

---

*Appendix B:*

**SUBMISSION GUIDELINES**

**CHAPTER 2. BUILDING, SITE, AND  
PARK PROJECT SUBMISSION  
GUIDELINES**

(DRAFT)

JULY 9, 2020

---

---

## CONTENTS

---

### **2.7 Submission Content for Preliminary Reviews**

Table 6: Project Report Content for Preliminary Review of Building, Site, and Park Projects

### **2.10 Submission Content for Final Reviews**

Table 8: Project Report Content for Final Review of Building, Site, and Park Projects

## 2.7 Submission Content for Preliminary Reviews

Table 6: Project Report Content for Preliminary Review of Building, Site, and Park Projects

*(Italicized and underlined text indicates proposed language*

~~Text with a strikethrough indicates language to be removed~~

All other text is existing and unchanged)

<b>Project Report Content for Preliminary Review of Building, Site, and Park Projects</b>	
<b>Project Overview</b>	
<b>NCCP Plans and Policies</b>	Describe the proposed project and provide a general summary of compliance with NCCP plans and policies. Staff can provide relevant plans and policies to the applicant.
<b>Description of Project Area</b>	Describe the project area (including surrounding areas) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, trees, etc.).
<b>Description of the Proposed Development and Alternatives</b>	Describe what is proposed for the project site including the total area of the site to be developed (if applicable) and allocation of land to proposed uses. Describe what other alternatives have or are being considered for the project.
<b>Master Plan Alignment</b>	If the project is part of a master plan, describe any discrepancies between the master plan and what is currently proposed.
<b>Schedule</b>	Provide a schedule for project construction and occupancy (if applicable).
<b>Proposed Schedule / Project Cost Estimate</b>	Provide a total estimated cost of the project and its funding status.
<b>Outreach and Coordination</b>	
<b>Public Engagement</b>	Describe community and local coordination conducted for the project, what concerns or issues were raised, and future plans for ongoing coordination.
<b>Coordination with Federal, State, and Local Jurisdictions</b>	Provide the status of coordination with affected federal agencies and state and local governments. Identify concerns or issues that were raised and future plans for ongoing coordination.
<b>Detailed Project Information and Drawings</b>	
<b>Description of Buildings (if applicable)</b>	Describe existing and proposed buildings including mass, height, and bulk.

<p style="text-align: center;"><b>Site Plan</b></p>	<p>Provide a site plan that shows the relationship of proposed improvements to existing site features. The site plan should include:</p> <ul style="list-style-type: none"> <li>▪ Site boundaries, including dimensions</li> <li>▪ Buildings to remain and be demolished</li> <li>▪ Roadways entrances, and parking areas</li> <li>▪ Major utilities</li> <li>▪ Walkways</li> <li>▪ Fences</li> <li>▪ Walls and other man-made improvements</li> <li>▪ Substantial groupings of trees and shrubs</li> </ul>
<p><b>Project Report Content for Preliminary Review of Building, Site, and Park Projects</b></p>	
<p style="text-align: center;"><b>Vicinity Map</b></p>	<ul style="list-style-type: none"> <li>▪ Show the project in its surrounding context. The vicinity map should contain:</li> <li>▪ Boundaries of proposed site, existing uses, building outlines, streets, and other physical features, both within the site and in the surrounding area extending at least 500 feet in all directions.</li> <li>▪ Existing zoning on non-federal lands surrounding the site and related master plans or proposals for the area if applicable.</li> </ul>
<p style="text-align: center;"><b>Architectural and Design Program (if applicable)</b></p>	<p>Describe the site's existing architectural and design characteristics and the proposed architectural and design program and features proposed, including a description of the signage proposed. The architectural program should be a general summary of major uses and allocation of space. Provide images or drawings, if available.</p>
<p style="text-align: center;"><b>Landscape and Streetscape Plan (if applicable)</b></p>	<p>Describe the existing site landscaping and streetscape and the improvements proposed, including landscaping, perimeter security features, lighting, and signage and discussion of how the proposed improvements will relate to the adjacent public areas (e.g., streets). Provide images or drawings if available.</p>

<p style="text-align: center;"><b>Transportation and Circulation</b></p>	<p>Describe the transportation and circulation plan for the proposed site. The description should include the following:</p> <ul style="list-style-type: none"> <li>▪ Analysis of existing and proposed transportation access to the site (including roads, transit, bicycle, and pedestrian), including expected changes in volumes and impact those changes are likely to have on existing infrastructure and mode share.</li> <li>▪ If the project is part of a master plan, describe how the project supports and is consistent with the master plan's transportation and circulation elements. Explain and justify any deviations from the approved master plan.</li> <li>▪ Describe planned onsite circulation improvements (walkways, access corridors).</li> <li>▪ Describe approach or strategies to encourage transit use and alternative modes of transportation to access the site.</li> <li>▪ Describe the parking ratios proposed for the project. Explain any inconsistencies between the ratios proposed, and 1) the approved master plan (if applicable) and 2) the requirement set forth in Section B of the Comprehensive Plan's Transportation Element. If a deviation is sought from Comprehensive Plan requirements, the proposal should include an analysis and evaluation of the proposed ratios, prepared in consultation with NCPC staff.</li> </ul> <p>This information may be cross-referenced with the TMP if one is required for the project. For any project that will increase employment on a work site to 500 or more employees (existing and new), a separate Transportation Management Plan (TMP) is required. TMPs are strongly encouraged for projects that will increase employment to 100 or more employees. See page 30 for more information on the TMP.</p>
<p style="text-align: center;"><b>Perimeter Security</b></p>	<p>If applicable, discuss the perimeter security requirements of the proposed project, justification for the proposed security, and any improvements that will be</p>
<p><b>Project Report Content for Preliminary Review of Building, Site, and Park Projects</b></p>	
	<p>necessary. Discuss any impacts the security infrastructure may have on the public realm (sidewalks, streets, landscaping, access/circulation for all modes). Include the security requirements on the site plan and show diagrams/illustrations as necessary.</p>
<p style="text-align: center;"><b>Photographs</b></p>	<p>Photographs and aerial imagery of proposed project site and impacted project areas.</p>
<p><b>Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation)</b></p>	
<p style="text-align: center;"><b>Historic Preservation</b></p>	<p>Identify the Area of Potential Effect (APE), historic resources within the APE, and any potential impacts. If known resources are present, describe the project's approach to addressing the resource (e.g., avoidance, rehabilitation, preservation, restoration, or demolition).</p>
<p style="text-align: center;"><b><u>Existing Tree Survey and Inventory (if applicable)</u></b></p>	<p><i><u>Provide a survey plan prepared by an Arborist of existing trees located on and within 15 feet of the project site. The survey should document the location, size, species, critical root zone, and the species and condition ratings of individual trees. The survey and inventory should analyze existing and proposed grade changes and</u></i></p>

	<p><i>include notations indicating the likelihood of the tree's ability to survive construction activity.</i></p> <p><i>Provide a Forest Stand Delineation (FSD) plan prepared by an Arborist or Forester for forests and stands of trees located and within 15 feet of the project site.</i></p>
<b>Natural Resources</b>	Describe natural resources on or near the project area, and the project's anticipated effect on these natural resources such as wetlands and waters, endangered and threatened species, unique or critical habitat, trees, migratory birds, etc.
<b>Energy and Sustainability</b>	Describe how the project's design meets energy conservation and sustainability objectives.
<b>Public Realm and View Sheds (if applicable)</b>	In addition to the Landscape and Streetscape Plan, describe how the project would generally affect the public realm in the project area including a description of the addition or removal of trees; existing view sheds and how the project would affect views; and anticipated changes in light and shadow.
<b>Flooding</b>	<p>Describe if the project is a critical action and how the proposed action will generally (in terms of flooding) affect, or be affected by, neighboring properties. Describe how the proposed design will minimize flood risk to the proposed action and the operations it supports. Describe how the proposed design will minimize impacts to the floodplain.</p> <p>Describe the applicant's floodplain management compliance achieved to date. Note: For federal applicants, this refers to compliance with NEPA and/or their own agency floodplain guidance. For other applicants, this refers to NCPC's NEPA requirements and floodplain guidance.</p> <p><u>If the project involves site selection:</u></p> <ul style="list-style-type: none"> <li>Describe the site selection process, including an explanation of the factors used in decision-making. If sites outside the floodplain were not considered, or a site outside the floodplain was considered and rejected, please explain why.</li> </ul> <p><u>If the project involves investment in existing facilities:</u></p> <ul style="list-style-type: none"> <li>Describe if the applicant considered relocation of existing functions. Does the proposed design make the existing facility and its operations more resilient to flood impacts, and if so, describe how.</li> </ul>
<b>Project Report Content for Preliminary Review of Building, Site, and Park Projects</b>	
<b>Stormwater Management (if applicable)</b>	Describe the overall stormwater management approach and indicate whether the physical features of the stormwater management approach are sufficiently sized and located so that the site plan doesn't change. Confirm coordination with the applicable permitting agency.

## 2.10 Submission Content for Final Reviews

Table 8: Project Report Content for Final Review of Building, Site, and Park Projects

*(Italicized text indicates proposed language*

Text with a ~~strikethrough~~ indicates language to be removed)

<b>Project Report Content for Final Review of Building, Site, and Park Projects</b>	
<b>Project Overview</b>	
<b>NCPC Plans and Policies</b>	Describe the proposed project and provide a general summary of compliance with NCPC plans and policies. Staff can provide relevant plans and policies to the applicant.
<b>Description of Project Area</b>	Describe the project area (including surrounding areas) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, trees, etc.).
<b>Project Report Content for Final Review of Building, Site, and Park Projects</b>	
<b>Description of the Proposed Development and Alternatives</b>	Describe what is proposed for the project site including the total area of the site to be developed (if applicable) and allocation of land to proposed uses. Describe what other alternatives were considered for the project.
<b>Master Plan Alignment</b>	If the project is part of a master plan, describe any discrepancies between the master plan and what is currently proposed.
<b>Schedule</b>	Provide a schedule for project construction and occupancy (if applicable).
<b>Proposed Schedule / Project Cost Estimate</b>	Provide a total estimated cost of the project and its funding status.
<b>Updates to Previous Submissions</b>	

<p style="text-align: center;"><b>Updates</b></p>	<p>Applicants should update the following items to capture changes and the development of more detailed information since the Concept and/or Preliminary Review and whether they were made in response to the Commission’s comments:</p> <ul style="list-style-type: none"> <li>▪ Project Description</li> <li>▪ Employment</li> <li>▪ Schedule and Cost Estimate</li> <li>▪ Transportation and Circulation</li> <li>▪ Site Plan, Boundary Map and/or Vicinity Map</li> <li>▪ Building Description</li> <li>▪ Viewsheds Description</li> <li>▪ Lighting and Streetscape Plan</li> <li>▪ Architectural and Design Program</li> <li>▪ Photographs</li> <li>▪ Energy and Sustainability</li> <li>▪ Flooding</li> </ul>
<p><b>Outreach and Coordination</b></p>	
<p style="text-align: center;"><b>Public Engagement</b></p>	<p>Provide an update on public engagement activities, including a summary of public comments received on the draft NEPA document (if applicable) and other comments or issues raised by the public since Preliminary Review.</p>
<p style="text-align: center;"><b>Coordination with Federal, State, and Local Jurisdictions</b></p>	<p>Provide the current status of coordination with other federal, state, and local agencies and jurisdictions including a summary of received comments. Provide a high level schedule for additional permits and approvals.</p>
<p><b>Detailed Project Information and Drawings</b></p>	
<p style="text-align: center;"><b>Tree Preservation and Protection Plan</b></p>	<p><i>Provide a tree preservation and protection plan prepared by an Arborist or Forester that documents trees to be removed, trees to be saved, and the location and type of proposed tree preservation practices. Tree preservation practices are to be designed and implemented in accordance with the most recent edition of ANSI-A300.</i></p>
<p style="text-align: center;"><b>Landscape and Grading Plan</b></p>	<ul style="list-style-type: none"> <li>▪ The landscape and grading plan must contain the following information:</li> <li>▪ General locations of all existing-to-remain, existing-to-be-removed, and proposed tree shrubs, and other plant materials;</li> <li>▪ <i><u>A chart that demonstrates the required quantity or acreage of replacement trees and the quantity or acreage of trees proposed;</u></i></li> <li>▪ General identification of proposed plant materials, and, at the final stage, a list of the <del>type</del> <u>genus, species</u>, quantity, and size of proposed plant materials; and</li> <li>▪ Depiction of the final site grading plan.</li> </ul>
<p><b>Project Report Content for Final Review of Building, Site, and Park Projects</b></p>	
	<p>Although a separate landscape and grading plan is preferable, it may be combined with the site plan if proposals are clear and readable. If submitted as a separate plan, the landscape and grading plan must be at the same scale as the site plan.</p>

<b>Floor Plans</b>	<p>Must be submitted for each floor of proposed buildings (a single drawing is sufficient for identical floors). Floor plans must contain the following information:</p> <ul style="list-style-type: none"> <li>▪ Uses allocated to all interior space</li> <li>▪ Interior partitions, stairs, and elevators</li> <li>▪ Overall dimensions, including interior spaces</li> <li>▪ Elevation of each floor level</li> </ul>
<b>Elevation</b>	<p>Elevation of all sides (facades) of proposed buildings or structures must indicate the following:</p> <ul style="list-style-type: none"> <li>▪ Height, bulk, and massing of building or structure</li> <li>▪ Pedestrian and vehicular entrances</li> <li>▪ Fenestration</li> <li>▪ Identification of materials</li> <li>▪ Treatment of the roof and all related appurtenances, including features such as penthouses, ventilation shafts, chimneys, smokestacks, antennas, and related screening.</li> </ul>
<b>Cross Sections</b>	<p>Cross sections of proposed buildings and one or more exterior wall sections showing the proposed installation of principal exterior materials.</p>
<b>Roof Plans</b>	<p>Proposed building roof plans must indicate the following:</p> <ul style="list-style-type: none"> <li>▪ Roof design, including materials and finishes to be used</li> <li>▪ Any mechanical equipment, solar arrays or other roof appurtenances in addition to proposed screening.</li> </ul>
<b>Construction and Equipment Drawings</b>	<p>For exterior building features, site work, and any other proposals requiring coordination with offsite facilities and activities.</p>
<p><b>Environmental and Historical Considerations (may be cross-referenced with NEPA/NHPA documentation)</b></p>	
<b>Historic Preservation</b>	<p>Provide any updates to the previously submitted information regarding historic resources within the Area of Potential Effect, and any potential impacts. Describe the project's approach to addressing the resource (e.g., avoidance, rehabilitation, preservation, restoration, or demolition).</p>
<b>Natural Resources</b>	<p>Describe natural resources on or near the project area, and the project's anticipated effect on these natural resources such as wetlands and waters, endangered and threatened species, unique or critical habitat, trees, migratory birds, etc. Describe the project's strategies for minimizing/avoiding impacts to these resources.</p>
<p><b>Project Report Content for Final Review of Building, Site, and Park Projects</b></p>	
<b>Public Realm and View Sheds</b>	<p>Based on a more developed project design, provide an updated description of the project's effect on the public realm in the project area, including:</p> <ul style="list-style-type: none"> <li>▪ The addition or removal of trees</li> <li>▪ Impacts on viewsheds</li> <li>▪ Changes in light and shadow</li> <li>▪ Addition of perimeter security features</li> </ul>

<p style="text-align: center;"><b>Flooding</b></p>	<p>Describe any changes to previously provided information, changes to the action since the preliminary review and steps taken to address issues raised by the Commission.</p> <p>Describe the applicant's floodplain management compliance achieved to date. Note: For federal applicants, this refers to compliance with NEPA and/or their own agency floodplain guidance. For other applicants this refers to NCPC's NEPA requirements and floodplain guidance.</p>
<p style="text-align: center;"><b>Stormwater Management (if applicable)</b></p>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>▪ A stormwater management narrative explaining how the master plan complies with all applicable federal (1.7" of rain per Section 438 of the Energy, Independence and Security Act), state, and local requirements (varied based on jurisdiction).</li> <li>▪ General calculations including required and provided volume.</li> <li>▪ Description/illustration of the reduction in impervious area.</li> <li>▪ Description of low impact development strategies, including capacity and size.</li> </ul>