

Town of Spring Lake
BUILDING PLAN AND SITE PLAN SUBMITTAL CHECKLIST

Date Submitted _____ Name of Project _____

Contact and Telephone _____

- ___ Six complete sets of construction site plan drawings
- ___ Six complete sets of building plan drawings
- ___ Stormwater review fee (\$250.00)
- ___ Completed Stormwater Permit Application
- ___ Six complete sets of stormwater management drawings and calculations
- ___ Six complete sets of utility site plan drawings
- ___ Six sets of landscape drawings and proposed buffering
- ___ One copy of an approved encroachment agreement with NCDOT
- ___ One copy of an approved erosion control plan
- ___ One copy of an approved water extension plan from Division of Environmental Health
- ___ One copy of an approved wastewater collection system extension from NCDENR
- ___ When located within the 100 year flood plain one copy of the delineated flood boundary
- ___ Certification, written and signed by the development site owner of record that such owner formally consents to the proposed development
- ___ Certification from the Director of Public Works that water and sewer is available in sufficient quantities
- ___ Construction site plan review fee (\$300.00)
- ___ Building plan review fee
 - Plan Review including the Re-review is \$100.00 and is non-refundable for construction up to \$20,000. (Including Residential and Commercial)
 - Plan Review including the Re-review is \$150.00 and is non-refundable for construction over \$20,000. (Including Residential and Commercial)