

**To:** Jonas Marston  
**From:** Gilbert Combs, Associate Planner; 910-341-4661  
**CC:** File;  
**Date:** 9/5/2018  
**Re:** Evolve Office Renovation

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The following is a list of comments for review from planning regarding the project. Please provide your corrections as listed below. Additional review will be required once all the needed documents have been provided. Items or documents not provided on initial submission will be subject to further review. Please contact me for any further questions.

Site Plan Comments:

- Sec. 18-60 (c) (1): Show a vicinity map showing the position of the subdivision with relation to surrounding streets, oriented in the same direction as the site plan.
- Sec. 18-60 (c) (2): Show true North pointing towards the top of the map of both plan and location map.
- Sec. 18-60 (c) (8): Show location of on-site and proposed tie-in to existing public utilities (water, sewer, culverts, drains, etc.) showing size and direction flow, and soil erosion and sedimentation control measure.
- Sec. 18-60 (c) (10): Show Location and dimension of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, designs of ingress and egress of vehicles to and from the site onto public streets and curb and sidewalk lines.
- Sec. 18-60 (d): Infrastructure improvements
  - Newly constructed sidewalk and curb will be required along Burke Avenue. May discuss potential waiver with engineering.
- Sec. 18-481: Interior area landscaping
  - Parking lot landscaping is required.
  - Provide plan showing compliance for landscaped islands, shade, etc.
- Sec. 18-60 (c) (11): Show location and dimension of all fencing and screening.
- Sec. 18-60 (c) (12) (13): Show names of property owners of adjacent properties, zoning, land use, owner and deed book for properties adjacent to subject property including across the street.
- Sec. 18-60 (c) (14): Show current accurate topographical information based on mean sea level datum, with contour interval of 2.0 feet or less.
- Sec. 18-60 (c) (15): Show a proposed landscape plan.
  - Show existing landscape
- Sec. 18-60 (c) (16): Show site inventory map and tree survey.
- Show bicycle parking compliance. Recommended to provide bicycle parking since site is in close proximity to the River to Sea bike trail.
- Sec. 18-504: Show compliance with screening of dumpsters with living and non-living material.

- Show existing dumpster screening and dimensions.
- If a progress energy easement or power line exists on site, please contact Bill Wilder @ 383- 4042.
- A tree preservation/removal permit is required
- Signage
  - Any proposed signage is permitted under a separate permit process and sign permit application. Please remove proposed signage from all relevant plan sheets.
  - Call (910) 254-0900 for sign regulation and permitting questions.
- All federal, state and local permits are required prior to full construction release. This includes, but is not limited to: state storm water, state utility extension permits, wetland disturbance permits, city storm water, tree protection permits, etc.