TOWN *of*
WAKE FOREST

CHECKLIST FOR DEVELOPMENT PLAN SUBMITTAL
SITE PLAN REVIEW REGULAR 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 development plan shall include the proposed development of the entire tract of land. A minimum of five copies of the development plan shall be submitted for review. The development 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 development plan shall be prepared by a registered land surveyor, landscape architect or architect, or engineer authorized to prepare such plans.

Staff will provide comments on the development plan set as needed to meet Wake Forest plans, regulations and ordinances and City of Raleigh Utilities staff will provide comments on water and sewer plans. The Planning Board and the Board of Commissioners review and approve development plans for Planned Unit Developments, multi-family developments, business parks, shopping centers, industrial parks, hospitals, rest homes, developments located in Watersheds or Watershed Overlay Protection Districts, and development with a building height exceeding 35' or in the Renaissance Area, conditional use zoning districts, and any others deemed by the Board of Commissioners to be of sufficient size or scope.

Once staff has reviewed the development plan and notified the developer or representative that the item has been scheduled for Planning Board and Board of Commissioners review, the developer shall provide the appropriate number of reduced copies of the development plan (no smaller than 18" x 24" in size). A digital file in an appropriate format (e.g. pdf, jpg or tiff file format on a CD) is required as well.

The Town Board may refuse to approve a development plan on the grounds that it fails to fully comply with specific requirement of the Town's regulations and ordinances or that it fails to adequately protect residentially zoned property, or property in residential use, or that it fails to provide safe conditions for pedestrians and motorists. Following development plan approval, the developer shall submit construction plans in accordance with the appropriate checklist.

	Applicant / Staff
1. ***Vicinity Map.*** Vicinity map showing location of tract at scale of not less than one (1) inch equals two thousand (2,000) feet.	_____/_____
2. ***Existing Conditions:***	
a) Existing developed conditions of property including but not limited to:	
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.	_____/_____
b) Existing natural features of property including but not limited to:	

Riparian & watershed boundaries and buffers, wetlands, watercourses with name and direction of flow; _____/_____

Applicant / Staff

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. _____/_____

c) Location of 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. _____/_____

3. ***Boundaries & North Arrow.*** North arrow should be provided on all sheets. Boundaries of the proposed tract to be developed should be illustrated with bold lines drawn to scale with all bearings and distances shown. _____/_____

4. ***Site & Structure Information:***

a) Location and dimensions of proposed building(s) on site showing distance to side lot lines and center lines of adjacent streets. _____/_____

b) Location and dimensions of proposed driveways, vehicle access areas, and curb cuts on site and adjacent properties. _____/_____

c) Location of proposed sidewalks, pedestrian ways, and open spaces. _____/_____

d) Location and dimensions of proposed surface parking and loading areas. _____/_____

e) Proposed widths of any streets and sidewalks adjoining the tract giving right-of-way and pavement widths. _____/_____

f) USC and GS Datum used for all elevations and showing location and elevation of benchmark used. _____/_____

g) Location and method of garbage containment and disposal. _____/_____

h) Location of all buffers and tree protection areas with location of protective fencing. _____/_____

i) Site data box providing the following information:

Front, side and rear yard setbacks; _____/ _____

Zoning of tract; _____/ _____

Watershed (if applicable); _____/ _____

Owners name, address & contact information; _____/ _____

Wake County Tax Pin Number; _____/ _____

Acreage; _____/ _____

Number of buildings and square footage of buildings; _____/ _____

Building height in feet and stories; _____/ _____

Linear footage of public roads, water lines, sewer lines, and storm drainage facilities; _____/ _____

Proposed land use; _____/ _____

Parking space requirements/parking spaces provided; _____/ _____

Impervious surface area calculations (if applicable). _____/ _____

5. ***Storm water & Erosion Control.*** Provisions for the adequate disposition of natural and storm water in accordance with the adopted designed criteria and standards of the Town indicating location, sizes, types and grades of ditches, catch basins, and pipes, connections to existing drainage. _____/_____

6. ***Utilities.*** Proposed utility plan showing the location of all proposed underground utilities such as:

Water, sewer, drainage, storm water, electrical, cable, fiber optics, etc., both within property and in adjacent streets; _____/_____

Applicant / Staff

Surface drainage facilities such as curb and gutter; _____/_____

Type, height, and location of all fencing, walls, and screening to be preserved, erected or planted. _____/_____

City of Raleigh Public Utility Handbook design elements and standards. _____/_____

7. ***Preliminary Grading Plan.*** Grading plan shall include but not be limited to:

Elevations at control points such as driveways, ramps, etc.; _____/_____

Limits of disturbance boundaries of the site; _____/_____

Tree save areas & buffers; _____/_____

Approximate contour elevations; _____/_____

Approximate utility line locations; _____/_____

Proposed retaining walls. _____/_____

8. ***Traffic Circulation Patterns and Flow.*** Illustration of traffic patterns and flows associated with proposed development. A Traffic Impact Analysis may be required if threshold requirements are met per the Town of Wake Forest Manual of Specifications, Standards and Design. _____/ _____

9. ***Landscaping & buffers.*** Location and provisions for buffer and landscape areas as required in Article VI, Section 6 of the Wake Forest Zoning Ordinance. _____/ _____

10. ***Conformance to Appearance Standards.*** A statement of conformance to the Appearance Standards as required in Article VI, Section 9 of the Wake Forest Zoning Ordinance shall be provided on all sheets. _____/ _____

11. ***Floodplain Information.*** If any portion of the project area is located in a special flood hazard area the provisions for flood damage prevention shall be provided as required in Article XIII of the Wake Forest Zoning Ordinance. _____/ _____

12. All other requirements applicable to the development as specified in the Zoning Ordinance. _____/ _____

13. Completed Town of Wake Forest plan review application and associated review fee(s). _____/_____

14. Standard Details and Approval blocks. _____/_____

Detail 1. Standard Development Plan Layout

Development Name
Master Plan

Vicinity Map

LIST OF SHEETS & REVISIONS

NO.	DATE	DESCRIPTION

See Detail 1d | See Detail 1c | See Detail 1b | See Detail 1a

Detail 1a. Standard Title Block

(NAME) SUBDIVISION PHASE (NO.) (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 BOARD	
DATE	

Detail 1c

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS	
DATE	