TOWN *of*
WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

PLAN REVIEW APPLICATION

(Last updated: July 2013)

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

☐ Site Master Plan (Major) ☐ Site Master Plan (Minor) ☐ Site Construction Plan
☐ Subdivision Master Plan (Major) ☐ Subdivision Plan (Minor) ☐ Subdivision Construction Plan
☐ Final Plat ☐ 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

**See Chapter 3 of the Wake Forest UDO for applicable supplemental use standards.*

APPLICANT INFORMATION:

Owner or Developer: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____

Fax: _____ **Email:** _____

Plan Preparer: _____ **Contact Person:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____

Fax: _____ **Email:** _____

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.*

For Department Use Only:
Submittal Date: _____
Received By: _____
Permit/Case No: _____

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SITE MASTER PLAN - MAJOR REVIEW CHECKLIST

(Last updated: February 2016)

For Department Use Only:
Project Name: _____
Permit/Case No: _____

REVIEW PROCESS INFORMATION:

Submission: After holding a pre-application meeting, applicants shall submit site 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 site master plans for their compliance and consistency with the intent of the UDO and other adopted plans and policies. Submittal deadlines are the 1st Thursday of every month prior to 5:00 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 site master plan is part of a Conditional District Rezoning, see Section 15.15 of the UDO for process procedures. If the site plan is not part of a Conditional District Rezoning, Section 15.8.2 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 site 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;
- ☐ Owner & developers contact information;
- ☐ Applicable layout standards, certificates & details from Section 6.11 of the MSSD;
- ☐ Six paper copies of plans at a scale not less than 1 inch = 50 feet (Digital copies of the plan sheets should be emailed after the submission of paper copies);
- ☐ 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;
- ☐ Building, parking areas & driveways on site & adjacent properties;
- ☐ Street and right-of-way locations with street sections;
- ☐ Location of sidewalks, pedestrian ways and open space areas;
- ☐ 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 Site 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 site master plans that are <u>NOT</u> part of a Conditional District Rezoning.

Section 15.8.2 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:
   _____
   _____
   _____
   _____

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

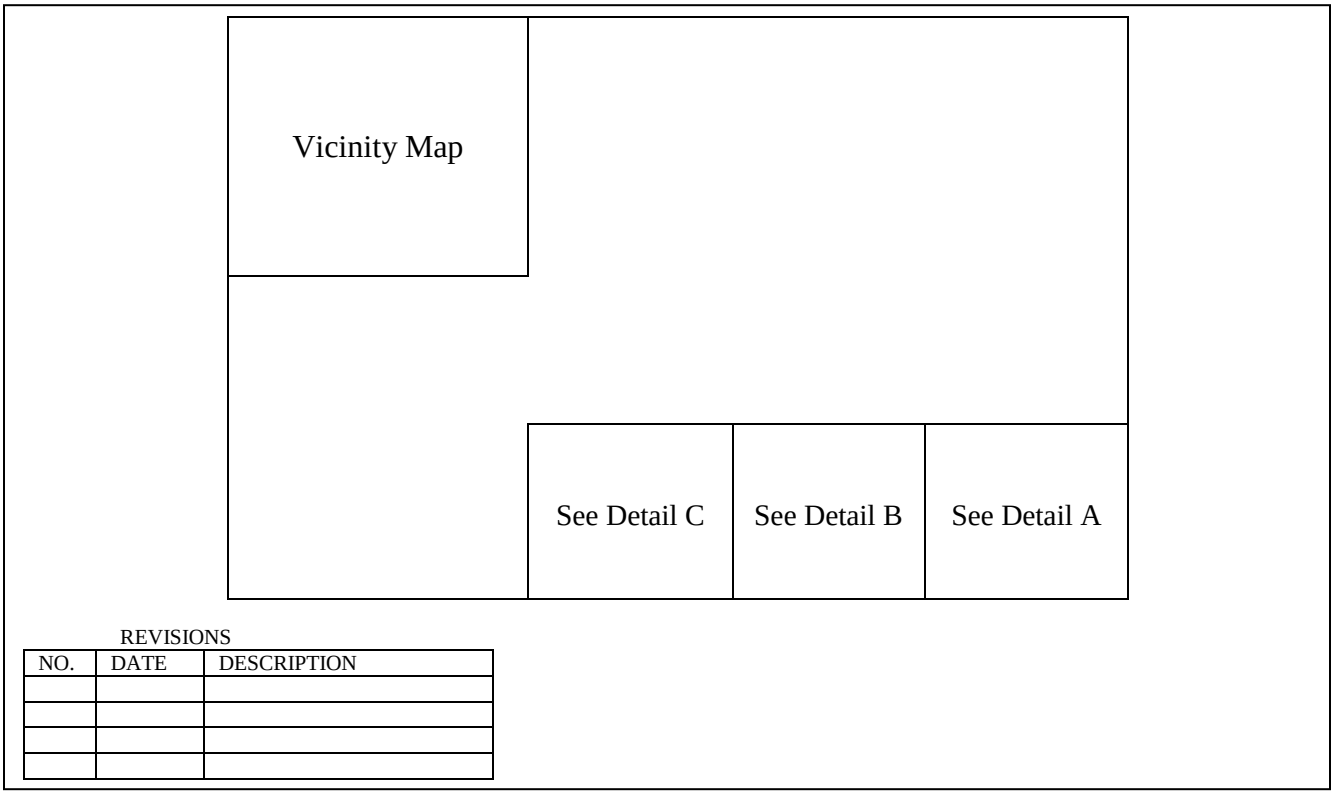
3. There exists adequate infrastructure (transportation & utilities) to support the plans as proposed:
   Statement by Applicant:
   _____
   _____
   _____
   _____

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

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 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 joint public hearing.

STANDARD MASTER PLAN LAYOUT:



REVISIONS

NO.	DATE	DESCRIPTION

STANDARD MASTER PLAN TITLE BLOCK & DETAILS:

(NAME) PHASE (NO.)	SUBDIVISION (REVISION NO.)	
Wake Forest, N.C.		
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 _____