



City of Burlington, NC
UDO Procedures Manual

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WELCOME FROM THE CITY MANAGER

Hello!

On behalf of the Burlington City Council and City staff, **thank you for your interest in Burlington!** This Procedures Manual is provided to assist you in navigating our development application review process. Our goal is to make the development review process as clear and quick as possible, so we have developed this Manual to provide details and information to help applicants avoid surprises or costly delays.

In June of 2019, the City Council adopted the City's new Unified Development Ordinance (or UDO). The UDO was developed with the following goals in mind:

- Making the City's development regulations easier to use;
- Raising the bar for development quality across the City;
- Sending clear signals on desired expectations for the character of new development;
- Encouraging compatible infill and redevelopment; and
- Protecting existing neighborhood character.

While this manual includes information on the UDO and the development review process, it is not a substitute for the UDO. Applicants are encouraged to obtain a copy of the UDO and review it before submitting an application. This Manual includes a blend of application forms and information sheets that explain various process like pre-application conferences, performance guarantees, and the inspections process. Please keep in mind that this Manual is a "living" document, and can change from time-to-time. The document cover contains the last revision date. Please be sure to check www.burlingtonnc.gov to ensure you have the latest version of this Procedures Manual.

City staff is here to help you, so please take advantage of their skills and knowledge. Be sure to review the instructions for obtaining, completing, and submitting application forms in the "How to Use this Manual" section. The "Resources for Applicants" section includes staff contact information if you have questions.

This Manual is provided for your benefit, so please don't hesitate to let us know how it could be improved or be made more helpful. We look forward to serving you and thanks again for being a part of Burlington!

Best Wishes,

Hardin Watkins
Burlington City Manager



SECTION I. HOW TO USE THIS MANUAL

1. INTRODUCTION

This document is the City of Burlington's Procedures Manual. It supplements the City's Unified Development Ordinance (UDO) by providing links to the application forms and submittal requirements for different types of development governed by the UDO. In addition to application forms, this Manual also includes informational sheets that describe some elements of the development process such as: pre-application conferences, neighborhood meetings, the inspections process, and requirements for as-built plans.

This manual supplements the UDO, but does not replace it. Copies of the UDO are on file for public inspection during business hours at the offices of the Planning and Community Development Department (see [How to Get Help](#) for location and contact details). Copies of the UDO may be purchased for **\$100** (checks, debit, or credit card only), and the document is available for free viewing or download at the City's webpage www.burlingtonnc.gov.

Information in this Manual may change periodically, without advance notice. Users of this Manual are strongly encouraged to consult the City's webpage to ensure they have the most recent version of the document. The version date of the Manual is printed on the document's cover and is part of the filename (for those downloading a digital copy). The Procedures Manual may be inspected during business hours at the offices of the Planning and Community Development Department (see [How to Get Help](#) for location and contact details). Complete copies of the Procedures Manual may be purchased for **\$10** (checks, debit, or credit card only), and the document is available for free viewing or download at www.burlingtonnc.gov. Paper copies of individual application forms are available for free.

Questions about the date of the latest version of the UDO or the Procedures Manual should be directed to the Planning and Community Development Department (see [How to Get Help](#) for location and contact details).



2. PROCEDURES MANUAL CONTENTS

This Procedures Manual is comprised of three basic sections (the printed version of the Manual also includes all of the application forms in Section IV, Appendix, at the back of the document):

Section I, How to Use this Manual, introduces the Manual, describes its contents, and provides directions on obtaining, completing, submitting, and amending applications.

Section II, Application Forms and Information Sheets, includes the individual application forms and information sheets (listed in alphabetical order). The Table of Contents lists the application forms and information sheets in this Manual. Applicants using the digital version of this Manual may select a Table of Contents entry with their mouse and the document will automatically scroll to the selected section. Applicants using the paper version of this Manual will find the application forms listed in alphabetical order in Section IV, Appendix (the digital version of this Manual does not include an Appendix since it contains hyperlinks to the digital versions of the application forms).

Section III, Certifications, includes the certification statements and other forms of standardized text that must be included on subdivision plats, site plans, and related documents.

Section IV, Resources for Applicants, includes application review schedules, application fees, staff member contact information, and a list of recommended plant materials.

Applicants may gain access to the application forms associated with this Manual in two different ways. See the subsection called "Obtaining Your Application(s)" below for more details.

3. LINKS TO OTHER RESOURCE DOCUMENTS

There are several other City documents that include important information for applicants. Links to these documents are provided below. Paper versions of these documents may be inspected during business hours at the offices of the Planning and Community Development Department (see How to Get Help for location and contact details).

The City of Burlington Unified Development Ordinance

www.burlingtonnc.gov/52/Planning

Destination Burlington, the City's adopted Comprehensive Plan

<https://www.burlingtonnc.gov/1516/Comprehensive-and-Long-Range-Planning>

The City Code of Ordinances

https://library.municode.com/nc/burlington/codes/code_of_ordinances

The Official Zoning Map

http://geoweb.regisnc.org/BJURL_ReGIS_Maps.htm



4. OBTAINING YOUR APPLICATION(S)

Application forms in this Manual are provided in the following three different ways:

1. Individual Digital Application Forms

- Individual digital application forms may be accessed by selecting the appropriate hyperlink found in the pages of this Manual.
- Individual digital application forms may also be downloaded directly from <http://burlingtonnc.gov/2022/UDO-Procedures-Manual>.
- Individual digital application forms are provided in Microsoft Word format and may be opened with any word processing application.
- The individual digital application forms may be completed on a computer and printed for submittal.
- Individual digital application forms may be printed out and completed by hand using blue or black ink.
- Note that all signed applications have to be scanned in order to comply with the each application's submittal checklist.
- The file name designates the type of application form and the date of last update by the City (users should always verify that they have the most recent application form).

2. Paper Form

- Applicants may obtain the necessary individual application forms in paper format from the offices of the Planning and Community Development Department (see [How to Get Help](#) for location and contact details).
- There is no charge for individual paper application forms.

5. COMPLETING YOUR APPLICATION(S)

Applications in this Procedures Manual shall be prepared in accordance with the following:

- Application forms may be completed on a computer or by hand.
- Applications completed by hand should only be completed in blue or black ink and applicants should print application information as legibly as possible (applications that cannot be read by City staff may delay the review process). It is acceptable to attach additional hand-written or type-written pages to an application.
- All application forms must be signed by the land owner and/or applicant, as identified on the application form.
- The signed version of each application form shall be scanned and provided with all other application materials in a .pdf or portable document format.
- Three paper copies and one digital version (formatted as a .pdf, or portable document format) of all application materials shall be provided for all applications, including revised applications.
- The digital version of an application submittal shall include digital copies of all pages of the application as well as all pages of any supporting materials.



6. FILING YOUR APPLICATION(S)

Once the application form(s) have been filled in, signed, scanned, and consolidated with all required materials, the application package may be filed with the City. Unless otherwise noted in the individual application forms, application packets shall be filed in the offices of the Planning and Community Development Department (see [How to Get Help](#) for location and contact details).

Within seven business days of filing an application, City staff will review it for completeness in accordance with the requirements in Chapter 2 of the UDO and the Submittal Checklist included on the relevant application form(s).

Within seven business days of filing, City staff will inform applicants if their application materials are incomplete, and advise as to how the application should be amended so that it may be considered as a complete application. Applicants will have a specific period of time to correct any deficiencies and file a revised application. Only those applications that are determined to be complete by City staff shall be considered as "submitted applications". City staff will notify an applicant of the date their application is considered submitted. Only submitted applications shall be reviewed for compliance with the requirements in the UDO or other City requirements.

The submittal date for the application shall be the date the application is determined as complete by the City (not the date the application materials are filed).

Some applications require completion of a pre-application conference with City staff prior to filing an application. These types of applications are identified in Chapter 2 of the UDO. Applications subject to a pre-application conference requirement will not be considered complete until after the required pre-application conference has been conducted.

In cases where an application includes any sort of changes to public infrastructure (streets, water system lines, sewer system lines, etc.) applicants are required to retain a professional engineer licensed by the State of North Carolina to sign the application form. Information about professional engineers in North Carolina is available at www.penc.org.

In cases where an application requires the subdivision of land into different lots, applicants may be required to retain a professional land surveyor licensed by the State of North Carolina to sign the application form. Information about professional surveyors in North Carolina is available at www.ncsurveyors.com.

Once determined to be complete, the application will be processed in accordance with the timelines in the [Application Review Schedule](#) in Part III of this Manual.

Regardless of whether or not an application is determined to be submitted, it will not be processed while outstanding zoning violations exist on the land subject to the application or if there are outstanding fines, taxes, liens, or other fees associated with the land that are owed to the City of Burlington.

All information submitted and required as part of an application review process shall become public record.

7. HOW TO GET HELP

If you need help preparing or filing your application, please contact the Department of Planning and Community Development between the hours of 9:00 am and 4:00 pm Monday through Friday. Making an appointment before arriving in person is advised.

Telephone: 336.222.5110
Physical address: 1st Floor City Hall, 425 South Lexington Ave. Burlington, NC 27216
Mailing address: Department of Planning and Community P.O. Box 1358 Burlington, NC 27216
Facsimile: 336.513.5410
Webpage: <http://www.burlingtonnc.gov>

The Contact Information portion of Section IV includes detailed contact information for various City departments and staff members.



SECTION II. APPLICATION FORMS AND INFORMATION SHEETS

1. APPLICATION FORMS

This section of the Procedures Manual includes links to the application forms and a series of information sheets that address aspects of the review process that do not have a specific application form such as pre-application conferences or neighborhood information meetings.

The following is a list of development-related applications associated with the UDO:

- | | |
|---|------------------------------------|
| 1. Administrative Adjustment | 17. Planned Development |
| 2. Certificate of Appropriateness | 18. Preliminary Plat |
| 3. Comprehensive Plan Amendment | 19. Reasonable Accommodation |
| 4. Conservation Subdivision | 20. Rezoning |
| 5. Development Agreement | 21. Sign Permit |
| 6. Driveway Permit | 22. Site Plan |
| 7. Erosion Control Permit | 23. Special Use Permit |
| 8. Expedited Subdivision | 24. Stormwater Permit |
| 9. Fence Permit | 25. Stream/Riparian Buffer |
| 10. Final Plat | 26. Temporary Use Permit |
| 11. Floodplain Development Permit | 27. Text Amendment |
| 12. Infrastructure Permit | 28. Transportation Impact Analysis |
| 13. Interpretation Request | 29. Vested Rights Certificate |
| 14. Notice of Appeal (of administrative decision) | 30. Water-Related Variance |
| 15. Outdoor Dining | 31. Watershed Protection Permit |
| 16. Performance Guarantee | 32. Zoning Certification |
| | 33. Zoning/Subdivision Variance |

Each of these applications forms is available for download at:

<http://burlingtonnc.gov/2022/UDO-Procedures-Manual>

If you do not see an application form listed here, please contact the Planning and Community Development Department (see [How to Get Help](#) for location and contact details). Paper copies of these application forms are available for free in the offices of the Planning and Development Department.

Some application forms may include additional sections on amending the application or other unique factors relevant to the application types. In these cases, additional sections are found prior to the section on the applicant signature. Some forms are required to be notarized before filing. In these cases, the space for notarization is included on the application form. Only a printed version of the notarization page may be notarized.

2. INFORMATION SHEETS

The information sheets on the following pages provide details on parts of the development process that do not have application forms but that are still relevant for some applicants. Each information sheet follows the same four-part structure:

1. Description;
2. Timing;
3. Resources; and
4. Additional Information.



3. ANNEXATION INFORMATION SHEET

Description

- Annexation is the process where landowners petition the City to add their property to the City's corporate limits.
- Land must be annexed before potable water and/or sanitary sewer service may be extended to serve the development on the land.
- The application for annexation is called a "voluntary annexation petition."
- Following submittal of a voluntary annexation petition, the City will process the petition and annex the land in question, or execute an annexation agreement with the landowner to annex the land at a later date.
- Annexation agreements are used in cases when land to be served by public water or sewer is not contiguous to the City's existing corporate limits.
- In cases where an annexation agreement has been executed, the City will extend potable water and/or sanitary sewer prior to annexing the land. The City will annex land subject to an annexation agreement at the soonest possible date.
- Annexation agreements include a voluntary annexation petition which shall remain in place for at least 21 years from the date of the agreement's execution.
- Lands that are not annexed or that are not subject to an annexation agreement may not receive public water or sewer service from the City of Burlington.
- Once land is annexed, it is subject to the City's taxes, fees, and the development requirements in the UDO.

Timing

- For land that is not within Burlington's corporate limits, annexation is typically the first step in the development process for applicants who wish to have public water and/or sewer service.
- Land that is outside the City's corporate limits and outside the City's Extraterritorial Jurisdiction ("ETJ") must receive a Burlington zoning district classification immediately upon annexation. In these cases, a rezoning application must accompany a voluntary annexation petition.

Resources

- A petition for voluntary annexation may be obtained here: <https://www.burlingtonnc.gov/DocumentCenter/View/1676/Annexation-Petition-Form?bidId=>
- Landowners or applicants with questions about annexation should contact the City's Planning Director. See [How to Get Help](#) for contact information.

Additional Information

- Owners of land around the edge of the city limits should consult a map of the City's corporate limits to determine if their land is or is not within the city limits or the extraterritorial jurisdiction. Some lands may have a Burlington mailing address, but may not be within the City's corporate limits. Maps depicting Burlington's corporate limits and extra territorial jurisdiction are available from Alamance County at www.alamance-nc.com/gis.



4. AS-BUILT PLANS INFORMATION SHEET

Description

- As-built plans are two-dimensional drawings showing the final configuration of public or private infrastructure (like streets, sewer lines, sidewalks, or stormwater control measures) after the construction process is complete. As-built plans show the actual types and sizes of materials used, the actual location of infrastructure elements relative to lot lines, right-of-way boundaries, or easements, and the physical configuration or placement of infrastructure.
- As-built plans must be prepared by a professional engineer, and show both the horizontal or “plan” view of infrastructure as well as the vertical or “profile” view of infrastructure.
- As-built plans may also be referred to as “record drawings.”
- The following forms of development require submittal and approval of as-built plans after construction:
 - Public streets;
 - Public or private potable water systems serving more than one dwelling unit or nonresidential tenant;
 - Public or private sanitary sewer service serving more than one dwelling unit or nonresidential tenant;
 - Public or private street drainage infrastructure;
 - Sidewalks;
 - Greenway or multi-purpose trails; and
 - Stormwater control measures (SCMs), whether on public or privately-owned land.

Timing

- As-built plans are provided after construction and inspection have taken place but before the City issues the final acceptance of the development.
- The completion of as-built plans requires two steps: An initial set of plans that are reviewed and that may be commented on by City staff, and the final set of as-built plans that address comments by City staff or that are in the archival format required.

Resources

- More details on as-built requirements is available at www.burlingtonnc.gov/46/Engineering.
- Applicants with questions about as-builts should contact the City’s Engineering Director. See [How to Get Help](#) for contact information.

Additional Information

- As-builts submitted for stormwater control measures also require a specialized statement of certification that is unique to the type(s) of control measures constructed.
- The final version of as-built plans prepared for streets, water systems, sewer systems, street drainage, sidewalks, or trails shall be submitted on mylar for long-term storage (initial versions may be submitted on paper or in a digital format (.pdf, .jpg.tif, or .dwg)).



5. BUILDING PERMIT INFORMATION SHEET

Description

- Construction and alternation of buildings in North Carolina are subject to the North Carolina State Building Code. The North Carolina State Building Code requires most forms of development or construction to obtain a building permit prior to commencement.
- According to the North Carolina General Statutes (Section 160A-417), a building permit for work involving the construction, reconstruction, alteration, repair, installation, extension, alteration, and general repair, movement to another site, removal, or demolition of any building or structure is required. Section 160A-417 of the North Carolina General Statutes provide details on the types of construction activities that are not required to obtain a building permit.
- Construction activities subject to a building permit must also be inspected by the City to ensure the work is completed in accordance with the North Carolina State Building Code. Construction required to obtain a building permit also typically requires eight inspections by the City's Building Inspector, including: footing, under slab, foundation, rough-ins, building framing, insulation, fire protection, and the final inspection, as applicable.

Timing

- For development requiring a building permit, the permit must be issued by the City prior to the commencement of any work or construction.
- For development that includes public infrastructure (like roads, sidewalks, water, or sewer line extensions), construction on the public infrastructure portion of the development must either be completed or be subject to a performance guarantee before a building permit for any buildings may be issued by the City.
- Development located within the LHO district must have an approved certificate of appropriateness prior to issuance of a building permit.
- Development located within the FHO district must have an elevation certificate prior to issuance of a building permit.

Resources

- More details on building permit requirements are available at www.burlingtonnc.gov/50/Inspections.
- The North Carolina State Building Code is available at www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=State_Building_Codes_USER&user=State_Building_Codes.
- Applicants with questions about building permits should contact the City's Inspections Department. See [How to Get Help](#) for contact information.

Additional Information

- Failure to obtain or comply with building code requirements is a violation of North Carolina law and can result in project delays and fines.
- Only North Carolina licensed general contractors may submit a building permit application for construction of non-residential or mixed-use structures valued at more than \$50,000.



6. CERTIFICATE OF COMPLIANCE/OCCUPANCY INFORMATION SHEET

Description

- Development subject to a building permit shall also receive either a certificate of compliance or a certificate of occupancy, as appropriate.
- A certificate of occupancy is the City's final verification that development has been completed in accordance with all City requirements, including the UDO and the North Carolina State Building Code.
- A certificate of compliance is acknowledgement by the City of satisfactory completion of building, plumbing, mechanical, electrical, fire protection, or gas system elements, in order for the building to be connected to utility system (like electricity or water). The certificate of compliance does not authorize occupancy of a building.
- A certificate of compliance may be granted for the installation of equipment (such as a mechanical or heating and ventilation system) to specify that the equipment is in compliance with the applicable building code requirements.
- A certificate of compliance may be granted to a structure that has no use specified; for example, a "shell" building with individual leasable tenant spaces. Any additional work done to accommodate individual tenant spaces requires a building permit as well as a certificate of occupancy upon completion of the work for the individual tenant space.

Timing

- A certificate of occupancy is the final portion of the development review process.
- A certificate of occupancy or certificate of compliance may not be issued until after a final inspection has been conducted and approved by the City.
- A certificate of occupancy may not be issued for development that is still subject to a performance guarantee.

Resources

- Details on the requirements for certificates of compliance and certificates of occupancy are available at www.burlingtonnc.gov/50/Inspections.
- Applicants with questions about building permits should contact the City's Inspections Department. See [How to Get Help](#) for contact information.

Additional Information

- In some cases, the City may allow a temporary certificate of occupancy to allow an applicant to occupy a site while some limited portions of the site's development (such as required landscaping) are not yet complete.



7. INSPECTIONS INFORMATION SHEET

Description

- Most forms of development require one or more inspections from several different City departments at various stages in the process.
- In some cases, development may not progress past a certain point without a passing inspection.
- Inspections are conducted by City stormwater staff during land disturbance and site grading in advance of construction to ensure compliance with the soil erosion and sedimentation control standards.
- Inspections are conducted by City engineering staff during and after the installation of public infrastructure like sidewalks, curb and gutter, streets, storm drainage, water lines, and sewer lines.
- Inspections are conducted by City inspections department staff throughout the process of construction for buildings and structures to ensure development complies with all applicable building and fire code requirements.
- Inspections are conducted by City engineering staff during the installation of driveways that access City streets.
- Inspections are conducted by City planning staff after construction is largely completed to ensure compliance with the zoning-related provisions (dimensional standards, development standards like parking, landscaping, or fencing, or design standards).
- In cases where an applicant or landowner is found to have violated the City's rules and regulations during the development process, the City may conduct additional inspections as needed to ensure violations are corrected and that the development complies with all applicable requirements.
- Some kinds of development, like stormwater control measures, require an on-going inspection process after construction is complete.

Additional Information

- Additional information on the City's erosion control-related inspections can be found at <https://www.burlingtonnc.gov/153/Erosion-and-Sediment-Control>
- Additional information on inspections associated with public infrastructure construction can be found at <https://www.burlingtonnc.gov/46/Engineering>
- Additional information on building-related inspections can be found at <https://www.burlingtonnc.gov/50/Inspections>
- Additional information on the inspections associated with compliance with zoning requirements (including compliance with site plan approvals) is found in the Unified Development Ordinance at <https://www.burlingtonnc.gov/DocumentCenter/View/17052/Burlington-UDO-Adopted-Vers-7-30-19>



8. NEIGHBORHOOD INFORMATION MEETING SHEET

Description

- Neighborhood meetings are voluntary efforts undertaken by an applicant in order to inform nearby landowners and residents about a potential application they are considering filing.
- The Planning and Zoning Commission or the City Council may require an applicant to conduct a neighborhood meeting on an application prior to making a decision on that application.
- The main purpose for a neighborhood meeting is to provide an opportunity for a potential applicant and interested individuals to talk about a potential application either before it is filed or before the City makes a decision on it.

Timing

- Unless mandated by the Planning and Zoning Commission or the City Council, there is no required timing for a how far in advance of filing an application a neighborhood information meeting can or should take place.
- A neighborhood information meeting should take place prior to the filing of an application and with sufficient time for the applicant to make adjustments to the proposed application before it is filed with the City.
- Neighborhood information meetings should take place on days of the week and times of day when the maximum possible number of interested parties may attend- typically this is a Tuesday or Thursday evening after 6:00 PM.
- Notice about a neighborhood information meeting should be provided to all landowners and occupants of lots that adjoin, abut, or that are across the street from the land that may be the subject of a development application.
- Notice about a neighborhood information meeting should be provided with sufficient time for participants to clear their schedules in order to attend- typically at least 14 calendar days in advance.

Resources

- Applicants who conduct a neighborhood meeting are encouraged to prepare a written summary detailing the meeting. Written summaries should summarize the following information:
 1. The time, date, and location of the meeting;
 2. The names of persons who received notification about the meeting;
 3. The names of all persons who attended the meeting;
 4. The information provided by the applicant about the potential application;
 5. The questions or comments made about the potential application;
 6. Summaries of any feedback or information provided by meeting attendees after conclusion of the meeting; and
 7. Any changes to the initial application proposal made as a result of conducting the meeting.
- Written summaries may be included with the application materials at the applicant's discretion.
- Applicants may wish to allow neighborhood meeting participants to provide written comments to them after the meeting has concluded.



9. PRE-APPLICATION CONFERENCE INFORMATION SHEET

Description

- A pre-application conference is an opportunity for a potential applicant to talk with City staff about the process for filing an application, what kinds of information the application should include, and how to maximize the potential for the application to be approved.
- The Summary Development Table in Section 2.2 of the UDO identifies the kinds of applications that have mandatory pre-application conferences. Applications types that require pre-application conferences will not be processed by the City until the pre-application conference has been conducted.
- The first pre-application conference is free. Failure to attend a scheduled pre-application conference will result in a fee being charged for any subsequent pre-application conferences associated with the same application.
- Discussions at pre-application conferences are non-binding, though applicants are strongly encouraged to take notes.

Procedure

- To schedule a pre-application conference, an applicant should contact the TRC coordinator. See [How to Get Help](#) for contact information.
- The TRC Coordinator will assign a date, time, and location for the conference.
- No paperwork or information is required to be submitted prior to a pre-application conference – though it may be submitted at the applicant’s discretion.
- Information submitted for a pre-application conference will not be retained by City staff after the conference.
- During the meeting, the applicant will summarize the potential development or application.
- If materials are submitted by an applicant prior to a pre-application conference, the applicant may overview these materials with the conference attendees.
- City staff will comment on the proposal, including discussion of the application requirements, the degree to which the proposal is consistent with the City’s adopted policy guidance, the kinds of information that will likely be required by the City, and how the application may be modified for closer alignment with the applicable regulations.
- Pre-application conferences will be limited to one hour in duration.



10. RIGHT-OF-WAY ABANDONMENT INFORMATION SHEET

Description

- The right-of-way abandonment process is used when the owner or owners of land abutting a platted City street seek to have the street closed and the land beneath the street deeded back to the adjacent land owner(s).
- This process is used in cases where the street is paved or in cases where the street is platted but unbuilt.
- Only those landowners who own land next to the right-of-way to be abandoned may request that it be closed.
- The decision about whether or not a right-of-way will be abandoned is made in the sole discretion of the City Council after a public hearing on the proposal.

Procedure

- The applicant for a right-of-way abandonment should contact the City's Engineering Department with the initial request and the reasons for requesting the street be abandoned.
- Applicants seeking to have a right-of-way abandoned are required to file a survey (prepared by a North Carolina professional engineer or licensed land surveyor) and legal description of the right-of-way to be abandoned. The survey must indicate all public and private utilities located within the right-of-way.
- The Engineering Department will review the survey and may provide comments or request revisions based upon existing utilities.
- The City may require utility easements to be granted to preserve existing or planned utilities.
- The City shall draft a notice of intent to abandon a right-of-way, which will be considered by the City Council during a public hearing.
- After the public hearing, City staff shall prepare a Resolution of Abandonment for the right-of-way, which shall be adopted or rejected by the City Council.
- If the City Council adopts the Resolution of Abandonment, it shall be recorded by City staff in the offices of the Register of Deeds in the appropriate county where the right-of-way is located.
- After recording, the land that is subject to the right-of-way abandonment is returned to the adjacent landowners.

Resources

- The process for abandonment of a street is set out in Section 160A-299 of the North Carolina General Statutes.
- Additional questions about the process should be directed to the City of Burlington Engineering Department. See [How to Get Help](#) for contact information.

Additional Information

- Applicants are responsible for the costs of the survey and legal description, the costs of public notification about the public hearing, and the costs of recording the Resolution of Abandonment if it is approved by City Council.



11. STREET NAME CHANGE INFORMATION SHEET

Description

- The street name change process is a method for the majority of landowners who live along a particular existing street to petition the City to change the name of the street. The City may also initiate a street change request without filing a petition.
- Street name change requests are reviewed by City staff to ensure the name is not identical or phonetically similar to an existing street name in the City or the County.
- Street name change requests are decided by the Planning and Zoning Commission after conducting a public hearing.

Procedure

- Street name changes require the filing of a petition that lists the name, address, printed name, and signature of at least 51 percent of the landowners who own land along the street or street segment subject to the street name change request.
- Once the petition is collected, it may be submitted, along with the requested new name, to City staff for verification.
- After verification, the change request is scheduled for a public hearing and public notice is provided to all the affected landowners with land along the street or street segment subject to the name change request.
- The Planning and Zoning Commission will conduct a public hearing on the name change request. After the public hearing, the Planning and Zoning Commission will approve or deny the name change request.
- Street name change requests, if approved, will be delayed by at least 90 days from the date of approval, and may be delayed by as much as one year to allow time for new street signs to be installed and time for landowners to change their addresses.

Resources

- Additional questions about the process should be directed to the City of Burlington Planning and Development Department. See [How to Get Help](#) for contact information.

Additional Information

- Applicants are responsible for the costs of public notice for the public hearing.



12. WATER/SEWER AVAILABILITY INFORMATION SHEET

Description

- Requests about the availability of public water or sewer to a particular location or potential development site are forwarded to the City's Engineering Department.
- Requests typically address whether or not public water or sewer are proximate to a particular location and the available capacity of public water or sewer service.

Resources

- Additional questions about the process should be directed to the City of Burlington Engineering Department. See [How to Get Help](#) for contact information.



13. WATER/SEWER REQUEST INFORMATION SHEET

Description

- A water/sewer request is filed by an applicant, a developer, or a developer's agent for all forms of development.
- The process for extension of water or sewer to new or existing development differs, based on whether the property to be served is inside or outside the City of Burlington's corporate limits.
- If development is outside the corporate limits, it must either be annexed by the City or be subject to a voluntary annexation petition approved by the City prior to the extension of service.
- Upon receipt of an application for new water or sewer service, the City's Engineering Department will determine the applicable system development fees and required infrastructure configurations.
- Extension of new water or sewer infrastructure requires approval of an infrastructure permit.
- System development fees are due prior to the extension of the water or sewer.
- The applicant may seek to use City contractors for installation of water and sewer infrastructure or may use their own contractor.

Additional Information

- Additional questions about the process should be directed to the City of Burlington Engineering Department. See [How to Get Help](#) for contact information.



SECTION III. CERTIFICATIONS

This section includes the official certification statements that must be reproduced and included on the plats intended for recordation. Certifications are organized by the type of subdivision, the specific type of development proposed in the subdivision, or some characteristic of the subdivision. Persons preparing subdivision plats of any kind are strongly encouraged to review of the of the following certificate statements to ensure their proposed plat includes all necessary certifications. Applicants in need of additional information should contact the Planning and Community Development Department (see [How to Get Help](#) for contact details).

1. CERTIFICATE OF OWNERSHIP

Affix to all final plats, preliminary plats, expedited subdivision plats, and exempt plats

CERTIFICATE OF OWNERSHIP:

I (We) hereby certify that I am (We are) the owner(s) of the property shown and described hereon, which was conveyed to me (Us) by deed recorded in Book __, Page __, and that I (We) hereby acknowledge this plat and allotment to be my (Our) free act and deed and hereby establish the minimum building lines, and dedicate to public use as streets, alleys, crosswalks, easements, parks and other spaces forever as shown or indicated. Further, I (We) certify that the property as shown hereon is within the subdivision regulation jurisdiction of the City of Burlington.

Owner Date

Owner Date

Owner Date

2. CERTIFICATE OF ACCURACY

Affix to all final plats, preliminary plats, expedited subdivision plats, and exempt plats

CERTIFICATE OF ACCURACY:

I _____, certify that this plat was drawn under my direction from an actual survey made under my supervision (deed description recorded in Book __, Page __, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book __, Page __; that the ratio of precision as calculated is 1: ____; that this plat was prepared in accordance to G.S. 47-30 as amended. Witness my original signature, registration number and seal this ___ day of __, A.D., 20__.

Seal or Stamp

Surveyor

Registration Number



3. CERTIFICATE OF PURPOSE OF PLAT

Affix to all final plats, preliminary plats, expedited subdivision plats, and exempt plats

CERTIFICATE OF PURPOSE OF PLAT:

I, _____, registered land surveyor No. _____, certify to one or more of the following as indicated thus, _ or X :

- A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- C. Any one of the following:
 1. That the survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
 2. That the survey is of an existing building or other structure, or natural feature, such as a watercourse;
 3. That the survey is a control corner.
- D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;
- E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

Surveyor

Registration Number

4. REVIEW OFFICER CERTIFICATION

Affix to all final plats, preliminary plats, expedited subdivision plats, and exempt plats

(Certificate should reflect which county final plat lies within).

REVIEW OFFICER CERTIFICATION:

State of North Carolina

County of _____

I, _____ review officer of _____ County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer Date



5. NOTARY PUBLIC CERTIFICATION

Affix to all final plats, preliminary plats, expedited subdivision plats, and exempt plats

NOTARY CERTIFICATE:

North Carolina, _____ County

I, a notary public for said county and state, do hereby certify that _____ personally appeared before me this ____ day of ____ 20__ , and acknowledged the due execution of the forgoing plat.

Notary Public

My Commission expires

6. EXEMPT PLAT CERTIFICATION

Affix to all exempt plats

CERTIFICATE OF EXEMPT STATUS:

No approval required under Section 2.4 of the Unified Development Ordinance of the City of Burlington.

Planning Director or Zoning/Subdivision Administrator Date

7. EXEMPT PLAT NO APPROVAL REQUIREMENT

Affix to all exempt plats

CERTIFICATE OF NO APPROVAL REQUIRED:

No approval required under Section 2.4 of the Unified Development Ordinance of the City of Burlington.

Planning Director or Zoning/Subdivision Administrator Date



8. EXPEDITED SUBDIVISION APPROVAL

Affix to all expedited subdivision plats

CERTIFICATE OF APPROVAL:

This expedited subdivision plat has been found to comply with the applicable provisions of the City of Burlington's Unified Development Ordinance and is approved this date for recording in the Office of the Register of Deeds of Alamance and/or Guilford County.

Planning Director or Zoning/Subdivision Administrator Date

9. CERTIFICATE OF WASTEWATER DISPOSAL SYSTEM

Affix one of the following to all subdivision plats where public sanitary sewer service is not available
Contact the Planning Department to determine which of the following statements may be required.

CERTIFICATE OF APPROVAL OF WASTEWATER DISPOSAL SYSTEMS:

I hereby certify that all lots are provisionally approved for subsurface wastewater disposal systems, except as noted on the plat, subject to issuance of improvement permits by the Health Department, and, to the North Carolina Administrative Code.

Health Director or Deputy Date

LOT NOT APPROVED FOR SUBSURFACE WASTEWATER DISPOSAL SYSTEMS:

On _____ (date), lot(s) _____, were found to be unsuitable for installation of a subsurface wastewater disposal system, in accordance with North Carolina Administrative Code.

Health Director or Deputy Date

CERTIFICATE OF APPROVAL FOR EXISTING SEWAGE DISPOSAL SYSTEMS:

Lot(s) _____ has an existing sewage disposal system that complies with all applicable requirements of the City of Burlington's Unified Development Ordinance.

Health Director or Deputy Date



10. PUBLIC STREET CERTIFICATION

Affix to all plats where public streets are to be constructed

DISCLOSURE STATEMENT CERTIFICATE FOR PUBLIC SUBDIVISION ROADS:

I (We), the developer(s) of _____ Subdivision hereby state that the subdivision roads in the subdivision have been constructed to N.C. Department of Transportation or City of Burlington standards. Until such time as the N.C. Department of Transportation or the City of Burlington adds the roads in the subdivision to the State or City System for Maintenance, I (We) as developer(s) shall assume all road maintenance responsibilities.

Developer Date

Developer Date

11. CERTIFICATION OF NCDOT STREET MAINTENANCE

Affix to all plats with streets proposed for maintenance by NCDOT

CERTIFICATE OF APPROVAL BY DIVISION OF HIGHWAYS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:

Department of Transportation
Division of Highways
Proposed Subdivision Road(s)
Construction Standards Certificate

Approved, District Engineer

Date



14. COMPLIANCE WITH SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES

Attach to all plats where residential development is subject to the City's single-family residential design guidelines

STATEMENT OF COMPLIANCE WITH RESIDENTIAL DESIGN GUIDELINES:

The development depicted on the attached site plan, subdivision plat, or other development approval is subject to the City of Burlington's Single-Family Residential Design Guidelines in the City's Unified Development Ordinance in place at the time the application for this development was determined to be complete. I (We) hereby voluntarily consent to the application and enforcement of these design guidelines, this acceptance of which shall run with the land regardless of changes in ownership, and recognize that failure to comply with the applicable guidelines following approval is a violation of the Burlington Unified Development Ordinance.

Developer

Date

Developer

Date



SECTION IV. RESOURCES FOR APPLICANTS

1. APPLICATION REVIEW SCHEDULE

The following table sets out the meeting dates of the various review authorities responsible for review of applications under the Unified Development Ordinance.

The table notes show the minimum number of days between the date an application is submitted (the date it is considered complete) and the earliest date when the application can be reviewed by the review authority.

Applications that are filed but that are not found to be complete are not considered submitted, and will be reviewed at the next corresponding meeting date after the application is submitted (determined to be complete).

Applications reviewed and decided by individual City staff members (e.g., the Zoning/Subdivision Administrator) may be submitted at any time, but review will not commence until after the application is determined to be complete. City staff will strive to make a decision on an application as rapidly as possible based upon the level of detail in the application and the complexity of review. City staff will notify the applicant in cases where application review will take more than 30 days.

Month	Review Authority Meeting Dates					Pre-Application Conference Dates
	TRC Meeting Date [1]	HPC Meeting Date [2]	Planning and Zoning Commission Meeting Date [3]	City Council Meeting Date [4]	Board of Adjustment Meeting Date [5]	
January	1.15.20 1.29.20	1.14.20	1.27.20	1.7.20 1.21.20	1.14.20	1.15.20 1.29.20
February	2.12.20 2.26.20	2.11.20	2.24.20	2.4.20 2.18.20	2.11.20	2.12.20 2.26.20
March	3.11.20 3.25.20	3.10.20	3.23.20	3.3.20 3.17.20	3.10.20	3.11.20 3.25.20
April	4.8.20 4.22.20	4.14.20	4.27.20	4.7.20 4.21.20	4.14.20	4.8.20 4.22.20
May	5.6.20 5.20.20	5.12.20	5.25.20	5.5.20 5.19.20	5.12.20	5.6.20 5.20.20
June	6.3.20 6.17.20	6.9.20	6.22.20	6.2.20 6.16.20	6.9.20	6.3.20 6.17.20
July	7.8.20 7.22.20	7.14.20	7.27.20	7.7.20 7.21.20	7.14.20	7.8.20 7.22.20



Month	Review Authority Meeting Dates					Pre-Application Conference Dates
	TRC Meeting Date [1]	HPC Meeting Date [2]	Planning and Zoning Commission Meeting Date [3]	City Council Meeting Date [4]	Board of Adjustment Meeting Date [5]	
August	8.12.20 8.26.20	8.11.20	8.24.20	8.4.20 8.18.20	8.11.20	8.12.20 8.26.20
September	9.9.20 9.23.20	9.8.20	9.28.20	9.1.20 9.15.20	9.8.20	9.9.20 9.23.20
October	10.14.20 10.28.20	10.13.20	10.26.20	10.6.20 10.20.20	10.13.20	10.14.20 10.28.20
November	11.11.20 11.25.20	11.10.20	11.23.20	11.3.20 11.17.20	11.10.20	11.11.20 11.25.20
December	12.9.20 12.30.20	12.8.20	12.28.20	12.1.20 12.15.20	12.8.20	12.9.20 12.30.20

NOTES:

[1] Applications for consideration by the TRC must be submitted at least 15 days in advance of the TRC meeting date.

[2] Applications for consideration by the HPC must be submitted at least 25 days in advance of the HPC meeting date.

[3] Applications for consideration by the PZ must have completed all prior reviews at least 30 days in advance of the PZ meeting date.

[4] Applications for consideration by the City Council must have completed all prior reviews at least 30 days in advance of the City Council meeting date.

[5] Applications for consideration by the BOA must be submitted at least 20 days in advance of the BOA meeting date.



2. FEE SCHEDULE

The following pages are excerpts from the City's annually-adopted fee schedule. Applicants seeking fee information not listed here should contact the Planning and Community Development Department. See [How to Get Help](#) for contact information.

CITY OF BURLINGTON 2019 FEE SCHEDULE ADMINISTRATION		
DESCRIPTION		CALENDAR YEAR FEE 2019
Copies of Records		
Black/White		\$.10/page over 20 pages
Color		\$.40/page
Minutes		
Video Tape		Citizen charged market rate by outside vendor
CD - Data		\$1.50
Verbatim Transcript ADVANCE NOTICE REQUIRED		Citizen charged market rate by court reporter
DVD's		
Copy of City Council Meetings		\$2.60
Copy of Board of Adjustment Meetings		\$2.60
Rental Parking Spaces		
Rental Parking Spaces		\$10 per month
Spaces rented for 6 month terms		
July 1 to December 31, January 1 to June 30		
Note: Actual postage shall be charged (Paid in advance) for mailing copies of public records.		



Fee Scheduled continued

CITY OF BURLINGTON 2019 FEE SCHEDULE ENGINEERING DEPARTMENT		
DESCRIPTION		CALENDAR YEAR FEE 2019
Land Disturbing Activity Permit (Sedimentation Control)		<1 Acre - No Fee
		1 to 2 Ac. \$225
		>2 Ac. \$60.00 for each additional Ac.
Construction Assessments for Petitioned Improvements		
Sidewalk		\$15.00 per L.F.
Street with Curb & Gutter		\$70.00 per L.F.
Street without Curb & Gutter		\$45.00 per L.F.
Water Line		\$30.00 per L.F.
Sewer Line		\$60.00 per L.F.
<i>*Construction Assessments are charged per each side of the street frontage</i>		
Driveway Permits		
Residential		\$30.00
Commercial		\$50.00
Revised Plans		
Begins with 3rd submittal		\$50.00 < 10 sheets
Begins with 3rd submittal		\$100.00 > 10 sheets
Copy Fees		
Black & White 8 1/2" x 11"		\$0.10 a page
Black & White 11" x 17"		\$0.12 a page
Color 8 1/2" x 11"		\$0.40 a page
Color 11" x 17"		\$0.80 a page
Reproduction Fees		
Plats smaller than 18" x 24"		\$1.00 per sheet
Plats 18" x 24" and larger		\$3.00 per sheet
Topographic Maps [hard copy only]		\$10.00 per sheet
Specifications/Details		
Hard Copy		\$15.00
CD		\$15.00
Inspection Fees-Overtime		
Engineering/Construction		



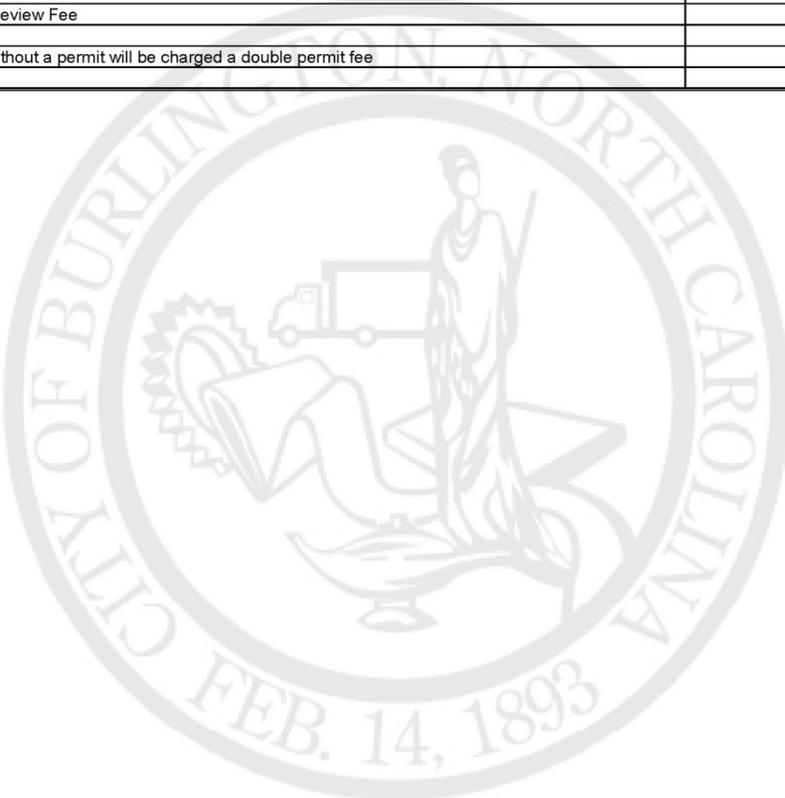
Fee Scheduled Continued

CITY OF BURLINGTON 2019 FEE SCHEDULE Inspections Department	
DESCRIPTION	CALENDAR YEAR FEE 2019
Residential and Modular building rate (per square foot rate up to 2,500 sq. feet)	0.32 or \$52.00 (per inspection) whichever is greater
Residential and Modular building rate (per square foot rate 2,501 sq. feet and over)	0.072 or \$52.00 (per inspection) whichever is greater
Commercial building permit fees (Based on square footage, construction type and occupancy code) using values based on ICC Building Valuation tables as updated	based on value or contractor provided cost, whichever is greater
Other building permit fees (up to the first \$1,000)	\$ 52.00
Other building permit fees (each additional \$1,000 or any part up to \$100,000)	\$ 7.00
Other building permit fees (each additional \$1,000 or any part over \$100,000)	\$ 6.00
Minimum inspection fee	\$ 52.00
Mobile Home set-up	\$ 52.00
Manufactured Home Site Inspection	\$ 52.00
House moving	\$ 208.00
Journeyman test	\$ 31.00
Journeyman re-test	\$ 31.00
Journeyman cards new	\$ 31.00
Handicap signs	\$ 31.00
Permit Renewal or Contractor Change	\$ 42.00
Vacant lots	\$ 100.00
Vacant lots – Repeat Offense	\$ 250.00
Demolition Permit (Residential & Commercial)	\$ 100.00
New Construction - Electrical permits less than or equal to 200 amps Plus \$52.00 for any underground inspections (slab, ditch, etc.)	\$ 90.00 \$ 52.00
New Construction - Electrical permits greater than or equal to 201 amps and less than or equal to 400 amps Plus \$52.00 for any underground inspections (slab, ditch, etc.) Plus - for greater than or equal to 401 amps, \$38.00 per 100 amps or any part thereof	\$ 122.00 \$ 52.00 \$ 38.00
Electrical Low Voltage	\$ 94.00
Alterations or additions not involving service change for first 2,000 sq. ft.	\$ 73.00
Alterations or add not involving service change for additional 1,000 sq. ft. or any part thereof	\$ 10.00
Insulation inspection fee	\$ 52.00
Electrical minimum inspection fee	\$ 52.00
Residential Electrical service change	\$ 52.00
Electrical Commercial & Industrial service change for less than or equal to 400 amps Plus - For greater than or equal to 401 amps, \$32.00 per 100 amps or any part thereof	\$ 104.00 \$ 32.00
Electrical mobile home	\$ 52.00
Electrical welder	\$ 52.00
Electrical saw service	\$ 52.00
Electrical trailer service	\$ 52.00
Mechanical minimum inspection fee	\$ 52.00
Mechanical permit fee (heat only, shown as x BTU output)	0.00075 or \$52.00 (per inspection) whichever is greater
Mechanical permit fee (cooling only, shown as x BTU output)	0.00130 or \$52.00 (per inspection) whichever is greater
Mechanical permit fee (heating & cooling, shown as x BTU output)	0.00075 or \$52.00 (per inspection) whichever is greater
Extra inspection (ALL TRADES)	
First extra inspection	\$ 52.00
Second extra inspection	\$ 78.00
Third extra inspection	\$ 104.00
Stocking Inspection	\$ 52.00
Refrigeration systems	0.00063 X BTU
Refrigeration systems each trip other than final inspection	\$ 52.00
Maximum cap for chillers or boiler	\$ 834.00
Gas Appliance, exhaust ducts, hood	\$ 212.00
Ansul test on hoods (per trip)	\$ 75.00
Plumbing permit fees-single/two family dwellings & townhouses (kitchen-laundry-bath)	\$ 84.00



Fee Schedule Continue

Plumbing permit fees-single/two family dwellings & townhouses (each additional full bath)	\$	31.00
Plumbing permit fees-single/two family dwellings & townhouses (each additional half bath)	\$	21.00
Plumbing permit fees-extra inspection	\$	52.00
Other plumbing fees and commercial rates (minimum inspection fee)	\$	52.00
Other plumbing fees and commercial rates (charge per plumbing fixture)	\$	10.00
On-Site Consultation	\$	42.00
Daycare & Assisted Living	\$	84.00
Non Residential Construction Plan Review		
4,000 square feet or less	\$	104.00
4,001 to 49,999 square feet	\$	208.00
50,000 square feet and above	\$	313.00
* Second Inspection Plan Review	\$	100.00
Express Plan Review Fee		\$850.00/hr.
Work started without a permit will be charged a double permit fee		



Fee Schedule Continued

CITY OF BURLINGTON 2019 FEE SCHEDULE Planning Department	
DESCRIPTION	CALENDAR YEAR FEE 2019
Vacant lots	\$ 100.00
Vacant lots -- Repeat Offense	\$ 250.00
Food Truck Applications	\$ 40.00
Itinerant Merchant Applications	\$ 40.00
Board of Adjustment application fee	\$ 200.00
Zoning Certification	\$ 40.00
Rezoning application (less than 1 acre)	\$ 250.00
Rezoning application (1 - 4.9 acres)	\$ 500.00
Rezoning application (5 acres and above)	\$ 750.00
Preliminary plan approval (five lots or less)	\$ 25.00
Preliminary plan approval (more than five lots)	\$100.00 Plus \$20/lot
Subdivision of property (final plat) five lots or less	\$ 30.00
Subdivision of property (final plat) six lots or more	\$ 75.00
Technical Review Committee (TRC) site plan review (includes second review)	See Below
TRC Review (less than 1 acre)	\$ 75.00
TRC Review (1 acre - 4.9 acres)	\$ 150.00
TRC Review (5 acres and above)	\$ 225.00
Third and each subsequent review for site plan (Single family, Duplex and Class B Subdivision are Exempt from TRC Review)	\$ 50.00
Copy of City of Burlington Zoning Ordinance*	\$ 25.00
Copy of City of Burlington Subdivision Regulations*	\$ 4.00
Copy of City of Burlington Sign Ordinance*	\$ 3.00
Copy of City of Burlington Design Review Manual*	\$ 5.00
Copy of City of Burlington Comprehensive Land Use Plan*	\$ 20.00
Copy of Destination Burlington Comprehensive Plan*	\$ 20.00
Copy of Burlington/Graham 2025 Transportation Plan (LRTP)	\$ 20.00
GIS Map Printing Fees	
8.5" x 11" sheet	\$ 1.00
11" x 17" sheet	\$ 2.00
24" x 36" sheet	\$ 6.00
36" x 48" sheet	\$ 10.00
GIS Map Generation Fees	
Customized Maps	\$25.00 / per Half Hour
GIS Data Fees (Non-Commercial Use)	
Customized Data Sets	\$25.00 / per Half Hour
Media Charge*	\$5.00 / per Disc
GIS Data Fees (Commercial Use)	
Standard Available Data Sets	***
Customized Data Sets	***
Copy Fees	
Black & White 8 1/2" x 11"	\$ 0.10
Black & White 11" x 17"	\$ 0.12
Black & White over 11" x 17"	\$.30 per square foot
Color 8 1/2" x 11"	\$ 0.40
Color 11" x 17"	\$ 0.80
NEW FOR PLANNING (FROM ENGINEERING)	
Tax Maps/Plats	\$1.00 per sheet
Topographic Maps (1962) [hard copy only]	\$2.00 per sheet
Aerial Photographs (1990)	\$3.00 per sheet



Fee Schedule Continued

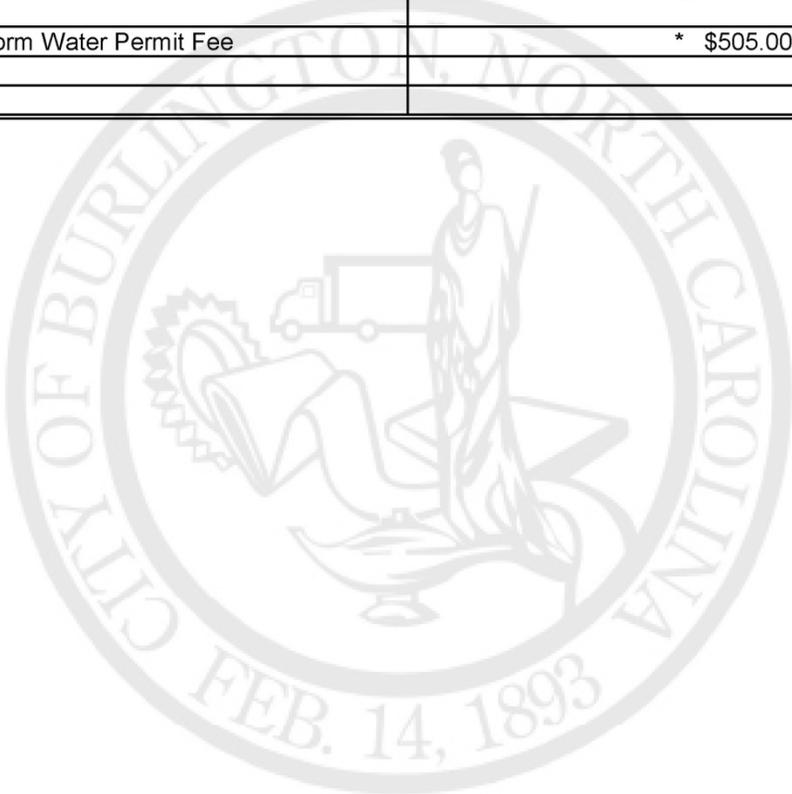
Aerial Photographs (1995)	\$5.00 per sheet
Topographic Maps (1995)	
Hard Copy	\$15.00 per sheet
CD - 78 sheets	\$ 300.00
* Fee does not include postage	
*** Fees to be established on an individual request or case-by-case basis in accordance with N.C.G.S. Chapter 132.	



CITY OF BURLINGTON 2019 FEE SCHEDULE Public Works Department Traffic Signs & Markings Division	
DESCRIPTION	CALENDAR YEAR FEE 2019
Purchase of Signs	Cost of materials plus 15% handling fees

CITY OF BURLINGTON 2019 FEE SCHEDULE Public Works Department Street Division	
DESCRIPTION	CALENDAR YEAR FEE 2019
Utility Repairs in Street	\$7.50 per Sq. Ft.
Concrete Curb & Gutter	\$28.00 per Lin. Ft. \$100.00 minimum
Sidewalk, 4" Concrete	\$9.50 per Sq. Ft. \$100.00 minimum
12" RCP	\$ 14.82
15" RCP	\$ 19.44
18" RCP	\$ 21.87
24" RCP	\$ 30.11

CITY OF BURLINGTON 2019 FEE SCHEDULE Public Works Department Storm Water Division	
DESCRIPTION	CALENDAR YEAR FEE 2019
Storm Water Fee	\$5.00 per month
*Storm Water Permit Fee	* \$505.00



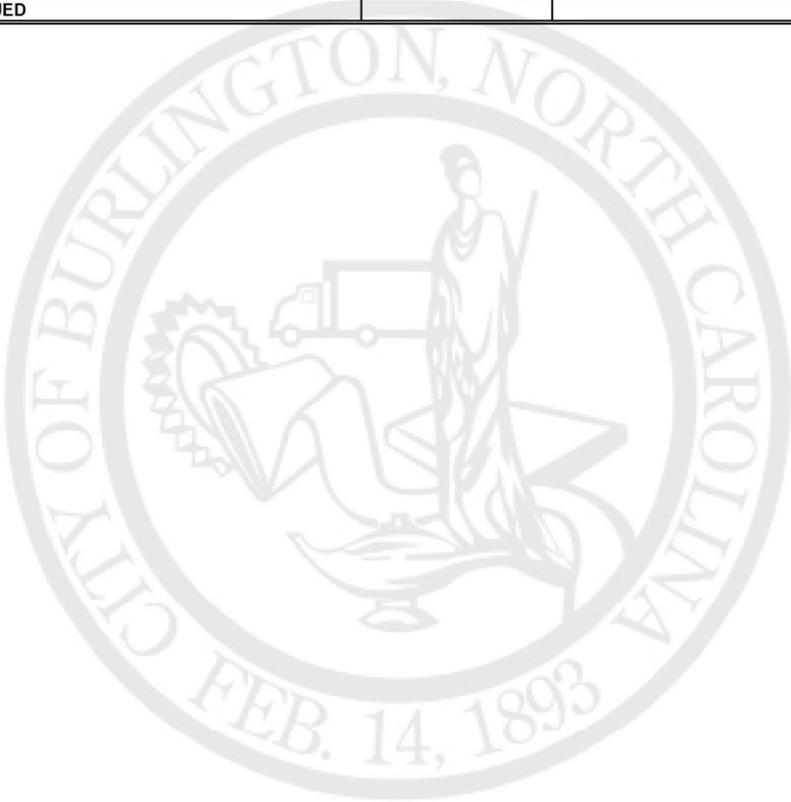
Fee Schedule Continued

CITY OF BURLINGTON 2019 FEE SCHEDULE WATER AND SEWER		
DESCRIPTION		CALENDAR YEAR FEE 2019
WATER TAP FEES:		INSIDE/OUTSIDE
SINGLE FAMILY RESIDENTIAL		
Installed price		
5/8" X 3/4" meter with backflow		\$1600.00/\$3200.00
1" TAP with 1" meter without backflow device		\$1700.00 / \$3400.00
IRRIGATION & SPRINKLER		
SINGLE FAMILY RESIDENTIAL		
Contractor installation price not included		
5/8" X 3/4" TAP and meter without backflow		\$6500.00/\$3200.00
1" TAP with 1" meter without backflow device		\$1700.00 / \$3400.00
IRRIGATION TAPS MUST HAVE ABOVE-GROUND RPZ DEVICE INSTALLED BY PLUMBING CONTRACTOR		
ALL OTHER WATER TAPS / SIZES		
WILL BE ESTIMATED INDIVIDUALLY AND ASSESSED AT COST		
SYSTEM DEVELOPMENT FEES		
New fees to replace assessments and connection fees-Adopted 06/05/2018 by City Council per NCGS 162A-203		
System Development Fees replace dwelling unit fees, connection fees, and acreage fees		
WATER SYSTEM DEVELOPMENT FEE		
Based on water meter size		
3/4"		\$684.00
1"		\$1,142.00
1.5"		\$2,276.00
2"		\$3,644.00
3"		\$6,836.00
4"		\$11,395.00
6"		\$22,798.00
8"		\$36,478.00
SEWER SYSTEM DEVELOPMENT FEE		
Based on water meter size		
3/4"		\$1,406.00
1"		\$2,348.00
1.5"		\$4,681.00
2"		\$7,493.00
3"		\$14,058.00
4"		\$23,434.00
6"		\$46,862.00
8"		\$74,982.00
FEES FOR 3/4" WATER TAPS:		
WATER METER BOX REPLACEMENT		\$115.00 / \$230.00
RAISE OR ADJUST WATER METER BOX		\$115.00 / \$230.00
RELOCATE WATER METER 0' TO 10'		
CONNECTION NOT MADE BY PLUMBER		\$200.00 / \$400.00
CONNECTION ALREADY MADE BY PLUMBER		\$230.00 / \$460.00



Fee Schedule Continued

REPLACE WATER METER SETTER		\$230.00 / \$460.00
INSTALL REPLACEMENT WATER METER		Meter Only Cost
REPLACE WATER METER, SETTER, AND METER BOX		\$525.00 / \$1050.00
RADIO READ		
5/8" X 3/4"		\$280.00/\$560.00
1"		\$400.00/\$800.00
1 1/2"		\$580.00/\$1160.00
2"		\$725.00/\$1450.00
> 2"		Actual cost + 15%
CONTINUED		



Fee Schedule Continued

CITY OF BURLINGTON 2019 FEE SCHEDULE WATER AND SEWER CONTINUED		
DESCRIPTION		CALENDAR YEAR FEE 2019
		INSIDE/OUTSIDE
HYDRANT METER FEES		
HYDRANT METER DEPOSIT LESS THAN 2"		\$500.00
HYDRANT METER DEPOSIT 2" OR GREATER		\$1,000.00
PRIVATE HYDRANT OUTSIDE		\$40.00 each/year
SEWER TAP FEES		
SINGLE FAMILY RESIDENTIAL		
4" TAP		\$1700.00 / \$3400.00
4" OUTFALL (SADDLE ONLY)		\$250.00 / \$500.00
COMMERCIAL 4" OUTFALL (SADDLE ONLY)		\$600.00 / \$1250.00
ALL OTHER SEWER TAPS		
WILL BE ESTIMATED INDIVIDUALLY AND ASSESSED AT COST		
FEES FOR 4" SEWER TAP:		
ADJUST SEWER CLEANOUT		\$175.00 / \$350.00
ANY WORK REQUIRING REMOVAL AND REPLACEMENT OF PAVEMENT OR CONCRETE WILL REQUIRE AN ON SITE ESTIMATE.		
CONTRACTOR CONNECTION PERMIT :		\$50.00 / \$ 100.00
TV INSPECTIONS (New Lines):		
TV Lateral Inspection (Good Tap/Damaged Tap)		\$2.00 / LINEAR FOOT \$100.00 / No Charge
CONTINUED		



3. CONTACT INFORMATION

The following individuals are available to assist applicants with additional information about the Unified Development Ordinance, City requirements, development application forms, or details in this Procedures Manual.

TITLE	NAME	PHONE NUMBER	EMAIL
TRC coordinator and Short Range Planning	Conrad Olmedo	336-513-5416	colmedo@burlingtonnc.gov
Zoning & Subdivision Administrator	Joey Lea	336-222-5085	jlea@burlingtonnc.gov
Chief Code Enforcement Officer	Chris Marland	336-222-5084	cmarland@burlingtonnc.gov
GIS Administrator	Andrew Shore	336-222-5103	ashore@burlingtonnc.gov
Historic Commission Coordinator	David Beal	336-513-5417	dbeal@burlingtonnc.gov
City Engineer	Todd Lambert	336-222-5052	tlambert@burlingtonnc.gov
Water Resources Director	Bob Patterson	336-222-5130	bpatterson@burlingtonnc.gov
Director of Inspections	Jay Mebane	336-222-5080	jmebane@burlingtonnc.gov
Planning Department Main Phone		336-222-5110	https://www.burlingtonnc.gov/52/Planning



4. RECOMMENDED PLANT LIST

The following is a table of recommended plant for use in compliance with the City's landscaping requirements. Information is organized by large trees, medium trees, small trees, evergreen shrubs and screening plants, and landscaping shrub categories. Information within each category is further organized by evergreen or deciduous classification, and then by native or non-native designation.

All plantings intended for compliance with the City's landscaping requirements in the Unified Development Ordinance should be of a variety listed here, though an alternative variety may be proposed as part of an alternative landscape plan.

Plants included on the North Carolina Invasive Plant List and the USDA Noxious Weed List shall not be included in landscape plans and will not be credited towards the City's landscaping requirements.

SUGGESTED PLANT MATERIALS LIST – TREES & SHRUBS					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
LARGE VARIETY TREES (MATURE HEIGHT: 35 FEET OR GREATER)					
Native Evergreen					
Ilex opaca American Holly	40–60'	20–30'	S	S-SH	Tolerates a variety of conditions, male and female plants needed for fruit, pyramidal form
Juniperus virginiana Eastern Red Cedar	40–50'	15–25'	M	S-PS	Tolerates a variety of conditions, pyramidal form, male and female plants needed for fruit
Magnolia grandiflora Southern Magnolia	60–80'	30–40'	R	S-PS	Less shade tolerant with age, attracts wildlife, fragrant spring and summer flowers
Pinus taeda Loblolly Pine	90–120'	30–40'	R	S	Tolerates flooding and drought, critical to Brown-headed Nuthatch
Quercus laurifolia or hemisphaerica Laurel Oak	60–80'	30–40'	R	S-SH	Shade tolerant, good for moist sites
Native Deciduous					
Acer barbatum or floridanum Southern Sugar Maple	50–60'	20–35'	M	S-PS	Heat tolerant, dislikes dry, compact soil
Acer rubrum Red Maple	60–90'	30–50'	R-M	S-SH	Tolerates a variety of conditions, including wet soil, fall color
Acer saccharum Sugar Maple	90–120'	40–60'	S	S-PS	Extensive root system, fall color, shade tolerant
Betula nigra River Birch	60–80'	30–50'	R	S-PS	Lacy texture, tolerates a variety of conditions, including wet soil, tends to drop small limbs, cultivars available
Celtis laevigata Southern Hackberry or Sugarberry	70–80'	30–50'	R	S-PS	Tolerates a variety of conditions
Cladrastis kentukea Yellow-wood	40–50'	40–45'	M	S	Tolerates a variety of conditions, fragrant white blooms in alternate years
Diospyros virginiana	30–60'	20–25'	S-M	S-PS	Tolerates dry soil, good fall color, fruit



SUGGESTED PLANT MATERIALS LIST – TREES & SHRUBS

PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
American Persimmon					attracts wildlife. Separate male and female plants.
Fraxinus pennsylvanica Green Ash	50–120'	40–50'	R	S-PS	Tolerates a variety of conditions. Separate male and female plants. Many cultivars available.
Gymnocladus dioica Kentucky Coffee-tree	60–75'	40–50'		S	Tolerant of air pollution and drought, fall color
Liquidambar styraciflua Sweet Gum	80–120'	40–60'	R	S	Fall color, best in natural areas due to fruit drop
Liquidambar styraciflua 'Rotundiloba' Fruitless Sweet Gum	60–70'	20–30'	R	S	Pyramidal in form, does not set much fruit, tolerates clay soil
Liriodendron tulipifera Tulip-Tree or Yellow Poplar	90–120'	60–80'	R	S	Tolerates a variety of conditions, drops limbs, best in natural areas, host for N.C. State butterfly
Nyssa sylvatica Black Gum	50–80'	30–50'	M	S-PS	Fall color, pyramidal when young
Platanus occidentalis Sycamore	80–120'	40–60'	R	S-PS	Showy bark, tolerates a variety of conditions but needs water, best in natural areas
Prunus serotina Wild Black Cherry	60–80'	30–50'	R	S-PS	Tolerates a variety of conditions, seeds heavily, best in natural areas
Quercus alba White Oak	80–100'	40–60'	S-M	S-PS	Sensitive to construction damage, good fall color
Quercus bicolor Swamp White Oak	50–60'	50–60'	M-R	S	Needs acidic soil, drought resistant, intolerant of salt and air pollution
Quercus coccinea Scarlet Oak	50–80'	40–50'	R	S	Good fall color, tolerates dry, sandy soil
Quercus falcata Southern Red Oak	70–80'	30–40'	R	S-PS	Tolerates drought
Quercus imbricaria Shingle Oak	50–60'	50–60'	S-M	S	Tolerates a variety of conditions
Quercus lyrata Overcup Oak	35–45'	35–40'	M	S	Tolerates a variety of conditions
Quercus macrocarpa Bur Oak	60–80'	60–80'	S	S	Tolerant of city conditions
Quercus nigra Water Oak	70–90'	30–50'	R	S	May retain some leaves through the winter, tolerates a variety of conditions
Quercus palustris Pin Oak	60–80'	40–50'	R	S	Tolerates a variety of conditions, pyramidal form, good fall color
Quercus phellos Willow Oak	80–100'	40–50'	R	S-PS	Tolerates a variety of conditions, golden fall color
Quercus rubra Red Oak	80–90'	30–50'	R-M	S-PS	Needs moist soils, good fall color
Quercus shumardii Shumard Oak	90–100'	40–50'	R-M	S	Tolerates a variety of conditions
Quercus texana or nuttallii Nuttall Oak	60–80'	30–40'	R	S-PS	Tolerates poorly drained soils, drought tolerant
Taxodium distichum Bald-cypress	100–120'	30–40'	R	S	Pyramidal when young, tolerates wet and dry soils, fall color, attractive trunk
Tilia americana Southern Basswood or American Linden	50–70'	30–45'	M	S-PS	Tolerates drought and clay soil, intolerant of air pollution, consider 'Redmond' cultivar

SUGGESTED PLANT MATERIALS LIST – TREES & SHRUBS

PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Non-Native Evergreen					
Cedrus deodara Deodar Cedar	40–70'	30–40'	M	S-PS	Tolerates drought and hot, dry summers, likes acidic soil
Cryptomeria japonica Japanese Cryptomeria	50–60'	25–30'	M	S-PS	Tolerates a variety of conditions, pyramidal shape, many cultivars available
Thuja 'Green Giant' Green Giant Arborvitae	40–50'	15–20'	R	S-PS	Tolerates a variety of conditions, may need some wind protection, bronzes in winter
Non-Native Deciduous					
Acer × freemanii Freeman Maple	Gen. 40–70'	Gen. 15–40'	M	S-PS	A hybrid of red maple and silver maple, cultivars vary in size and characteristics
Cercidiphyllum japonicum Katsura Tree	40–60'	20–40'	M-R	S	Intolerant of hot, dry sites, fall color
Ginkgo biloba Ginkgo	50–80'	30–40'	S	S	Plant male trees to avoid messy, smelly fruit, tolerates a variety of conditions, bright yellow fall color
Metasequoia glyptostroboides Dawn Redwood	70–100'	15–25'	R	S	Tolerates a variety of conditions, tolerates wet soils, attractive trunk
Platanus × acerifolia London Planetree	65–80'	75–100'	M	S-PS	Good street tree, light brown exfoliating bark
Quercus robur 'Fastigata' Upright English Oak	50–60'	10–20'	S	S	Tolerates drought and air pollution, narrow, upright form
Sophora japonica or Styphnolobium japonicum Japanese Scholartree or Japanese Pagodatree	50–70'	50'	M-R	S-PS	Resistant to air pollution and drought, but marginally heat hardy in Piedmont N.C.
Tilia cordata 'Greenspire' Greenspire Littleleaf Linden	30–40'	25–35'	S-M	S	Piedmont N.C. is at southern extreme of range, air pollution tolerant, cultivars available
Tilia tomentosa Silver Linden	40–70'	25–45'	R	S-PS	Tolerates drought and air pollution and a variety of soil conditions
Ulmus parvifolia Lacebark or Chinese Elm	40–50'	40–50'	M-R	S	Tolerates a variety of conditions, attractive bark, a tough and durable tree
Ulmus hybrida Hybrid Elm	75–125'	60–120'	M-R	S-PS	Tolerates a variety of conditions; Dutch Elm disease resistant varieties available
Zelkova serrata Japanese Zelkova	50–80'	40–50'	M	S-PS	Good street tree; tolerates urban conditions well, cultivars available
MEDIUM VARIETY TREES (MATURE HEIGHT: 25 TO 35 FEET)					
Native Evergreen					
Ilex × attenuata 'Fosteri' Foster's Holly	20–30'	10–20'	R	S-PS	Red fruits, male plants not needed for fruiting, best berry production in full sun
Magnolia virginiana Sweet Bay Magnolia	20–30'	10–15'	M	S-PS	Tolerates some shade, good for wet sites, cultivars provide evergreen and deciduous options
Pinus virginiana 'Wate's Golden' Wate's Golden Virginia	15–30'	10–20'	S-M	S	Grows in poor soils, turns golden in winter, seeds eaten by birds, especially Brown-headed Nuthatch



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PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Pine					
Prunus caroliniana Carolina Laurel Cherry	20–40'	15–20'	M-R	S-PS	Tolerates a variety of conditions, colonizes
Native Deciduous					
Carpinus caroliniana American Hornbeam or Ironwood	20–30'	20–30'	S	S-PS	Does well in moist to wet soil, attractive trunk, interesting fruit
Cercis canadensis Eastern Redbud	20–30'	25–35'	M	S-PS	Tolerates a variety of conditions, many cultivars available, early spring purple/pink blooms
Cornus florida Flowering Dogwood	15–30'	15–20'	S-M	PS	Best in part shade, many cultivars available, flowers in spring, fall color and red fruit
Gleditsia triacanthos var. inermis Thornless Honeylocust	30–70'	30–40'	R	S	Range of soil types, drought tolerant;
Halesia tetraptera Common Silverbell	20–40'	20–35'	M	S-PS	Tolerates a variety of conditions, showy white blooms in spring, cultivars available
Ostrya virginiana Eastern Hop-hornbeam	20–30'	20–30'	S	S-PS	Tolerates a variety of conditions, interesting fruit
Oxydendrum arboreum Sourwood	20–30'	10–15'	S	S-PS	Tolerates a variety of conditions, white summer flowers, fall color, source of sourwood honey
Non-Native Evergreen					
Ilex × 'Nellie R. Stevens' Nellie Stevens Holly	30–40'	10–15'	R	S-PS	Red fruit, drought and heat tolerant, male and female plants (I. cornuta) needed for best fruiting, also used as a large shrub
Pinus thunbergii Japanese Black Pine	20'	20'	S-M	S	Select small tree cultivar from among dwarf cultivars, heat and drought tolerant
Non-Native Deciduous					
Acer buergerianum Trident Maple	25–35'	20–30'	M	S-PS	Tolerates a variety of conditions; good fall color
Acer campestre Hedge Maple	25–35'	25–35'	S	S	Tolerates drought and air pollution; shallow root system
Carpinus betulus 'Fastigata' Pyramidal European Hornbeam	30–40'	20–30'	S-M	S-PS	Pyramidal when young, tolerates a range of conditions
Koelreuteria paniculata Goldenrain Tree	20–40'	15–35'	M-R	S-PS	Tolerates drought and air pollution, yellow flowers in June
Magnolia × soulangiana or soulangeana Saucer Magnolia	15–25'	15–25'	M	S-PS	Late flowering cultivars avoid frost damage to blooms
Pistacia chinensis Chinese Pistachio	25–35'	20–30'	M-R	S	Drought tolerant, male and female plants needed for fruit, fall color
Prunus 'Kwanzan' Kwanzan Cherry	20–30'	15–25'	M	S-PS	Pink blooms in April, may be short-lived, good fall color, no fruit
Prunus 'Okame' Okame Cherry	15–30'	20–30'	M-R	S	Tolerates a variety of conditions, pink blooms in late winter lasting longer than most cherries
Prunus subhirtella	20–30'	15–25'	R	S-PS	Flowers best in full sun, flowers both in



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'Autumnalis' Fall Blooming Cherry					fall and late winter, may be short lived
Prunus subhirtella 'Pendula' Weeping Cherry	20–40'	15–30'	M	S	Tolerant of heat and clay soil; white to pinkish flowers in early spring; relatively long lived
Prunus × yedoensis Yoshino Cherry	30–40'	30–50'	R	S	Tolerates a variety of conditions, pale pink to white flowers in early spring, many cultivars available
SMALL VARIETY TREES (MATURE HEIGHT: LESS THAN 25 FEET)					
Native Evergreen					
Ilex vomitoria Yaupon Holly	15–20'	10–20'	S-M	S-SH	Tolerates a variety of conditions, male and female plants needed for fruit, many cultivars available in many sizes
Magnolia grandiflora 'Little Gem' Little Gem Magnolia	15–20'	8–10'	R	S-PS	Dwarf cultivar of Magnolia grandiflora
Morella or Myrica cerifera Wax-myrtle	10–15'	8–10'	R	S-PS	Tolerates wet to dry soils, can colonize, many cultivars available, male and female plants needed for fruit, also can be used in shrub form
Native Deciduous					
Aesculus pavia Red Buckeye	10–20'	10–20'	M	S-PS	Especially attracts hummingbirds and pollinators, red flowers in spring, leaf scorch may develop in dry soils
Amelanchier × 'Autumn Brilliance' Autumn Brilliance Serviceberry	25–40'	20–30'	S	S-PS	Tolerates a variety of conditions, rust fungus can attack fruit, early spring white blooms, fall color, other cultivars available
Chionanthus virginicus Fringe-tree or Old Man's Beard	12–20'	12–20'	S-M	S-PS	Tolerates a variety of conditions, male and female plants needed for fruit, fragrant white flowers in spring
Crataegus viridis 'Winter King' Winter King Green Hawthorn	15–30'	10–20'	S	S-PS	Drought tolerant, has thorns, other native species available, white flowers in spring, fall color, interesting bark
Non-Native Deciduous					
Acer palmatum Japanese Maple	15–25'	10–25'	S-M	S-PS	Avoid hot, dry and windy sites; many cultivars available
Chionanthus retusus Chinese Fringe-tree	15–25'	10–25'	M	S-PS	Tolerates a variety of conditions, showy white flowers in spring
Cornus kousa Kousa Dogwood	15–30'	15–30'	S	S-PS	Resistant to anthracnose, white flowers in May, fall color
Lagerstroemia indica cvs. Crapemyrtle	15–30'	6–15'	R	S	Summer blooms, attractive bark, overused, many cultivars (including dwarfs) available, do not top
Magnolia stellata Star Magnolia	10–15'	6–10'	S-M	S-PS	Blooms best in full sun, late winter white flowers
Malus hybrida Hybrid Crabapple	15–25'	10–20'	M	S	Plant only disease resistant cultivars, many cultivars available, showy spring flowers and fall fruit
Prunus sargentii	20–40'	20–40'	R	S	One of the hardiest cherries; pink



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Sargent Cherry					flowers; sensitive to air pollution; reddish bark
Prunus serrulata 'Snowgoose' Snowgoose Japanese Cherry	15–25'	15–20'	M	S-PS	White sprung flowers; reddish bark; may be short-lived
Syringa reticulata Japanese Tree Lilac	20–30'	15–20'	M	S	Tolerates a variety of conditions; creamy white flowers in mid-summer
EVERGREEN SHRUBS AND SCREENING PLANTS					
Native					
Ilex opaca American Holly	40–60'	20–30'	S	S-SH	Tolerates a variety of conditions, male and female plants needed for fruit, pyramidal form, cultivars available
Ilex × attenuata 'Fosteri' Foster's Holly	20–30'	10–20'	R	S-PS	Red fruits, male plants not needed for fruiting, best berry production in full sun
Juniperus virginiana Eastern Red Cedar	40–50'	15–25'	S	S-PS	Tolerates a variety of conditions, pyramidal form, male and female plants needed for fruit
Morella or Myrica cerifera Wax-myrtle	10–15'	8–10'	R	S-PS	Tolerates wet to dry soils, can colonize, many cultivars available, male and female plants needed for fruit, can reach small tree size
Prunus caroliniana Carolina Laurel Cherry	20–40'	15–20'	M-R	S-PS	Tolerates a variety of conditions, colonizes
Thuja occidentalis American Arborvitae	Var.	Var.	Gen. S	S	Many cultivars in countless shapes and sizes, some tolerate part shade, some reach small tree size
Non-Native					
Ilex × 'Nellie R. Stevens' Nellie Stevens Holly	30–40'	10–15'	R	S-PS	Red fruit, drought and heat tolerant, male cultivar (I. cornuta) needed for best fruiting, also used as a large shrub
Juniperus chinensis cvs. Chinese Juniper cultivars	5–7'	8–10'	M	S	Tolerates a variety of conditions, including drought and air pollution
Pinus thunbergii Japanese Black Pine	20'	20'	S-M	S	Select small tree cultivar from among dwarf cultivars, heat and drought tolerant
LANDSCAPING SHRUBS {MATURE HEIGHT 36 INCHES OR MORE}					
Native Evergreen					
Agarista populifolia Florida Leucothoe or Agarista	8–12'	8–12'	R	PS	Tolerates a variety of conditions, but prefers moist soil
Ilex glabra Inkberry Holly	5–9'	5–10'	S-M	S-PS	Drought tolerant but prefers moist soil, many cultivars available, male and female plants needed for fruit
Ilex vomitoria Yaupon Holly	10–20'	8–12'	M-R	S-PS	Tolerates wet to dry soils, male and female plants needed for fruit, dwarf and other cultivars available
Illicium floridanum	5–8'	6–8'	M	PS-SH	Prefers moist, well-drained soil high in



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Florida Star-anise					organic matter, many cultivars available, showy spring flowers
Illicium parviflorum Yellow Anise-tree	7–10'	8–10'	M	S-PS	Tolerates a variety of conditions, drought tolerant, can colonize, some cultivars available
Morella or Myrica cerifera Wax-myrtle	10–15'	8–10'	R	S-PS	Tolerates wet to dry soils, can colonize, many cultivars available, male and female plants needed for fruit, can reach small tree size
Rhododendron catawbiense Catawba Rhododendron	6–12'	6–10'	M	PS	Showy flowers, needs excellent drainage and organic soil, many cultivars available
Thuja occidentalis 'Emerald' Emerald American Arborvitae	6–10'	3–6'	M	S-PS	Tolerates a range of soils and conditions; good screening plant
Native Deciduous					
Calycanthus floridus Sweet-shrub or Carolina Allspice	6–9'	6–12'	S-M	S-PS	Tolerates a range of conditions, drought tolerant, fragrant maroon flowers in early spring, fall color, cultivars available
Callicarpa americana American Beautyberry	3–4'	4–5'	R	S-PS	Prefers moist soil, showy purplish berries in fall
Ceanothus americanus New Jersey Tea	3–4'	3–5'	S-M	S-PS	Easy to grow in a wide range of conditions, drought tolerant, early summer flowers
Clethra alnifolia Sweet-pepperbush	4–8'	4–6'	S-M	S-PS	Needs moist soil, fragrant white summer flowers, may colonize, fall color
Fothergilla gardenii Witch-alder or Fothergilla	3–5'	3–4'	S	S-PS	Drought tolerant, fall color, may colonize, fragrant white spring flowers
Fothergilla major Large Witch-alder	6–10'	5–9'	S	PS	Drought tolerant, cultivars include 'Mt. Airy,' white spring flowers
Hamamelis virginiana Witch-hazel	15–30'	15–25'	S-M	S-PS	Multi-stemmed, yellow fall flowers and leaf color, tolerates heavy clay soil
Hydrangea arborescens Smooth Hydrangea	3–5'	3–5'	R	PS	Suffers in full sun and with drought, likes moist well-drained soil, attracts bees, prune in early spring, cultivars available, including 'Annabelle,' long bloom period
Hydrangea quercifolia Oakleaf Hydrangea	4–8'	3–8'	R	PS-S	Somewhat drought tolerant, attractive bark, needs mulch to keep roots cool, long bloom period in spring and summer, fall color, dwarf cultivars available
Ilex decidua Possum-haw	6–7'	6'	M	PS	Prefers moist, well-drained soil, male and female plants needed for fruit
Ilex verticillata Winterberry	6–15'	6–10'	S-M	S-PS	Tolerates a range of conditions, but prefers moist soil, male and female plants needed for fruit, dwarf cultivars available
Itea virginica Sweetspire	3–6'	4–6'	M	S-PS	Tolerates wide range of moisture, excellent fall color, fragrant white spring flowers



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Lindera benzoin Spicebush	6–12'	6–12'	S-M	S-PS	Prefers moist, well-drained soil, male and female plants needed for fruit, fall color, early spring yellowish flowers
Physocarpus opulifolius Eastern Ninebark	5–8'	6–10'	M-R	S-PS	Drought tolerant, tough and durable, white spring flowers, attractive bark, dwarf cultivars available
Rhododendron calendulaceum Flame Azalea	4–8'	8–10'	S	PS	Good for naturalistic landscape, needs some direct sun, orange/yellow flowers in late spring, needs well-drained organic soil
Rhododendron periclymenoides Pinxterbloom Azalea	3–6'	4–7'	S	S-PS	Drought tolerant, needs some sun, pink spring flowers, needs well-drained organic soil
Rhododendron viscosum Swamp Azalea	2–8'	3–8'	M	PS	Likes moist organic soil, but tolerates some drought, fragrant white flowers in early summer
Sambucus canadensis American Elderberry	5–12'	5–12'	R	S	Likes moist soil, may colonize, white summer flowers and dark fruit
Vaccinium arboreum Sparkleberry	10–20'	10–15'	M	S-SH	Tolerates drought, needs multiple genetic strains for fruit set, fall color
Vaccinium stamineum Deerberry	3–5'	3–5'	M	S-PS	Drought tolerant, needs acidic soil, needs multiple genetic strains for fruit set
Vaccinium virgatum or ashei Rabbiteve Blueberry	8–12'	6–10'	M	S-PS	Drought tolerant, needs acidic soil, needs multiple genetic strains for fruit set, fall color, grown for fruit production
Viburnum acerifolium Mapleleaf Viburnum	4–6'	4–6'	M	S-SH	Tolerates drought, may colonize, needs multiple genetic strains for fruit set, white spring flowers, fall color
Viburnum dentatum Arrow-wood Viburnum	6–10'	6–15'	M	S-PS	Tolerates drought but prefers moist soil, may colonize, needs multiple genetic strains for fruit set, white spring flowers, fall color, cultivars available
Viburnum nudum Possumhaw or Southern Wild Raisin	6–10'	6–10'	M	S-PS	Prefers moist to wet soil, needs multiple genetic strains for fruit set, white spring flowers, fall color, cultivars available
Viburnum prunifolium Blackhaw Viburnum	12–15'	8–12'	S-M	S-SH	Drought tolerant, needs multiple genetic strains for fruit set, white spring flowers, fall color
Viburnum rafinesqueanum Downy Arrow-wood Viburnum	4–6'	4–6'	M	S-PS	Drought tolerant, needs multiple genetic strains for fruit set, white spring flowers, fall color
Viburnum rufidulum Southern Black Haw Viburnum	10–20'	10–15'	M	PS	Needs multiple genetic strains for fruit set, white spring flowers, fall color
Non-Native Evergreen					
Abelia × grandiflora Glossy Abelia	5–8'	5–8'	M-R	S-PS	Tolerates a variety of conditions, drought tolerant, summer flowers, many dwarf cultivars available
Aucuba japonica	6–10'	4–6'	S	PS-S	Needs winter shade, drought tolerant,



SUGGESTED PLANT MATERIALS LIST – TREES & SHRUBS

PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Aucuba					many cultivars available
Berberis julianae Wintergreen Barberry	4–8'	6–8'	S	S-PS	Tolerates a variety of conditions, drought tolerant, has spines, good barrier plant
Berberis verruculosa Warty Barberry	3–6'	3–4'	S	S-PS	Tolerant of drought and urban conditions, tolerates a variety of soils
Buxus microphylla Littleleaf Boxwood	2–8'	2–8'	S	S-PS	Many shapes and sizes, var. japonica is often used, generally densely branched, leaves may bronze in winter
Buxus sempervirens Common Boxwood	15–20'	10–15'	S	S-PS	Drought tolerant, protect from wind, many cultivars available
Camellia japonica Camellia	8–15'	5–10'	S-M	PS	Excess sun, cold or shade can reduce flowering, many cultivars available, blooms in early spring
Camellia sasanqua Sasanqua Camellia	6–10'	5–7'	M-R	S-PS	Drought tolerant, many cultivars available, blooms in the fall
Euonymus japonicus Japanese Euonymus	10–15'	5–6'	R	S-SH	Tolerates drought and variety of soil types, subject to scale insects
Ilex crenata cvs. Japanese Holly (i.e., Compacta Holly)	4–10'	3–5'	S-M	S-PS	Many cultivars available in varying shapes and sizes, black fruit when present, generally hardy, male and female plants needed for fruit
Juniperus chinensis cvs. Chinese Juniper	Var.	Var.	Var.	S	Many cultivars available in varying shapes and sizes, generally heat and drought tolerant, male and female plants needed for fruit
Loropetalum chinensis Loropetalum	6–10'	6–10'	R	S-PS	Tolerates a variety of conditions, drought tolerant, long spring bloom period, dwarf cultivars available
Osmanthus heterophyllus Tea Olive	8–10'	5–10'	S-M	S-PS	Drought and heat tolerant, a good plant for screening, many cultivars available, fragrant fall flowers
Osmanthus × fortunei Fortune's Osmanthus	15–20'	15–20'	M	S-SH	Drought tolerant, good for screening and barriers, fragrant fall flowers
Pinus mugo Mugo Pine	15–20'	25–30'	S	S-PS	Varies greatly in size; tolerates clay soil, cultivars available
Prunus laurocerasus Cherrylaurel	4–8'	5–8'	M	S-SH	Favorite cultivars are Zabel, Otto Luyken and Schip laurel, need well-drained soil, some disease problems and scale insects
Raphiolepis cvs. Indian Hawthorn	4–10'	4–10'	S	S-PS	Tolerates a variety of conditions, drought tolerant, many cultivars available
Rhododendron hybrida Evergreen Azalea	2–8'	2–10'	M	PS	Many hybrids and cultivars available, needs well drained soil
Sarcococca confusa Sweetbox Sarcococca	3–5'	3–5'	S-M	PS-SH	Drought tolerant, fragrant flowers in late winter
Viburnum awabuki 'Chindo' Chindo Viburnum	10–15'	6–8'	R	S-PS	Pyramidal form, drought tolerant
Viburnum rhytidophyllum Leatherleaf Viburnum	10–15'	10–15'	M	PS-SH	Protect from winter wind and sun
Non-Native Deciduous					
Chaenomeles speciosa or	5–8'	4–8'	R	S-PS	Varied flower colors, flowers best in full



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japonica Japanese Flowering Quince					sun, tolerates a variety of conditions, many cultivars available, stems often have spines
Cotinus coggygria Smoketree or Smokebush	10–15'	8–12'	M-R	S	Tolerates a range of soil types, drought tolerant, showy summer flowers, many cultivars available
Forsythia × intermedia Border Forsythia	8–10'	10–12'	R	S-PS	Tolerates a variety of conditions, blooms in early spring, best in full sun, many cultivars to choose from
Hydrangea macrophylla Bigleaf Hydrangea	3–4'	4–6'	R	PSH	Moist well drained soil, wilts in drought, long bloom period, needs pruning after blooming
Hydrangea paniculata Panicle Hydrangea	6–20'	6–8'	R	S-PS	Drought tolerant, white flowers in summer, long bloom period, many cultivars available
Kerria japonica Japanese Kerria	3–6'	6–9'	M	PS-SH	Drought tolerant, early spring yellow flowers, interesting green stems, cultivars available
Rosa hybrida Hybrid Landscape Rose (i.e., Knock Out Rose)	3–4'	3–4'	M	S-PS	Drought and disease resistant, blooms all summer, has thorns, many cultivars available
Spiraea cvs. Spirea (excl. Spiraea japonica)	Var.	Var.	Gen. R	S	Spring or summer flowering shrubs, many cultivars available, Spiraea japonica species is considered an invasive exotic in N.C.