



## Gates County Planning and Zoning

PO Box 411, 200 Court Street, Gatesville, NC 27938

phone: 252-357-2411 fax: 252-357-0073

### *Application for Technical Review Committee*

*For Staff Use Only: Date:* \_\_\_\_\_ *Application No:* \_\_\_\_\_ *Fee:* \$50

**General Information:** *(A separate application must be submitted for each individual request.)*

Name of Applicant(s): \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Requesting Approval of:  Rezoning  Preliminary Subdivision Plan  Revised Plan  Other

Please explain other: \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Parcel ID \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Current Subdivision Name: \_\_\_\_\_ Proposed Subdivision Name: \_\_\_\_\_

**Signatures:**

**Owner(s):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Applicant(s):** *(if other than owner) If applicant is not the owner, a notarized statement of such from the owner must accompany the application.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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***Submittal Checklist:***

- \_\_\_\_\_ 1. Complete Gates County Planning and Zoning Technical Review Committee Application.
  
- \_\_\_\_\_ 2. Required TRC Fee of \$50.00.
  
- \_\_\_\_\_ 3. A copy of the current recorded deed along with any applicable easement deeds or maintenance agreements. Include any surveys of the property, if available.
  
- \_\_\_\_\_ 4. Fifteen (15) copies of the plat must be submitted to the Planner. The Planner will have forty (40) working days to present the project to the Technical Review Committee for comment on the proposed subdivision. The plat copies should be 18" x 24" in size and any supplementary material along with one reduced copy of the plat which is 8 1/2" x 11" OR 11" x 17" in size.
  
- \_\_\_\_\_ 5. Subdivisions of Land should refer to the Gates County Subdivision Ordinance for the complete process.  
A Minor Subdivision is a division of land into 4 parcels.  
All division of land into 5 parcels or more - Preliminary Plat Procedure will be required
  
- \_\_\_\_\_ 6. Solar Farms should refer to the Gates County Zoning Ordinance for the complete process.

**NOTE:** All checklist requirements are taken from the Gates County Subdivision Ordinance or the Gates County Zoning Ordinance.

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Name of subdivision	Minor & Major
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding areas	Minor
A topographic map showing vertical contours every one (1) foot or less	Minor
Total acreage of tract to be subdivided with the location of previously subdivided lots within the tract	Minor & Major
Name of township, county and state in which the subdivision is located	Minor & Major
Corporate limits, township boundaries, county lines, if on the subdivision tract	Minor & Major
The names, addresses, and telephone numbers of all owners, mortgages, registered surveyors, land planners, and professional engineers responsible for the subdivision	Minor & Major
The registration numbers and seals of the professional engineers and registered surveyors	Minor
Date of survey and plat preparation	Minor & Major
Scale denoted both graphically and numerically	Minor & Major
An accurately positioned north arrow tied into the North Carolina Grid System if within 2,000 feet of a monument	Minor & Major
The exact boundary lines of tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	Minor
The names of adjoining property owners	Minor & Major
The boundaries of the tract or portion thereof to be subdivided distinctly and accurately represented with all bearing and distances shown	Major
The names of any adjoining subdivision of record or proposed and under review	Minor & Major

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Minimum building setback lines	Minor & Major
Existing buildings or other structures, water courses, railroad, bridges, culverts, storm drains, both on land to be subdivided and land immediately adjoining	Minor & Major
Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line, and building setback line whether curved or straight. This should include the radius central angle, and tangent distance for the centerline of curved streets and curved property lines that are not boundaries of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	Minor
Consecutively numbered blocks and lots	Minor & Major
Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds and any other natural feature affecting the site, including the location of known areas subject to flooding	Minor & Major
Floodplain statement with references	Minor & Major
Floodplain boundaries, any if	Minor & Major
Wetland delineation approved by US Army Corps of Engineers, if required	Minor
Proposed roadways, existing and platted streets on adjoining properties and in the proposed subdivision, rights-of-way, pavement widths, approximate grades, design and engineering data for all corners and curves and typical street Cross-sections.	Minor & Major
Street names, type of street dedication as public or local/private	Minor & Major

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The location and dimensions of all rights-of-way, utility or other easements	Minor & Major
The plans for utility layouts including sanitary sewers, storm sewers, water distribution lines, natural gas, telephone and electric service or plans for individual water supply systems and sewerage disposal systems (i.e. septic tank systems)	Minor & Major
Letter of tentative approval of water supply and sewage disposal plans by appropriate county and state authorities	Major
Improvement Certificate or letter of approval for water and sewage systems by appropriate county and state authorities	Minor
Letter of approval from the Department of Transportation as to proposed roadway alignment and construction	Major
Letter of approval from NCDOT stating whether the new roadway is constructed to appropriate state standards	Minor
A copy of any deed restrictions or similar covenants	Minor & Major
Street Maintenance Disclosure Statement where proposed roadways are designated public OR Local/Private Road Disclosure Statement	Minor & Major
The accurate locations and descriptions of all monuments, markers, and control points	Minor
Any other information considered by either the developer, Subdivision Administrator, Planning Board or Board of Commissioners to be pertinent to the review of the plat	Minor & Major
Linear error of closure shall not exceed one (1) foot per 7,500 feet. Angular error of shall not exceed twenty-five (25) seconds times the square root of the number of angles turned. Plus or minus distances will not be approved.	Minor

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**Checklist for Solar Farms:**  
**(Zoning Ordinance Section 7.02, Note 12)**

All applications and plans shall include the following:

- A. Name of the project, names and addresses of the owners(s), and the engineers and surveyors.
- B. Date, scale and accurate North arrow.
- C. Boundaries and actual dimensions and shape of parcel, including total acreage, with bearings and distances from any proposed solar farm facility or structure to the surrounding property lines.
- D. Site plan showing streets, circulations, driveways, service buildings, easements, arrangement of solar panels and streets; also fencing, gates and vegetative buffers.
- E. Horizontal and vertical (elevation) to scale drawings with dimensions that show the location of solar panels and system on the property.
- F. Copy of deed, land purchase agreement, and/or land lease agreement.
- G. Vicinity map showing the location and surrounding land use.
- H. Other features and designs as deemed reasonably necessary from time to time by the Gates County Board of Adjustment and/or the Gates County Technical Review Committee.
- I. A Decommissioning Plan that is in compliance with or exceeds this section.
- J. Performance Guarantee:
  - a. A surety or performance bond that renews automatically, includes a minimum sixty (60) day notice to the county prior to cancellation, is approved by the Planning Director, and is from a company on the U.S. Department of Treasury's Listing of Certified Companies. A bond certificate must be submitted to the planning department each year verifying the bond has been properly renewed.
  - b. The amount of the guarantee shall be one and a quarter times the estimated decommissioning cost, or \$50,000.00, whichever is greater. The guarantee shall not be reduced by the salvage value. A review will be done each year and adjusted based upon the Consumer Price Index (CPI). In the event the CPI has a negative value during the annual adjustment, the decommissioning fund shall not be adjusted downward.
  - c. Estimates for decommissioning the site shall be determined by a North Carolina licensed engineer or a licensed contractor. It is the responsibility

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of the applicant to provide the county with the certified cost estimate by an independent engineer or contractor.

d. A certified check deposited with the county finance director, as escrow agent, who will deposit the check in an interest – bearing account of the county, with all interest accruing to the applicant. Funds deposited with the county finance director will be returned when the solar farm is decommissioned and any necessary site restoration is completed.

e. The full amount of the bond or certified check must remain in full effect until the solar farm is decommissioned and any necessary site restoration is complete.

K. Elevation certificate, if necessary.

L. Land contours.

M. Other State and/or Federal Permits.