



# PLANNING & ZONING TOWN of STALLINGS

## Major Development Review Process

### Major Development Review Process (Article 7.7)

This process ensures that proposed projects are compatible with public services and do not negatively impact the surrounding area or the town.

#### Step 1

#### Pre-Submittal Meeting

- ☐ 1. Schedule a meeting with Town planning staff to discuss the project's intended use, feasibility, relevant ordinances, and the overall review process. (Engineering meeting may be required) **Date:** \_\_\_\_\_ Article 7.7-1(C)

#### Step 2

#### Preliminary Site Concept Plan Review

- ☐ 2a. Submit application, payment, & concept plan of the project containing all specs listed in Article 7.7-1(D) Article 7.7-1(D)
- ☐ 2b. Planning & engineering staff concept plan review & approval. (30 business days per submittal) Article 7.7-1(E)

#### Step 3

#### Construction Document Review

- ☐ 3a. Submit detailed technical drawings and specifications (construction documents) for the project containing all specs listed in Article 7.7-1(G) Article 7.7-1(G)
- ☐ 3b. Submit additional documentation from NCDEQ, UCPW Water & Sewer, and NCDOT. (Varies by project)

#### Step 4

#### Plat Review

- ☐ 4a. Submit a Preliminary Plat Plan containing all specifications listed in Article 7.11-1(C). Article 7.11-1(C)
- ☐ 4b. Submit a Subdivision Plat Plan *ONLY* if the project subdivides any parcels. Article 7.11-1(D)
- ☐ 4c. Submit a Final Plat Plan *ONLY* if the project falls under specifications listed in Article 7.11-1(H). *\*\*timing of this step varies.* Article 7.11-1(H)

#### Step 5

#### Permit Review

- ☐ 5a. Apply for individual permits for each new or revised building, structure, and/or property with the Town. Article 7.1-1(A)
- ☐ 5b. Apply for building permits with Union County.

#### Step 6

#### Zoning Compliance Inspection

- ☐ 6a. Submit an as-built survey with the amount of impervious surface. Article 7.5-2
- ☐ 6b. Request and pass a Zoning Compliance Inspection with the Town. Article 7.5-3

#### Step 7

#### Certificate of Occupancy Inspection

- ☐ 7. Apply for a Certificate of Occupancy Inspection with Union County.