



# TOWN of WAKE FOREST

## CHECKLIST FOR MASTER PLAN SUBMITTAL MULTI-FAMILY DEVELOPMENTS REGULAR PROCEDURE

Development: \_\_\_\_\_ Date: \_\_\_\_\_

It is required that, prior to the filing of an application of a master plan, the applicant shall schedule an appointment to meet with the Department of Planning and Department of Public Works and 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 development and physical development of the entire tract of land. The applicant 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 (5) copies of the master plan shall be submitted for review. The master plan shall be drawn to a scale of one (1) inch to one hundred (100) feet or larger; and, shall have a maximum sheet size of twenty-four (24) by thirty-six (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 multi-family development in relation to neighboring tracts, land uses, 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 development, 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 development 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 development. \_\_\_\_\_/\_\_\_\_\_
  - 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. Boundary lines shall be indicated by heavy lines. \_\_\_\_\_/\_\_\_\_\_
4. **Acreage.** The total acreage of the proposed development. \_\_\_\_\_/\_\_\_\_\_
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 multi-family development and of adjacent properties. \_\_\_\_\_/\_\_\_\_\_

- 8. **Street, Lot Layout, and Traffic Circulation.** The proposed street and lot layout showing traffic circulation patterns indicating parking areas, walkways, sidewalks and streets. Multi-family developments on less than two (2) acres may provide access to each dwelling unit via a parking lot. The property must abut an open dedicated street with a carrying capacity adequate to meet the anticipated demand. Multi-family developments on more than two (2) acres must provide off-street parking and provide access via a dedicated public street. Said access must abut an existing open street with a carrying capacity adequate to meet the anticipated demand. An analysis of anticipated traffic volumes and the impact on the existing street network should be provided as well. \_\_\_\_/\_\_\_\_
  
- 9. **Fire & Refuse.** Plans for the access of fire fighting and refuse disposal equipment to include the method of refuse disposal. \_\_\_\_/\_\_\_\_
  
- 10. **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. \_\_\_\_/\_\_\_\_
  
- 11. **Recreation and Open Space.** Proposed plans to comply with the open space requirements as stated the Wake Forest Zoning Ordinance. \_\_\_\_/\_\_\_\_
  
- 12. For projects greater than 50 acres, an analysis of anticipated population by age groups and evidence clearly showing the manner in which plans have been made for schools, recreation and Town services. \_\_\_\_/\_\_\_\_
  
- 13. **Phases.** 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 the estimated date of completion. \_\_\_\_/\_\_\_\_
  
- 14. **Units.** The numbers and types of residential dwelling units. \_\_\_\_/\_\_\_\_
  
- 15. **Common Areas.** Planned means of providing for the organization and arrangements for the ownership, maintenance and preservation of common areas and open space. \_\_\_\_/\_\_\_\_
  
- 16. 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. \_\_\_\_/\_\_\_\_
  
- 17. 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. \_\_\_\_/\_\_\_\_
  
- 18. **Fee for Master Plan.** \$250.00 + \$1.00 per unit. \_\_\_\_/\_\_\_\_

19. Details and certificates:

**Detail 1. Standard Master Plat Layout**

Vicinity Map			
	See Detail 1c	See Detail 1b	See Detail 1a

  

REVISIONS		
NO.	DATE	DESCRIPTION

**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**

<p><b>RECOMMENDATION FOR APPROVAL BY THE WAKE FOREST PLANNING AND ZONING BOARD</b></p> <p><b>DATE</b> _____</p>
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**Detail 1c**

<p><b>APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS</b></p> <p><b>DATE</b> _____</p>
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