

**Technical Review Committee (TRC) Comments:**

Development Name: **Lafayette Funeral Home Building Addition**  
Case Number:

Development Summary: **New single story building addition to an existing funeral home.**

Location: **6651 RAEFORD RD (0406080963000)**

Zoning:

Reference:

**Project Review Dates:**

Pre-Application Conference: **5/5/2021 10:00 AM**

Preliminary:

Final Review:

**Next Steps:**

Application Type: **4.2) Major Site Plan (Preliminary)**

Development Services Contact: **Chester Green**  
Phone: **910-433-1497**  
Email: **cgreen@ci.fay.nc.us**

Emailed To: **Del Crawford**  
**116 North Cool Spring Street**  
**Fayetteville, NC 28301**

**E: admin@crawforddsn.com**  
**P: 910-221-0033**

Project Owner:

Review Status: **Submit application and fee. To receive final TRC/Site Plan approval a landscape, open space, elevation, and lighting plan shall be required.**

**Additional Submittals That May Be Required:**

- City Engineering (Development Application, Stormwater/Drainage, Street and Sidewalks Plans) – Approval Required prior to the issuance of building permits
- City Traffic Services and NCDOT (Driveway Permit Application and Roadway Improvements) – Approval Required prior to the issuance of building permits
- Public Works Commission (PWC) (Water, Sewer, and Electrical Applications and Plans, Fire Flow Data, Main Extensions when required)
- Army Corp of Engineers and/or NCDENR-DWQ – (when applicable) – Approval Required prior to land disturbance
- City Inspections (Construction Drawings for Building Permitting)

**Ordinance:** <http://www.online.encode-360.com/regs/fayetteville-nc/doc-viewer.aspx#secid-10498>

**TRC Staff Comments:** (Staff has compiled the various review agencies' comments for you as a courtesy. These should be used to supplement your notes from the TRC meeting you attended. Additionally, preliminary comments are emailed to those listed on the submittal application in draft form prior to the scheduled TRC meeting. As a courtesy, these comments are revised as needed based on the TRC meeting discussion and again emailed to those listed on the application.)

1. Fire

General Issues

3. Site Specific Comments

City of Fayetteville  
Jeff Olund  
(910) 322-3160  
jolund@ci.fay.nc.us

- Developments shall comply with the Fire Flow requirements of Appendix B of the N.C. Fire Code; higher standards may be required by the providing utility. A request for a Fire Flow test can be submitted to the Public Works Commission (PWC). [Dean.carter@faypwc.com](mailto:Dean.carter@faypwc.com)
- 

2a. Chet Planning

General Issues

7. General Comments

City of Fayetteville  
Chester Green  
(910) 433-1497  
CGreen@ci.fay.nc.us

1. In accordance with **Article 30-2.C.7** a **Special Use Permit** shall be required. The site shall be developed in accordance with the plan approved through the Special Use Permit process and with any conditions of that approval. The Special Use Permit will be void if a building permit is not issued prior to the one year Special Use Permit expiration date.
2. **Building orientation and elevation** information shall be required for Final Site Plan Approval. See **Article 30-5.I:** Commercial, Office, and Mixed Use Design Standards.
  - Submit colored elevations with dimensions – width and depth of features. Identify materials.
  - Indicate which 3 of the 6 design options are being met.
  - Flat roofs require a 3D cornice on all sides.
  - Roof equipment shall be screened from view.
  - Sloped roofs require an overhang with brackets.
  - All street facing and main entrance sides of buildings shall comply.

A sidewalk with approved handicap ramps and striping shall be required from the public sidewalk system to the development per **Article 30-5.F.9.b.8**. Shown

8. General Comments

1. Coordination with PWC for landscaping and lighting plans, to confirm no interference with easements will be required. PWC approval of these plans will be required prior to TRC approval.
2. A **Landscape Plan** prepared by someone knowledgeable of plant material and design is required. **See Article 30-5.B**
3. It is recommended that the landscape plan be included on a separate sheet. The plan shall include all applicable street trees, site and building landscaping, VUA (parking lot and drive aisle) landscaping, screening, property perimeter and/or street yard buffers. (Type D along the residentially zoned property lines-southeast section of property).  
**See Article 30-7.F**
4. A planting legend summarizing quantity, size, type and spacing of plants should be included on plan.
5. Existing vegetation may be used to satisfy required buffers. Staff will determine if additional plantings are needed to satisfy this requirement.
6. Identify easement locations to ensure that there is no conflict between utilities and required landscaping.
7. Tree islands must meet minimum soil area requirements.
8. Canopy trees require 274 SF of uninterrupted soil area and min. width of 10'.
9. Understory trees require 180 SF of uninterrupted soil area and min. width of 7'.
10. Shrubbery to be a minimum of 2.5 feet from front end of the parking spaces to prevent damage from car overhang.
11. All shrubs installed as vehicular use screening are to be maintained as a continuous hedge at a minimum height of 36 inches.
  2. Please add the following notes to the plan for the installer:
    3. Shrubbery is to be planted at least 30" from curbing and from end of parking spaces to prevent damage from car overhang.
    4. Shrubs installed as vehicular use screening are to be maintained at a min. height of 36"; Min. installation height is 24".
    5. Site lighting plans require lights to be a min. of 15 feet from trees. Any adjustments in the field need to comply with this standard and be approved by staff.
    6. Each tree must be planted such that the root flare is visible at the top of the root ball. Trees where the root flare is not visible will be rejected. Do not cover the root flare with mulch.
    7. Do not place mulch in contact with the tree trunk. Keep mulch a min. of 4" away from the trunk base.
    8. Any changes to the proposed plant schedule must be approved by the designer of record and staff. In cases where the plant schedule only includes the plant type and does not include the plant species, the contractor shall be required to submit to the City for approval, a detailed plant schedule and associated planting plan prepared by someone knowledgeable about plant material and design, prior to proceeding with installation.
    9. Property Perimeter Buffer - In areas where existing vegetation is to be used to satisfy perimeter landscape buffer, the City may determine, after an on-site inspection, that additional planting is required to satisfy the required buffer.

## 9. General Comments

City of Fayetteville  
Chester Green  
(910) 433-1497  
CGreen@ci.fay.nc.us

1. For Final Site Plan Approval an **Exterior Lighting plan** for all new exterior lighting shall be required. **See Article 30-5.E**
  - All exterior lights shall be full cut off fixtures.
  - The Lighting Plan shall indicate the pole height (max. 20 feet in residential districts and OI, NC, MU, and DT districts, and no greater than 30 feet in LC, CC, BP and industrial districts.)
  - Maximum illumination measured in foot-candles at ground level at a property line shall not exceed the standards in Table 30-5.E.5
  - Light poles shall be located at least 15 feet from tree trunks.
  - Any adjustments in the field need to comply with this standard and be approved by City staff.

## 10. General Comments

City of Fayetteville  
Chester Green  
(910) 433-1497  
CGreen@ci.fay.nc.us

1. **Open Space Requirement:** Redevelopment sites (*less than five acres*) - Five percent of site shall be dedicated as Open Space. At least 50% of the open space shall be usable for active or passive amenities and shall be planned and improved with those amenities. Indicate the location, square footage, and details of the area and the amenities on the plan. Payment-in-Lieu is available for the required Open Space, calculated at the rate of \$7,836 per acre. **See Article 30-5.C**
2. You may contact the County Tax Dept. regarding tax-exempt status of required open space areas – Michelle Faircloth or Jeff Benenhaley (910-678-7531 – 678-7559).

Open Space: Usable: Bus stop areas and Urban amenity areas count at 200% credit toward usable open space. Usable areas shall have access, shade, seating, and are required to be ADA compliant. Illustrate details of access, shade, seating, enclosures, and commercial-grade furnishings. Non-Usable: Open space areas are to be planted with a minimum of 24 trees per acre. Tree save areas and stormwater ponds may count toward open space. Reference: Bonus and Incentives **Section 30-5.C.4.** For Final Site Plan approval open space areas with details shall be required. Please include a table with open space calculations summarized for each area.

## 3. Zoning

### General Issues

#### 1. General Comments

City of Fayetteville  
Heather Eckhardt  
(910) 433-1767  
[heckhardt@ci.fay.nc.us](mailto:heckhardt@ci.fay.nc.us)

1. The property is zoned LC (Limited Commercial) and a **special use permit** will require for the new crematory. The new addition will have to meet all dimensional standards in the LC zoning district. **See Article 30-3.E.4**
2. Parking shall be provided in accordance with the Code; parking counts are based on the type of use; for funeral homes and crematory is based on 1 parking space for every 4 seats in the main assembly area. All required parking spaces shall be a minimum of 9' x 20'. **See Article 30-5.A**
  1. **Please provide parking calculation.**
3. This review is not approval of the location of signage, the location of signs shall not conflict with required landscaping. Signage requires the proper permit(s) and shall be obtained prior to the installation of any permanent signs. **See Article 30-5.L.**
4. No Certificate of Occupancy Permit shall be issued until a zoning officer inspects the site and certifies that the site is developed in accordance with the plan and that all comments have been satisfied.

[Edited By Heather Eckhardt]

## 5. Engineering

### General Issues

#### 4. General Comments

City of Fayetteville  
Billy Prutzman  
(910) 4331992  
[WPrutzman@ci.fay.nc.us](mailto:WPrutzman@ci.fay.nc.us)

Your project requires an infrastructure permit, which requires a new application to be created. Please visit the link below to begin the application process.

[Begin Infrastructure Permit Application Process](#)

## 8. PWC Water

### General Issues

#### 2. General Comments

Public Works  
Commission  
Tiffany Faulk  
9102234526  
tiffany.faulk@faypwc.com

1. PWC has delegated permitting authority from the State and will issue your water and sewer permits.
2. Water and sewer mains shall be extended in accordance with PWC's policy.
3. Utility Plans, Application and Fees shall be submitted directly to the Public Works Commission (PWC) along with landscaping plans and a copy of the electrical panel schedule. You may contact PWC for information on obtaining water and sewer services. (PWC – Water Resources Engineering, 910-223-4730)
4. No permanent structure shall be permitted within any utility or drainage easement.
5. No trees are allowed to be planted in PWC water and sewer utility easements. Non-invasive shrubs can be placed in the rear 5 feet of easements if necessary. Chet Green, can provide a list of vegetation allowed within easement areas. **Existing and proposed PWC easements must be shown on the landscaping plan.**
6. Any existing water and sewer laterals not utilized must be killed out to the main.
7. A fire hydrant flow test may be required. As of July 1, 2019 the hydrant flow test fee is \$500. The application form is available at <https://www.faypwc.com/design-standards/>. The completed application form and fee should be submitted to Fayetteville PWC Customer Programs Call Center, 955 Old Wilmington Road, Fayetteville, NC 28301. Contact Dean Carter (910-223-4746, [Dean.carter@faypwc.com](mailto:Dean.carter@faypwc.com)) at PWC with any questions.
8. A water permit is not required for fire lines of any size for projects submitted to PWC for review after January 01, 2017.
9. Fire flow calculations shall be submitted to PWC for review. These calculations shall demonstrate the maximum flow available at the "worst case" hydrant while maintaining 20 psi on the PWC water system.

## 8a. PWC Electric

### General Issues

#### 11. General Comments

Public Works  
Commission  
Zach Hall  
9102234526  
zachary.hall@faypwc.com

1. Utility Plans, Application and Fees shall be submitted directly to the Public Works Commission (PWC). You may contact PWC for information on obtaining electrical services. (PWC – Electrical Resources Engineering, 910- 818-2250)  
The link to the PWC electric service standards is: [http://www.faypwc.com/wp-content/uploads/2014/03/electric\\_standards.pdf](http://www.faypwc.com/wp-content/uploads/2014/03/electric_standards.pdf)
2. A panel schedule shall be required.
3. Provide a landscape plan in auto-cad format to coordinate landscaping with utilities and easements.

Understory trees are allowed to be planted in PWC electrical utility easements. Canopy trees can be placed 15 feet off the center line of distribution lines and 25 feet off the center line of transmission lines if necessary. Chet Green, can provide a list of vegetation allowed within easement areas. **Existing and proposed PWC easements must be shown on the landscaping plan.**

## 9a. Traffic

### General Issues

#### 5. Site Specific Comments

City of Fayetteville  
Eric Vitale  
(910) 433-1148  
evitale@ci.fay.nc.us

Site Specific Comments Include:

Check With Troy Baker tlbaker@ncdot.gov to see if NCDOT is requiring a new driveway permit. If so, the driveway permit is to be submitted as a separate project in IDT. Guidelines have been included in a separate comment on this case. Please be sure to attach a PDF of both the site plan and signed NCDOT permit application document to your submittal.

Need to build sidewalk with appropriate wheelchair ramps and truncated domes.

Please label driveway width and radii on site plan.

## 6. General Comments

City of Fayetteville  
Eric Vitale  
(910) 433-1148  
evitale@ci.fay.nc.us

### Guide For Submitting A Driveway Permit (City Or NCDOT) Online:

Please Note: The City Will Not Approve A Driveway Permit Until The Final Site Plan Has Been Approved By TRC (If Applicable). Also Note: If Submitting An NCDOT Driveway Permit Application, The Applicant Will Be First Required To Get City Approval.

### Submittal Process Steps

1. Go To The **IDT Site** (May Need To Register)  
<https://fayetteville.idtplans.com/secure/subscription/>
  - a. This Is The City's Electronic Development Review Software Website
2. Under The '**Projects**' tab, Click '**Submit A Project**'.
3. Click '**Submit A New Project**'.
4. Complete The '**Project Overview**' Section.
  - a. Application Category = '**Engineering Review**'
  - b. Application Type = **2.2) Driveway Permit**
  - c. **Project Name** = Preferably Same Name Used For TRC (If Applicable)
5. Click 'Save And Continue'
6. **Check Boxes** To Acknowledge Requirements Of Submittal
  - a. Use One Of The Provided Links To Access The Appropriate Permit Application Document. Please Note: The Application Cannot Be Fully Completed Unless One Of These Documents Is Filled Out & Uploaded To IDT With The Required Signatures.
7. Click 'Save and Continue'
8. **Select Location** (Please Make This An **Address** If Possible)
9. Enter '**Primary Contact Information**'
10. Click 'Save and Continue'
11. Enter '**Project Information**'
  - a. Please Note: The 'Proposed Building Square Footage' Entered In This Section Will Affect The Fee Paid At The End Of The Application Submittal
    1. 'Less Than Or Equal To 75,000 SF' = \$200
    2. 'Greater Than 75,000 SF' = \$400
12. Enter '**Full Name**' To Acknowledge Terms
13. Click 'Save And Continue'
14. Review Application Submittal
15. Check Box At Bottom Of Page And Click '**Confirm**' If Information Is Correct
16. **Upload Files** And Click 'Save And Continue'

- a. **Need To Submit PDFs Of The Site Plan And Correct Type Of Permit Application Document (NCDOT Or City)**
17. Complete 'Fees' Section By Selecting:
  - a. 'Pay Online' (\*Preferred\*)
  - b. Or 'Pay Offline' (Please Contact Eric Vitale [evitale@ci.fay.nc.us](mailto:evitale@ci.fay.nc.us) If You Must Pay Via This Method
    1. Please Note: Paying Offline May Significantly Slow Down The Approval Of The Driveway Permit.
18. Click '**Confirm And Submit For Review**' And Then 'Confirm'

### What Happens Now?

1. Appropriate Parties Will Receive Notifications That A Permit Application Was Submitted
2. **Project Administrator** Will Evaluate The Submitted Materials To Ensure All Requirements For The Submittal Are Met
  - a. **If All Requirements Are Met**, The Project Administrator Will **Accept The Submittal Package**. An Email Will Be Sent Out To Inform The Applicant That The Submitted Project is 'Under Review'.
  - b. **If All Requirements Are Not Met**, The Project Administrator Will **Decline The Submittal Package**. An Email Will Be Sent Out To Inform The Applicant That The Submitted Project Was Declined And The Applicant Will **Need To Resubmit** With The Proper Requirements.
3. At This Time, Appropriate Parties Are Assigned To Review The Project
  - a. **Assigned Reviewers Will Make Comments** In The Form of 'Issues'
    1. '**Open Issues**' Are Comments That **Require Revisions**
    2. A Issue Becomes a 'Closed Issue' When The Issue Has Been Addressed
    3. **If Open Issues Require Resubmittal**, The **Project Administrator Will Decline The Review** And An Email And/Or Letter Will Be Generated To Inform The Applicant The Reasons Why The Review Was Declined
      1. The Applicant Will Then Need To Resubmit To Address The Issues

### Once All Issues Have Been Addressed:

1. An Email Notification Will Be Sent Out Stating That The Permit Has Been **Approved**
2. The Applicant Will Be Able To **Access The City Approved Documents Via IDT**
  - a. The Site Plan Will Typically Be Named 'City Stamped Site Plan'
  - b. The Permit Application Document Will Typically Be Named 'City Signed Permit'
3. At This Point If The Applicant Is Submitting A **City Permit**, The **Process Is Complete**.
4. However, If Submitting An **NCDOT Permit**, The Applicant Must Coordinate With NCDOT For Final Approval And Issuing Of The Permit Following City Approval.
  - a. The NCDOT Driveway Permit Point Of Contact Is Troy Baker [tbaker@ncdot.gov](mailto:tbaker@ncdot.gov)
  - b. A Payment Of \$50 (Payable By Check) Will Need To Be Sent Directly To NCDOT (The City Cannot Accept Any Payments Made To NCDOT)
  - c. Lastly, The Applicant Will Need To Send Both The City Stamped Site Plan

And City Signed Permit To NCDOT