



DEVELOPMENT PLAN APPLICATION

(Incomplete applications may result in project delay)

Project Name: _____ Project #: _____
(Staff will insert)

Please check appropriate project box(es):

☐ **Development Agreement \$2,000**

☐ **Subdivisions**

- ☐ Exempt Plat \$125
- ☐ Preliminary Plan (Minor) \$250
- ☐ Sketch Plan (major) \$300
- ☐ Preliminary Plan (Major) \$500
- ☐ Sketch & Preliminary Plan (Major) \$600
- ☐ Final Plat \$250
- ☐ Sketch and/or Preliminary Plan Extension \$500
- ☐ Sketch and Preliminary Plan Modification \$300

☐ **Site Plans (1st two review are included. Subsequent reviews \$150 each)**

- ☐ Type I Site \$1000
- ☐ Type II Site Plan \$1100
- ☐ Special Use Permit/Type III Site Plan* \$1300
- ☐ Site Plan Extension \$250
- ☐ Site Plan Modification \$250
- ☐ Plot Plan** \$50

☐ **TIA (Fee: please see note below)**

\$1000 non-refundable scoping fee.

TIA fee will be determined as a result

ALL REVIEW FEES INCLUDE 2 REVIEW CYCLES, EACH ADDITIONAL REVIEW IS \$150

*Includes those seeking a SUP Permit in conjunction with a site plan

** Plot plans not associated with a subsequent building permit

ALL of the following information is **required** in order for your application to be processed:

Property Owner's Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Developer's Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Surveyor's Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Engineer's Name: _____



Address: _____

Phone Number: _____ Email Address: _____

Architect's Name: _____

Address: _____

Phone Number: _____ Email Address: _____

ePlan Point of contact for this application: _____

Phone Number: _____ Email Address: _____

Project Site Address: _____

Map Book/Page #: _____ Tax Map & Parcel #: _____ Deed Book/Page #: _____

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If there are more than 2 parcels involved in your project, please attach a separate sheet with all parcel information.

Existing # of lots: _____ Proposed # of lots: _____ Existing & Proposed # of lots: _____

Current Zoning Designation: _____ Proposed Zoning Designation: _____

Existing Sq Ft: _____ Proposed Sq Ft: _____
(All buildings on site) (including canopies, accessory buildings)

Existing & proposed square footage: _____ (including canopies, accessory buildings)

City Limits (Yes/No) Circle One ETJ (Yes/No) Circle One

Electric Utility Provider: _____ # of Existing Units: _____

of Proposed Units: _____ Average Lot Size: _____

Value of Land: _____ Total Acreage: _____
(Subdivision Only) Please provide a current assessed tax value, contract/purchase price or appraised value
(attach a copy from qualified appraiser)

Proposed Use: _____ Existing Use: _____

Current Land Use Designation: _____ Proposed Land Use Designation: _____

Applicant's Signature _____ Date _____



Site Plan and Subdivision Plat Requirements

Requirements for Site and Subdivision plats can be found in the City of Jacksonville [Unified Development Ordinance \(UDO\)](#) and accompanying [UDO Administrative Manual](#).

ePlan Application Required

Starting October 1st, 2014, Electronic Plan Review (ePlan), a web-based solution that allows Site Plans, Subdivisions, Building Plans and Building Permits to be submitted electronically, replacing the traditional paper-based review method will be required. ePlan will improve the plan review cycle, reduce costs associated with obtaining building permits and development approvals, as well as support green initiatives.

How do I use ePlan? The following three steps will get you started:

Step 1: Submit application and fees

Submit your requests (applications and any upfront review fees) to the City of Jacksonville Planning and Permitting Division, 815 New Bridge Street Jacksonville, NC 28540.

Step 2: Setup your computer to use ePlan before attempting to log in

If you are new to ePlan Review, please follow the instructions on the Electronic Plan Review Setup page prior to logging into ePlan.

Step 3: ePlan invitation email and upload documents/drawings

Upon acceptance of your request for an application, you will receive an email invitation to use Electronic Plan Review to upload your application documents, plans, and any other required documents as outlined in the [ePlan Applicant User Guide](#). This guide is filled with pictures showing exactly how to move through the ePlan system. It is of high importance to follow the instructions in the ePlan Applicant User Guide completely to avoid unnecessary permitting and plan review delays.

Click [here](#) to go to the Jacksonville Electronic Plan Review login page.

For assistance using the ePlan system, please contact the Planning and Permitting Division at 910-938-5236 or email us at permittingspecialist@jacksonvillenc.gov.

If there are any utilities onsite provided by ONWASA, Scientific or any other agencies other than the City of Jacksonville, please provide a paper copy for each utility company.