# CHECKLIST FOR MASTER PLAN SUBMITTAL
# SUBDIVISON REVIEW REGULAR PROCEDURE

**Subdivision:** _____ **Date:** _____

It is required that, prior to the filing of an application of a master plan, the subdivider shall schedule an appointment to meet with the Department of Planning and Department of Public Works & Utilities to discuss the proposed subdivision relative to appropriate zoning, conformance with comprehensive plans, availability of utilities, and municipal policies regarding subdivision development. The master plan shall include the proposed subdivision and physical development of the entire tract of land. The subdivider shall submit a master plan the appropriate number of days, as approved by the Board of Commissioners, prior to a regular meeting of the Planning Board. 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 100 feet or larger; 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 or professional engineer duly authorized under the laws of this state to prepare such plats.

**Applicant / Staff**

1. ***Vicinity Map.*** A vicinity map drawn to a scale of 1" - 1000' and showing north arrow and showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads and waterways. _____/_____

2. ***Existing Conditions:***

   a) Existing site conditions on and surrounding the tract, including topography (5' intervals), vegetation cover, soils, areas within the floodway or floodway fringe, and other environmental conditions. _____/_____

   b) The accurate location, dimensions, name, and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. _____/_____

   c) The accurate location, dimensions, description and flow line of existing water courses and drainage structures within the subdivision or on contiguous tracts. _____/_____

   d) The accurate location, dimensions, description and name of all existing or recorded lots, parks, public areas, permanent structures and other sites within or contiguous with the subdivision. _____/_____

   e) Existing vegetation and natural areas shall be indicated on the master plan and a written statement shall be required that these areas will be protected to the greatest extent possible and that minimum clearing of land shall be undertaken during development. _____/_____

3. ***Boundaries***. Surveyed boundaries of the tract including bearings and distances and the portion of the tract to be subdivided. Subdivision boundary lines shall be indicated by heavy lines. _____/_____

4. ***Acreage***. The total acreage to be subdivided. _____/_____

5. ***Subdivision Name.*** 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 or within the ETJ of the town. _____/_____

6. ***Subdivider Information.*** Names, addresses, and telephone numbers of the subdivider, record of owner(s) of land to be subdivided, and the engineer and/or surveyor preparing the plat. _____/_____

7. ***Zoning and Use of Land.*** The zoning classification(s) of the tract and of adjacent properties. The existing and proposed uses of land within the subdivision and of adjacent properties. _____/_____

8. ***Street and Lot Layout***. The proposed street and lot layout. _____/_____

9. ***Utility Layout***. The proposed utility layout including water and sewer lines, both on-site and off-site, and storm drainage facilities. See the City of Raleigh Public Utility Handbook for design elements and standards for water and sewer lines. _____/_____

10. ***Recreation and Open Space.*** Proposed plans to comply with the active recreation open space requirements stated in Article VI., Section 6 of the Wake Forest Zoning Ordinance. _____/_____

**Applicant / Staff**

**11.** ***Units.*** The numbers and types of residential units; and, the numbers, square footage and types of non-residential units. _____/_____

**12.** ***Common Areas.*** Planned means of providing for the organization and arrangements for the ownership, maintenance and preservation of common areas and open space. _____/_____

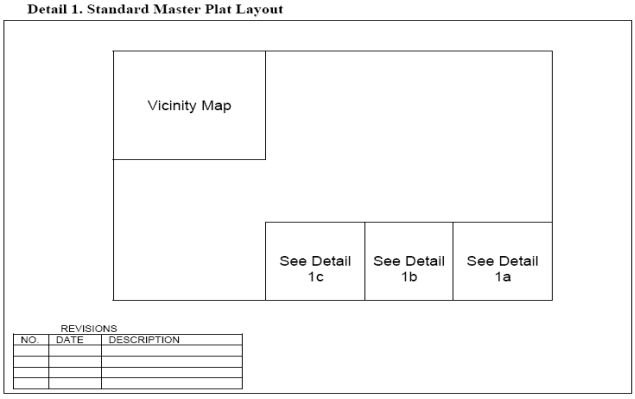
**13.** If a developer, corporation, private land owner or other person proposes to perform construction/filling activities in or near a lake, stream, creek tributary or any unnamed body of water and its adjacent wetlands, federal permit authorization may be required from the U. S. Army Corps of Engineers prior to commencement of earth disturbing activities. Please contact the Raleigh Field Office for a wetlands determination and specific permit requirements. _____/_____

**14.** Any other information which may be necessary for consideration in enforcing the provisions of this ordinance, the zoning ordinance, and/or other applicable town ordinances and policies. _____/_____

**15.** **Fee for Master Plan.** $250.00 + $1.00 per lot. _____/_____

**16.** **Details and certificate:**

**Detail 1. Standard Master Plat Layout**




**Detail 1a. Standard Title Block**

| (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 1b**

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

**DATE** _____

**Detail 1c**

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

**DATE** _____