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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SUBDIVISION CONSTRUCTION PLAN CHECKLIST

(Last updated: February 2016)

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

PROCESS INFORMATION:

Submission: A construction plan is intended to provide a full & complete set of engineered drawings necessary for final permitting and construction that illustrates all required site features. Applicants are encouraged to call or visit the Planning Department to determine what information is required for an application for Subdivision Construction Plan review.

Review: Per Section 14.3 of the Wake Forest Unified Development Ordinance (UDO), the Technical Review Committee (TRC) is charged with reviewing all subdivision construction plans for their compliance and consistency with an approved Subdivision Master Plan (if applicable) and the intent of the UDO and other adopted plans and policies. Submittal deadlines are the 1st Thursday of every by 5:00 PM. Written review comments are typically given to the applicant within 45 days of submittal.

Validity: Approval of a Subdivision Construction Plan shall be valid for 2 years from the date of approval.

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;
- ☐ 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 fees. ** Town of Wake Forest fees & charges are subject to change without notice. Please call 919-435-9510 to confirm current fees & 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 & Illustrations of density, lot lines, sizes & dimensions, & impervious surface area calculations (if applicable).
- ☐ Location of sidewalks and pedestrian ways;
- ☐ Proposed plan & illustration of park & open space areas per Chapter 7 of UDO & means of ownership & maintenance.
- ☐ Location, description and height of all retaining walls & fences;
- ☐ Property lines & setback lines;
- ☐ Watercourse, land use & screening buffer areas;
- ☐ Landscaping & Street Tree plan (See Section 6.8 & Chapter 8 of UDO for details);
- ☐ Lighting plan (See Chapter 10 of UDO for details);
- ☐ Location & dimensions of all easements on & abutting the property;
- ☐ Location of all Special Flood Hazard Areas (if applicable);

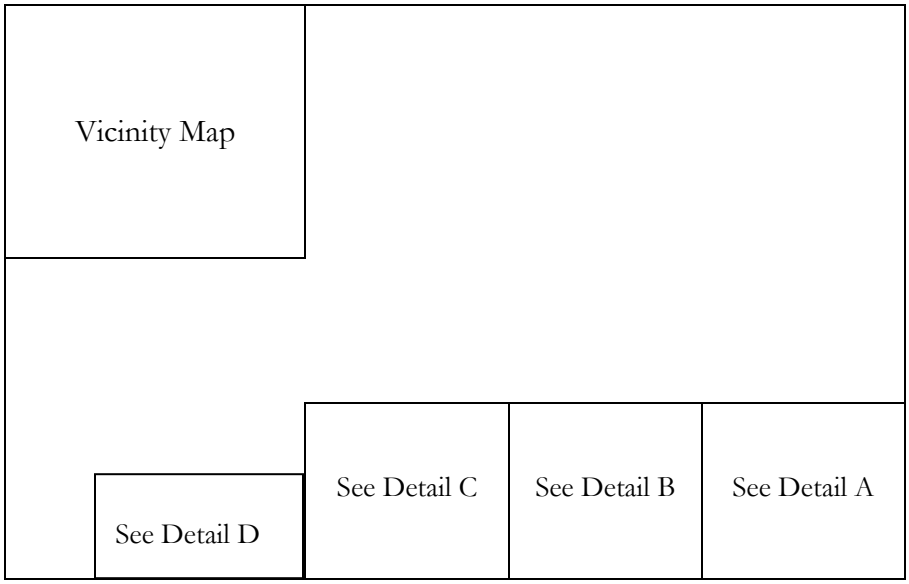
STREET & TRAFFIC INFORMATION:

- ☐ Linear footage of all public streets;
- ☐ Street and/or right-of-way locations with street sections & names;
- ☐ Provisions & designs of all on & off site roadway improvements;
- ☐ All traffic control signage & it's conformance to the MSSD;
- ☐ Plan-profile drawings at a scale of 1 inch = 50 feet showing street grades & cross sections.

UTILITY & GRADING INFORMATION:

- ☐ Linear footage of all storm drainage facilities;
- ☐ Detailed storm water, grading & erosion control information per the MSSD;
- ☐ Detailed water & sewer information per City of Raleigh Public Utilities;
- ☐ Tree Save Areas & protection measures.

STANDARD CONSTRUCTION PLAN LAYOUT:



REVISIONS

NO.	DATE	DESCRIPTION

STANDARD CONSTRUCTION PLAN TITLE BLOCK & DETAILS:

(NAME) PHASE (NO.)	DEVELOPMENT (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: Approval Signature & Dates*

THESE PLANS HAVE BEEN APPROVED FOR CONSTRUCTION BY THE TOWN OF WAKE FOREST.

Engineering Department	***Date***
Public Works Department	***Date***
Erosion & Sediment Control	***Date***
Fire Prevention	***Date***
Accessibility	***Date***
Planning Department	***Date***
City of Raleigh Public Utilities Department	***Date***
Urban Forester	***Date***

Provide Detail A on all construction plan sheets.

Detail B: Installation Instructions

ALL PUBLIC FACILITIES, INCLUDING UTILITIES, SIDEWALKS, AND HANDICAP RAMPS ARE TO BE CONSTRUCTED ON ALL STREETS AS SPECIFIED BY TOWN STANDARDS. THESE FACILITIES HAVE BEEN APPROVED BY THE TOWN OF WAKE FOREST AND SHALL BE SO INSTALLED UNLESS A CHANGE IS APPROVED BY THE TOWN OF WAKE FOREST.

Detail C: Review Engineer Disclaimer

EXECUTION OF THIS CONSTRUCTION PLAT BY THE REVIEW ENGINEER FOR THE TOWN OF WAKE FOREST IN NO WAY LIMITS THE RESPONSIBILITY OF THE OWNER AND ENGINEER OF RECORD WITH REGARD TO COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL STANDARDS AND/OR CONDITIONS.

Detail D: Owner Certificate

OWNER HEREBY CERTIFIES AND AGREES TO TAKE SUCH ACTION AS MAY BE REQUIRED BY THE TOWN OF WAKE FOREST TO CORRECT ANY ERRORS, OMISSIONS OR NON-COMPLIANCE WITH TOWN STANDARDS AND/OR CONDITIONS DESCRIBED IN THIS CONSTRUCTION PLAT, INCLUDING RE-SUBMISSION OR RE-EXECUTION OF THIS CONSTRUCTION PLAT WITH THE APPROPRIATE CORRECTIONS AND/OR REVISIONS.

_____ _____

Owner **Date**