

Town of Benson Technical Review Committee (TRC)
Deadlines & Meeting Date
Staff Contact: Tanner O'Quin (toquin@townofbenson.com)

GENERAL RULE: Most industrial and commercial new construction and expansion projects, as well as all subdivisions, must be reviewed by the Benson (TRC). Applications for variances and special use permits must also be reviewed by the TRC prior to placement on the appropriate Board Agenda.

SUBMITTAL INFORMATION: Please submit 4 paper copies and an electronic copy of the site plan and TRC application to toquin@townofbenson.com.

APPLICATION DEADLINE: The application deadline is the 1st of each month at 12:00PM. If the 1st falls on a holiday or weekend, the application is due at 12:00PM on the next closest business day.

MEETING DATE / TIME: The TRC meeting is typically held on the last Thursday of each month, beginning at 9:00AM. Each project may be assigned a specific review time, dependent on volume of applications. Each month's TRC agenda will be made available to all applicants a few business days after the submittal deadline.

Submittal Deadline	TRC Meeting Date
1/1/2026	1/29/2026
2/2/2026	2/26/2026
3/2/2026	3/26/2026
4/1/2026	4/30/2026
5/1/2026	5/29/2026
6/1/2026	6/26/2026
7/1/2026	7/30/2026
8/3/2026	8/28/2026
9/1/2026	9/24/2026
10/1/2026	10/29/2026
11/2/2026	12/3/2026
12/1/2026	1/7/2026

MEETING ATTENDANCE: A project representative should be in attendance at the meeting to take notes regarding any and all required revisions, as well as to answer questions from TRC members. If a project representative cannot be present, he/she must provide notice to Planning staff prior to the TRC meeting date.

REVIEW COMMENTS: Comprehensive review comments shall be provided to project representatives in written form approximately two weeks after the TRC meeting date.

RESUBMITTALS: Site plans must be revised based upon TRC comments provided to the project representative and resubmitted to ensure all comments were satisfactorily addressed, along with a comment-by-comment response letter in which all comments are responded to or acknowledged in some way. Resubmittals are accepted electronically at any time, but will be distributed among TRC members on the 1st and 15th of every month for review.

TRC APPROVAL: Formal TRC approval shall be provided in written form to the applicant when all TRC comments are satisfactorily addressed and appropriate revisions have been made. Only then can a project's representatives move forward with the project to the next step in the review/approval process.

REVIEW CHECKLIST

The following information must be provided for each plan submitted for review by the TRC. Additional information may be required, depending on the proposed project. Please utilize the Town of Benson Unified Development Ordinance (UDO), which is available for viewing on the town's website (www.townofbenson.com) in the Planning & Zoning section.

SUBMIT YOUR TRC APPLICATION VIA EMAIL TO: toquin@townofbenson.com
Staff Contact: Tanner O'Quin (toquin@townofbenson.com)

PLEASE INCLUDE THE FOLLOWING CHECKLIST WITH YOUR REVIEW SUBMITTAL. ALL SITE PLANS MUST BE ACCURATE AND DRAWN TO SCALE.

COVER SHEET

- Project name, physical address, and Johnston County Parcel Identification Number (PIN)
- Property owner name, mailing address, phone number, and email address (if available)
- Project designer name, mailing address, phone number, and email address
- Vicinity map with north arrow and scale
- Date

EXISTING CONDITIONS PLAN

- Graphic scale (drawn to a minimum standard civil engineering scale of 1"=40')
- North arrow
- Property boundaries with labeled metes and bounds description
- Adjacent intersecting boundaries
- Topography at two-foot intervals Floodplains / floodways and other water elements
- Drainage ways and drainage facilities
- Site structures and improvements
- Rights-of-way, roadways, and driveways
- Easements for access, utilities, etc.
- A delineation of environmentally sensitive areas
- Watershed information (if site is located within an established watershed)
- Zoning of all adjacent properties

SITE PLAN

The Site Data notes/block shall include the following information, if applicable:

- Jurisdiction (Town of Benson, Benson ETJ)
- Site zoning
- Existing and proposed use(s)
- Required minimum building setbacks
- Parking spaces required and provided, including ADA-required parking
- Site area and disturbed area (this information may be included on the Grading Plan)
- Impervious surface area (as a percentage of the total site)
- Data for watershed regulations (if site is located within an established watershed).
- The following data, when such data is applicable to a given development plan:
 - Total number of dwelling units, by development phase
 - Residential density and units per acre
 - Total floor area and floor area ratio for each type of use

- Total area in open space and in developed recreational open space

The Site Plan should include the following information, if applicable:

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North arrow
- Lot layout with dimensions, acreage, and square footage
- Location and arrangement of all proposed uses, lots, and site improvements
- For uses other than single-family, the massing (height and width) and number of floors of all buildings shall be shown
- Locations and widths of proposed streets and rights-of-way, if applicable
- Locations of all entrances onto adjacent roadways, whether existing or proposed
- The traffic and pedestrian circulation system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways and bicycle paths (if applicable)
- Off-street parking, loading areas and structures, including the quantity and dimensions of spaces and driveway aisles
- Location of existing public utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, swamps, parks, cemeteries, bridges, irrigation ditches, environmentally sensitive areas, etc.
- The proposed treatment of the perimeter of the development site, including materials and techniques used, such as landscape buffers, fences, berms, or walls (this information may also need to be illustrated on the Landscape Plan)
- Location, acreage, category, and type of improvements for passive and active open space (if required)
- Location and size, in acres, of school sites (if planned)
- A detailed exterior lighting plan (if applicable)
- Location for all ground-mounted signs and lighting
- If proposing a phased project, a development phasing schedule including the sequence for each phase; approximate size in area of each phase, and proposed phasing of construction of public improvements, recreation, and common open space areas

SITE GRADING & EROSION CONTROL PLAN

The Site Grading & Erosion Control Plan shall include the following information, if applicable:

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North arrow
- Site area and disturbed area
- The plan shall have a minimum 2' contour intervals based on USGS quadrangle maps or a field survey with spot elevations and a proposed FFE. The plan may be on the same or separate plan sheet from the site plan and shall consist of one or more plan sheets showing the following:
 - Topographic information showing existing features and conditions, including floodplains, waterways, vegetation, trees, and slopes exceeding fifteen percent (15%) and proposed clearing and grading
 - The extent, location, and type of proposed fill materials
 - Proposed cuts and fills required by the location of all building structures, streets, and roads
 - The location and type of erosion control measures required by the North Carolina Sedimentation & Erosion Control Commission and all other applicable governmental agencies

- The plan shall show the degree to which the proposed development will preserve existing features on the site, such as healthy, desirable trees, shrubs, and other vegetation, waterways, vistas, and historic sites
- The Grading Plan may also include information as required for a Flood Prevention Plan

SITE UTILITY PLAN

The Site Utility Plan shall include the following information, if applicable:

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North arrow
- Location of proposed electric, water, and sewer lines
- Preliminary proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage
- Location of proposed utility appurtenances, such as water meters, backflow prevention devices, hydrants, etc.

SITE LANDSCAPING PLAN

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" to 40')
- North arrow
- A general landscaping plan providing information regarding the materials used for open space and all proposed landscaping
- Planting areas drawn to scale with a list of the botanical and common names, quantity, and size of all plants designated for each area
- Location, name, and size of all existing trees, shrubs, groundcover, and other plant materials that are to be incorporated as part of the landscape plan
- Location and width of landscaped buffer strips, including the heights of berms
- Location and sizes of irrigation facilities adequate to maintain the planting areas, if proposed

CONSTRUCTION DETAILS

The Construction Details shall include the following information, if applicable:

- ADA parking details, such as required signage, parking space dimensions, etc.
- Dumpster screening detail(s)
- Details for proposed utility appurtenances, such as water meters, backflow prevention devices, hydrants, etc.

APPLICANT: The person responsible for submitting the TRC packet.

Name: _____ Title: _____

Business Name:

Business Address:

Business Phone: _____ Mobile Phone: _____

Email:

PROPERTY OWNER(S): The legal property owner(s) as of the date of the TRC submittal.

Name: _____ Title: _____

Business Name:

Business Address:

Business Phone: _____ Mobile Phone: _____

Email:

PROJECT MANAGER: The one person responsible for coordinating the entire project from beginning to end. This person should be knowledgeable on construction methods and schedule and will be the “go to” person for staff when there is a question or problem regarding the project.

Name: _____ Title: _____

Business Name:

Business Address:

Business Phone: _____ Mobile Phone: _____

Email:

SITE INFORMATION

Jurisdiction (Circle One): Town of Benson or Town of Benson ETJ

Tax Parcel(s) Identification Number (PIN): _____

Address / Project Location:

Current Zoning District: _____ Total Site Acreage: _____

Current Use:

Is any portion of the site located in the floodplain or floodway?

Is any portion of the site located in a watershed?

PROJECT INFORMATION

Business or Development / Subdivision Name:

Project Description:

Proposed Zoning District (if rezoning):

Number of Lots / Units / Tenants (if applicable):

Total Square Footage/Gross Floor Area of Structure(s) (if applicable):

Site Size (in acres):

Average Lot Size (if subdividing):

Disturbed Acreage:

Existing Impervious Surface Ratio (Pre-construction): _____ sf /
_____ %

Proposed Impervious Surface Ratio (Post-construction): _____ sf /
_____ %

UTILITIES

Water (Circle One): Existing or Proposed (Provider: _____)

Sewer (Circle One): Existing or Proposed (Provider: _____)

Streets (Circle One): Existing or Proposed (Provider: _____)

Utilities (Circle One): Existing or Proposed (Provider: _____)

Applicant's Signature (sign & print)

Date