



TOWN of WAKE FOREST

CHECKLIST FOR MASTER PLAN SUBMITTAL SHOPPING CENTER REVIEW PROCEDURE

Development: _____

Date: _____

It is required that, prior to the filing of an application of a master plan, the developer shall schedule an appointment to meet with the appropriate town staff to discuss the proposed development relative to appropriate zoning, conformance with comprehensive plans, availability of utilities, and municipal policies regarding development. The master plan shall include the proposed development of the entire tract of land. A minimum of five copies of the master plan shall be submitted for review. The master plan shall be drawn to a scale of one inch to fifty feet; and, shall have a maximum sheet size of 24 by 36 inches; and, shall follow the layout shown in Detail 1. The master plan shall be prepared by a registered land surveyor, landscape architect or architect, or engineer authorized to prepare such plans.

All shopping centers shall require a development plan. All applications for approval of a special use permit for a shopping center shall be accompanied by a master land use plan which shall include, but not be limited to, the following items, in addition to the items required in Article IV, Section 13, Section 4a, of the Wake Forest Zoning Ordinance:

- 1. The location and number of buildings.
2. A plan for traffic circulation and parking including an analysis of anticipated traffic volumes.
3. Plans for water and wastewater systems to be constructed in accordance with Town standards.
4. Plans for access of fire fighting and refuse disposal equipment to include the method of refuse disposal.
5. Plans for an adequate storm drainage system to be constructed in accordance with Town standards.
6. The delineation of areas to be constructed in phases or sections and the sequential order that will be followed in development including a written statement from the applicant indicating the date for beginning each phase of construction and estimated date of completion.
7. A soils map prepared according to the US Cooperative Soils Survey Standards.
8. Major outlying commercial developments shall require supporting evidence showing that there is sufficient market demand and the proposed development will not be in direct competition with the Central Business District.
9. All items as noted on the development plan and subdivision master plan checklists and as well as other requirements as listed in Article VIII, Section 12.4. of the Wake Forest Zoning Ordinance.
10. Completed Town of Wake Forest application for plan review and review fee(s).

