760
E-Mail Address: rballand@paramounte-eng.com

NOTE: IF IN A SPECIAL USE ZONING DISTRICT OR SUP, PLACE THE COMPLETE LIST OF ZONING CONDITIONS ON THE PLAN.

ALL PLANS:
PROPOSED BUILDING USE: Medical
PROPOSED TOTAL BUILDING AREA AND EXISTING AREA IF EXPANSION (sq. ft. gross): 12,325sf prop; 30,052sf ex.
MAX. BUILDING HEIGHT: 20'
IF GROUP HOUSING (Apts. / Condo), LIST HEIGHTS OF EACH BUILDING TYPE:
NUMBER OF BUILDINGS: 1 proposed (2 existing)
OFF STREET PARKING: REQ'D SPACES: PROVIDED SPACES: 166 spaces
PARKING GROUP/STANDARD APPLIED: (i.e. "1 space per 300 s.f. building area"): Administrative Building:1 per 300 sf
Care facility:1 per 4 beds + 1 per supervisor & staff
APT. / CONDO/TOWNHOME: # 1BR Units: ___ 2BR: 3BR: 4BR

This site is subject to conditions of approval from a Board of Adjustment, rezoning, subdivision, or prior preliminary site plan action:
YES _____ **NO** X File number:

A Traffic Impact Analysis (TIA) is required with the submittal of an application where more than 100 vehicle trips during any peak hour anticipated? The **AM PEAK HOUR** is: . The **PM PEAK HOUR** is:
The **ITE Land Use Number** used is: . No application will be reviewed without the submittal of the TIA, when required.

Is the site within the Special Highway Overlay District? YES _____ **NO** X. **Is the site subject to any Corridor Overlay Districts? YES** _____ **NO** X. If yes, which one? .

OWNER'S SIGNATURE*: *In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed site plan as approved by the City. I hereby designate* Rob Balland *to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.*

Signature/Date: Nannette Mauger, Business Mgr.

DATE RECD: 12/18/12
PLANNER: FAISON
CASE FILE #:
FEE PAID $:

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Section B. SUBMITTAL CHECKLIST AND PROCEDURE

(1) PLANS MAY BE SUBMITTED TO THE PLANNING DIVISION, 3RD FLOOR, 305 CHESTNUT STREET IN DOWNTOWN WILMINGTON.

(2) AN APPLICATION WILL NOT BE ACCEPTED WITHOUT MEETING WITH A PLANNER OR PROJECT MANAGER. BEFORE SUBMITTING THE APPLICATION, ASK TO SEE A PLANNER OR PROJECT MANAGER.

Staff members will review your submittal package to ensure that the package is complete and all necessary information is shown on the plans. We don't want to waste your time logging a case into the system and sending out comments only to ask you for more information before we can really offer any substantive help. **Please do not simply leave your application materials with the receptionist**.

(3) IF A MINOR SITE PLAN, WITHIN 20 DAYS A PROJECT MANAGER WILL FORWARD COMMENTS TO YOU. IF A MAJOR SITE PLAN, YOU WILL BE SCHEDULED FOR REVIEW BY THE TECHNICAL REVIEW COMMITTEE (TRC) AT ITS NEXT AVAILABLE MEETING, TYPICALLY WITHIN 20 DAYS OF THE PRESCRIBED SUBMITTAL DEADLINE FOR MAJOR SITE PLAN REVIEW.

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). *Please check the list below carefully before you submit:*

☑ **FILING FEE FOR SITE PLANS.**
- Checks payable to the City of Wilmington.
- Payments may be made by cash or check

☑ **THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner).

☑ **5 PAPER COPIES AND A DIGITAL COPY** (TIFF or PDF) of the proposed minor or major site plan

☐ **COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT OR CERTIFICATE OF APPROPRIATENESS** (if applicable)

Section C. DATA TO BE SHOWN ON PLANS

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(a) Sheet size.

The preliminary site plan shall be drawn on one of three (3) standard sheet sizes. These are:
- Eighteen (18) by twenty-four (24) inches;
- Twenty-four (24) by thirty-six (36) inches;
- Thirty (30) by thirty-six (36) inches;

(b) Key Information.

☒ 1. A vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch, showing the position of the development /subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the site plan;

☒ 2. True north arrow, with north being at the top of the map;

☒ 3. Scale of the map using engineer's scale (1"=10', 1"=50', etc.) both graphic and numeric and date of preparation, including all revision dates;

(c) Title Block/Site Data Tabulation

☒ 1. The name of the development, name of the owner and agent, name, address and telephone number of the designer who prepared the plan;

- [x] 2. Project address, PARID number, project name, phase and recorded lot number;
- [x] 3. Zoning district(s), overlay district(s) designation;
- [x] 4. Building setbacks, required and proposed;
- [x] 5. Total amount of acreage within the project boundaries;
- [x] 6. Building size, both existing and proposed, with square footage, calculations for building lot coverage, number of units, number of buildings, building height and the number of stories and square feet per floor;
- [x] 7. Total amount and percent of impervious surface areas, before and after development;
- [x] 8. Off street parking calculations, including required amount of parking and proposed amount of parking and the basis for determination;
- [x] 9. CAMA land use classification;

(d) General Information

- [x] 1. Names of property owners of adjacent properties or subdivisions of record;
- [x] 2. Zoning and land use of adjacent properties or subdivisions of record;
- n/a [ ] 3. Proposed streets, existing and platted streets on adjoining properties and in the proposed development with right-of-way widths and cross sections;
- n/a [ ] 4. Corporate limits;
- [x] 5. Existing easements, widths, purposes noted, public or private and book and page numbers;
- n/a [ ] 6. Location and size of proposed parks, school sites, recreational areas or open spaces, and designation of future ownership and/or dedication;
- [x] 7. Current accurate topographical information based on mean sea level datum, with contour interval of less 2.0 feet or less;
- n/a [ ] 8. Identify if in a special highway overlay district or any other zoning overlay district;

(e) Building, Structure and Use Information

- [x] 1. Building elevations that show maximum height from natural and finished grade, buildings to be removed;
- [x] 2. All outdoor uses proposed, including but not limited to accessory uses or structures, storage, water and wastewater facilities, cemeteries, and signage;
- [x] 3. Location of all existing and proposed buildings, including setbacks from property lines;
- [x] 4. Location of refuse, service, loading, utility service areas, and display areas;
- [x] 5. Show that all utilities, both public and private, that serve a project shall be underground;
- [x] 6. Show/locate all heating and air equipment, telephone boxes, etc.

(f) Traffic Engineering

- [x] 1. Existing street names, together with state road numbers if applicable;
- [x] 2. General horizontal alignment of existing and proposed streets and thoroughfares, showing centerline minimum radii, pavement width, surface materials, curb and gutter, ditches and shoulder widths;
- [x] 3. Existing and proposed sidewalks, on both public streets and within site;
- [x] 4. Cross-sections of typical proposed streets and parking area;
- [x] 5. Dimensions of medians, median openings, curb radii;
- n/a [ ] 6. Vertical alignment of streets only when deemed necessary by the Traffic Engineer to properly determine the safety of proposed streets or driveways;
- [x] 7. Sight triangles as set forth in Section 18-556 and Article 15, Definitions, including any structures within them;
- n/a [ ] 8. Any rights-of-way proposed to be closed;
- n/a [ ] 9. Proposed private streets, dimensions and curb treatments;
- [x] 10. Existing and proposed parking areas, bay dimensions, aisle dimensions and summary of required and provided parking;
- n/a [ ] 11. Cross section and diagram of each floor of a parking structure;
- [x] 12. Wheel stops and other traffic barriers;
- [x] 13. Location and dimensions of loading and unloading areas;
- n/a [ ] 14. Location of any off-site parking;
- [x] 15. Show driveways for adjacent lots and lots across the street;
- [x] 16. The proposed driveway must be dimensioned to both property corners;
- n/a [ ] 17. Note whether existing driveways will be closed;
- [x] 18. Show or note street intersections within 500' of the site;
- [x] 19. Show appropriate City standard driveway detail on plan;
- [x] 20. Show parking lot and driveway geometric dimensions and radii;

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n/a ☐ 21. Show all required turn lanes, with details;
n/a ☐ 22. Show all existing and proposed traffic control devices (including signals, signs, parking meters, and pavement markings);
n/a ☐ 23. Parking lot must meet requirements of standard details SD 15-10 and 15-11 for parking lots under 25 stalls;
n/a ☐ 24. Show all pedestrian crossings, existing and proposed;
n/a ☐ 25. Show any other information needed to accurately depict the proposed improvements;
n/a ☐ 26. An approved NCDOT driveway permit, where applicable. Plans for a NCDOT driveway permit must be drawn to a scale of 1"=20', 1"=30', 1"=40" or 1"=50' only;

(g) Landscaping Plan

☒ 1. Date of plan preparation;
☒ 2. Project name and description of land use;
☒ 3. Project owner and mailing address;
☒ 4. Scale of 1" = 100' or less;
☒ 5. North arrow;
☐ 6. Approximate locations and species of all existing hardwood trees at least eight (8) inches DBH, all conifer trees at least twelve (12) inches DBH, and all dogwoods and American Hollies at least four (4) inches DBH. The canopy drip lines of those trees shall be delineated. If groves of protected trees exist that will not be removed or disturbed, it is permitted to label the grove as such on the map, stating the approximate number of protected trees and species mix, without specifying data on each individual tree;
☒ 7. Locations, dimensions, and square footages of required buffer strips, street yard plantings, parking lot landscaping, and building foundation plantings;
☐ 8. Details of required landscaping showing species, dimensions, and spacing of planted materials and the use and protection of existing vegetation;
☒ 9. All existing and proposed utilities and if applicable, their associated easements;
☒ 10. Location and square footage of structures and parking lots;
☒ 11. Adjacent zoning districts and uses;
☐ 12. Approximate locations of all trees greater than eight (8) inches DBH within required buffers and of all areas of natural vegetation to be used as part of the buffer and within a 20-foot strip along the site perimeter;
☒ 13. Setbacks of all structures and specifications and shielding of certain uses as required;
☐ 14. Calculations for the number of trees proposed per acre disturbed (a minimum of fifteen (15) trees per acre disturbed are required);
☐ 15. Tree preservation/removal permit attached or included with the site plan;

(h) Environmental Requirements (where applicable)

☒ 1. Floodplain information, including base flood elevation, elevation of lowest floor proposed for development, 100-year flood boundary, floodway and floodway fringe areas, indicating source of information;
n/a ☐ 2. Conservation Overlay District information including type/amount of conservation resource, worktable for determining required conservation space and developable land, setbacks from conservation space (both required and proposed);
☒ 3. State and federal wetlands designated on the site;
☒ 4. Mean high water line;
☒ 5. Erosion control plans;

(i) Stormwater Information

A Schematic stormwater drainage plan is required. The detail on the schematic must provide a clear concept of the existing and proposed channels, pipes, watercourses, and retention/detention on and adjacent to the site. Directions of flow are to be included. Sizes are to be approximate. Complete engineering specifications and calculations will be required when an application is made for a stormwater discharge permit or drainage plan approval, as applicable. The following components should appear on the site plan:

☒ 1. Existing and proposed site improvements to convey stormwater;
n/a ☐ 2. Proposed off-site improvements to convey stormwater;
☒ 3. Connection to existing public or private systems downstream and upstream;
n/a ☐ 4. Places where runoff enters the site from adjacent area and how it will be conveyed;
n/a ☐ 5. Proposed and existing retention/detention systems on or serving the site;
☒ 6. Existing and proposed drainage easements indicated as public or private including approximate widths;
☒ 7. Existing and proposed contours with intervals of 2' or less;
☒ 8. Existing and proposed impervious surface area;

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- [x] 9. Approximate disturbance area shown and reported;
- n/a [ ] 10. Approximate delineation of the 100-year flood plain;
- [x] 11. Approximate delineation of any Federally regulated wetlands on the site;
- n/a [ ] 12. Indicate any known drainage problems in and downstream of the site (clogged systems, undersize systems, recurring flooding in the immediate and adjacent area);
- [ ] 13. Indicate the classification (SC, SA, etc.) and name of the State regulated water body serving the watershed where the site is located if the site disturbance area equals or exceeds one acre;
- n/a [ ] 14. Indicate if innovative or unusual methods will be employed to meet applicable State or Federal requirements;

(j) Public Utility Information.

- [x] Existing and proposed sanitary sewers, manholes, clean-outs, water lines, natural gas lines, stubs, fire hydrants, fire lines, valves, backflow prevention devices showing make and model, meters, with pipe sizes and locations indicated as applicable;
- n/a [ ] Profiles of sanitary sewer lines only if required by the Public Utilities Director to properly determine the feasibility of a proposed system;
- n/a [ ] Well and septic tank locations, community septic system facilities where applicable;
- n/a [ ] Force mains, pump stations if applicable;
- [x] Location of fire hydrants, existing and proposed;

(k) Special Information.

- [ ] 1. Contact the North Carolina One Call Center prior to doing any digging. 1-800-632-4949
- [ ] 2. The BellSouth contact is Steve Dayvault he is the Building Industry Consultant (910) 392-8712. Please contact him prior to stating the project in order to facilitate good communication and maximum flexibility.
- [ ] 3. The process for telephone cable placement:
  - Final grade will need to be established.
  - Power will place their cable first – they go in at about 3 ft deep.
  - BellSouth / cable TV will then place their cable at approx. 2 ft deep.

(l) Notes to be included on final site plans.

- [x] 1. Prior to any clearing, grading or construction activity, tree protection fencing will be installed around protected trees or groves of trees and no construction workers, tools, materials, or vehicles are permitted within the tree protection fencing;
- [x] 2. All pavement markings in public rights-of-way and for driveways are to be thermoplastic and meet City and/or NCDOT standards.
- [x] 3. Once streets are open to traffic, contact Traffic Engineering (Richie Brown) to request installation of traffic and street name signs. Proposed street names must be approved prior to installation of street name signs.
- [x] 4. Traffic control devices (including signs and pavement markings) in areas open to public traffic are to meet MUTCD (Manual on Uniform Traffic Control Devices) standards.
- [x] 5. Contact Tom Platt with Traffic Engineering at 341-7888 to ensure that all traffic signal facilities and equipment are shown on the plan. Add a note to call Traffic Engineering at 341-7888 forty-eight hours prior to any excavation in the right of way.
- [x] 6. Any broken or missing sidewalk panels will be replaced.
- [x] 7. Contact Karen Dixon at 341-7888 to discuss street lighting options.
- [x] 8. Project shall comply with City of Wilmington Cross Connection Control requirements. Water meter(s) cannot be released until all requirements are met and the State has given their Final Approval. Call 343-3910 for information.
- [x] 9. If the contractor desires City water for construction he shall apply in advance for this service and must provide a reduced pressure zone (RPZ) backflow prevention device on the developer's side of the water meter box.
- [x] 10. Any irrigation system supplied by City water shall comply with the City's Cross Connection Control regulations. Call 343-3910 for information.
- [x] 11. Any backflow prevention devices required by the City will need to be on the list of approved devices by USCFCCCHR or ASSE.

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CHAPTER VI: PLANNING, ZONING, AND MISCELLANEOUS FEES AND PERMITS

Section 1. Alarm Permit Fees:

Fees for alarm systems as required by Section 4-2 of the City Code shall be as follows:

Annual Permit Fees	
Direct connection to City/Business	$100.00
Direction to City/Residential	75.00
Alarm companies	25.00
Initial connection fee	75.00

Section 2. Site Plan Review Fees:

Application fees for site plan review under Chapter 18 of the City Code shall be as follows:

Concept Review	$100.00
Less than or equal to 10,000 square ft	$250+$20 per 1,000 sq. ft. of gfa
10,001 square ft to 40,000 square ft	$500+$20 per 1,000 sq. ft of gfa
Greater than 40,000 square ft	$1,000+$20 per 1,000 sq. ft of gfa
Mixed Use Developments	$1,200+$10 per 1,000 sq. ft. of gfa
Re-review feePlan	½ of cost above
Landscaping Re-Review Fee	$125.00
Traffic Impact Analysis	$250
Resubmittal Fee	$125
Projects located in the 1945 Corporate Limits	$100.00

Section 3. Subdivision Application Fees:

Application fees for subdivision plat review under Chapter 18 of the City Code shall be as follows:

Preliminary Plan Review	
Minor subdivision	$100.00
Major subdivision, including TRC and SRB review	$800+$10/lot or du
Technical Review Committee for concept review only	$100.00
Final Plat Review	$15.00 per log
Appeal of Subdivision Review Board Decision	$200.00

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CITY OF WILMINGTO

*** CUSTOMER RECEIP

Batch ID: 12/18/12 01

Type	SvcCd	Descri
99		MISCEI

Qty

GENERAL GOVT / ZONI 01000003412500
LOWER CAPE FEAR HOSPICE
MAJOR SITE PLAN REVIEW
1406 PHYSCIANS DR
ANGELA W FAISON
D MITCHELL

Tender detail

CK Ref#:	103695	$737.74
Total tendered:		$737.74
Total payment:		$737.74

Trans date: 12/18/12 Time: 14:50:4

** THANK YOU **

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PARAMOUNTE
ENGINEERING, INC.

5911 OLEANDER DRIVE, SUITE 201
WILMINGTON, NC 28403
910-791-6707(O) 910-791-6760 (F)

LETTER OF TRANSMITTAL

To:	C.O.W. – Development Services		Date	12/18/12
	305 Chestnut Street			
	Wilmington, NC 28401		Re:	Lower Cape Fear Hospice 6 Bed Addition
				TRC Submittal
Attn:	Dawn Snotherly		Project No.	12217.PE

We are sending: ☐ Originals ☒ Prints ☐ Shop Drawings ☐ Calculations

The following items: ☐ Correspondence ☐ Plans ☐ Specifications ☒ Other as listed below

Quantity	Date	Dwg. No.	Description
1	12/11/12		Site Plan Application
6	12/17/12	Set	24" x 36" Plan Sheets
1	12/10/12	A-201	Building Elevations
1			CD with PDF Files
1	11/28/12		Check #103695 for application fee ($737.74)

Issue Status: ☐ For Approval ☐ As Requested ☐ Construction ☐ Bid

☐ For Your Use ☒ For Review and Comment ☐ Approved as Noted ☐ See Remarks

Action Taken: ☐ No Exceptions Taken ☐ Make Corrections Noted ☐ Amend & Resubmit

☐ Rejected - See Remarks ☐ Approved as Submitted ☐ Other

Remarks:

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Signed: Rob Balland, P.E.

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