



# TOWN of WAKE FOREST

**Planning Department**  
Wake Forest Town Hall – 3<sup>rd</sup> Floor  
301 S. Brooks Street  
Wake Forest, NC 27587  
t 919.435.9510  
f 919.435.9539  
[www.wakeforestnc.gov](http://www.wakeforestnc.gov)

## PLAN REVIEW APPLICATION

*(Last updated: February 2015)*

### REVIEW PROCEDURE TYPE *(See Section 15.2.4 of UDO for details):*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Site Master Plan (Major)        | <input type="checkbox"/> Site Master Plan (Minor) | <input type="checkbox"/> Site Construction Plan        |
| <input type="checkbox"/> Subdivision Master Plan (Major) | <input type="checkbox"/> Subdivision Plan (Minor) | <input type="checkbox"/> Subdivision Construction Plan |
| <input type="checkbox"/> Final Plat                      | <input type="checkbox"/> Other: _____             |  |

### PLAN/PROJECT INFORMATION:

**Submittal Date:** \_\_\_\_\_

- Land Use Type (General):**  Residential     Lodging     Office/Service     Commercial/Entertainment  
 Civic     Agriculture     Education/Institution     Automotive  
 Industry/Wholesale/Storage     Infrastructure  
 Other: \_\_\_\_\_

**Proposed Land Use (Specific):** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Building(s) Size (square feet):** \_\_\_\_\_ **No. of lots/units:** \_\_\_\_\_

**Tax PIN:** \_\_\_\_\_

**Acreage:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Town Jurisdiction:**  Inside Corporate Limits     ETJ     Outside Corporate Limits & ETJ

### APPLICANT INFORMATION:

**Owner or Developer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Plan Preparer:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### SIGNATURES:

*I/we the undersigned do hereby certify that all information given above is true, complete, & accurate to the best of my/our knowledge.*

\_\_\_\_\_  
(Applicant Print Name)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

***The submitted plan shall depict or contain the information on the appropriate checklist(s). The applicant must pay all fees prior to the final approval of a plan. These fees are listed in official Town of Wake Forest Comprehensive List of Fees & Charges. \*Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.***



# TOWN of WAKE FOREST

## SUBDIVISION MASTER PLAN MAJOR REVIEW CHECKLIST

(Last updated: July 2013)

**Planning Department**  
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### REVIEW PROCESS INFORMATION:

#### For Department Use Only:

Project Name: \_\_\_\_\_  
Permit/Case No: \_\_\_\_\_

**Submission:** Upon holding a pre-application meeting, applicants shall submit major subdivision master plans to the Planning Department. Per Section 14.3 of the Wake Forest Unified Development Ordinance (UDO), the Technical Review Committee (TRC) is charged with reviewing all master plans for their compliance and consistency with the intent of the UDO and other adopted plans and policies. Submittal deadlines are the 1<sup>st</sup> Thursday of every month prior to 12:00 PM.

**Public Notification:** This is a process that requires a public hearing and public notification. General notice in newspaper, mailed notice to adjacent property owners, and a neighborhood meeting conducted by the applicant shall be required.

**Review:** Upon the TRC's determination of compliance and an applicant conducted neighborhood meeting, the plan shall be processed for review by the Planning Board and Board of Commissioners. If the subdivision plan is part of a Conditional District Rezoning, see Section 15.15 of the UDO for process procedures. If the subdivision plan is not part of a Conditional District Rezoning, Section 15.9.2 of the UDO requires the compliance of the findings of fact listed on pages 2-3 of this checklist. The applicant should demonstrate in factual statements how the proposed subdivision master plan will comply with each finding.

### GENERAL INFORMATION:

- Completed Application for Plan Review
- Vicinity Map of area showing location of property & existing surrounding site conditions (using aerial photography) at a scale of not less than 1 inch = 1,000 feet;
- North arrow on all sheets;
- Boundaries of the proposed property to be developed;
- Proposed name of subdivision which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within the Town's jurisdiction;
- Owner & developers contact information;
- Layout standards, certificates & details from Section 6.11 of the MSSD;
- Five paper copies of plans at a scale not less than 1 inch = 50 feet;
- Administrative Fee(s). *\*Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.*

### EXISTING CONDITIONS INFORMATION:

1. Existing developed conditions of the property including:
  - Existing structures with built year & historical significance;
  - Cemeteries;

- Bridges or culverts;
  - Utilities (water & sewer, drainage, storm water, electrical, cable, fiber optics, etc.);
  - Driveways & curb cuts;
  - Sidewalks, surface parking & loading areas;
  - Public and private streets with pavement width;
  - Any known contaminated soils or hazardous materials;
  - Existing & proposed easements including but not limited to, electric, water, sewer, storm, drainage, private streets, gas, or other service related easements including location, width & purpose.
2. Existing natural features of the property including:
- Forest stands or trees of a uniform size and species;
  - Specimen trees of varying sizes and species, particularly free standing or open-grown or field grown trees;
  - Previously documented rare or protected species' habitats.
  - Riparian & watershed boundaries/buffers, wetlands, watercourses with name and direction of flow;
  - State & federal reports regarding wetlands and stream buffer delineations;
  - Special flood hazard areas;
  - Wood line & vegetation type with location of all specimen trees;
  - Soils map;
  - Existing contour lines at a minimum of two (2) foot contour intervals.

#### **SITE INFORMATION:**

- Site data information (e.g., zoning, land use, wake county tax pin number, setbacks, acreage);
- Development calculations (e.g., density, lot dimensions, estimated impervious surface area calculations) in sufficient detail to show compliance with the Wake Forest UDO;
- Street and right-of-way locations with street sections;
- Location of sidewalks & pedestrian ways;
- Proposed plans & illustration of parks & open space areas per Chapter 7 & means of ownership & maintenance;
- Property lines & setback lines;
- Watercourse, land use & screening buffer areas;
- Site landscaping plan (in conceptual form only);
- Lighting plan (in conceptual form only);
- Location of all Special Flood Hazard Areas (if applicable);
- Conceptual location of subsurface utilities. Detailed engineering drawings such as (e.g. water & sewer) & on-site stormwater facilities are not required for Master Plans, except that horizontal water & sewer locations shall be required by the City of Raleigh Public Utilities Department.

**The remainder of this section only applies to subdivision master plans that are NOT part of a Conditional District Rezoning.**

Section 15.9.2 of the Wake Forest UDO requires the compliance of the following findings of fact in order for the Board of Commissioners to grant approval. The applicant should provide a statement demonstrating how the proposed site master plan will comply with each of these findings:

1. The plan is consistent with the adopted plans & policies of the Town:

**Statement by Applicant:**

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2. The plan complies with all applicable requirements of the Wake Forest Unified Development Ordinance:

**Statement by Applicant:**

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3. There exists adequate infrastructure (transportation & utilities) to support the plans as proposed:

**Statement by Applicant:**

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4. The application will not be detrimental to the use or development of adjacent properties of other neighboring uses:

**Statement by Applicant:**

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**NEIGHBORHOOD MEETING INFORMATION:**

Per Section 15.3.5 of the Wake Forest UDO, all applicants shall conduct a neighborhood meeting prior to any public hearing or review by the Planning Board and Board of Commissioners. This meeting will allow the applicant to explain the proposed request and to be informed of the concerns of the neighborhood. A summary of the meeting in the form of meeting notes or minutes along with a list and contact information for all attendees shall be submitted to the Administrator at least 10 business days prior to the scheduled hearing.

**STANDARD MASTER PLAN LAYOUT:**

	Vicinity Map			
		See Detail C	See Detail B	See Detail A

  

REVISIONS		
NO.	DATE	DESCRIPTION

**STANDARD MASTER PLAN TITLE BLOCK & DETAILS:**

(NAME) PHASE (NO.)	SUBDIVISION (REVISION NO.)  <b>Wake Forest, N.C.</b>	
Owner(s)		
Address		
Phone		
E-mail Address		
NAME OF CONSULTING ENGINEERS	SURVEYED:	APPROVED:
	DRAWN:	DATE:
	CHECKED:	SCALE:

**Detail A: Planning Board Approval Date:**

**RECOMMENDATION FOR APPROVAL  
BY THE WAKE FOREST  
PLANNING BOARD**

**DATE** \_\_\_\_\_

**Detail B: Board of Commissioners Approval Date:**

**APPROVAL BY THE  
WAKE FOREST BOARD  
OF COMMISSIONERS**

**DATE** \_\_\_\_\_