



CHECKLIST FOR RESIDENTIAL CONSTRUCTION PLAN SUBMITTAL

Subdivision: _____
Date: _____

After the master plan has been approved by the Board of Commissioners, the subdivider shall submit five (5) copies of the construction plan to the Planning Department for review and approval. The construction plan may be submitted in phases. The construction plat shall be prepared by a registered land surveyor or professional engineer duly authorized under laws of this state to prepare such plats.

Construction Plan to Conform to Master Plan:

- 1) The location, dimension and extent of all proposed improvements shown on the construction plat shall conform to the master plan as approved by the Board of Commissioners.
- 2) Minor alterations that, in the opinion of the Subdivision Administrator, do not substantially deviate from the approved master plan may be allowed. Such minor alterations may include but not be limited to the relocation, dimension and extent of proposed improvements due to engineering necessity.
- 3) Major alterations that, in the opinion of the Subdivision Administrator, do in fact involve substantial deviation from the approved master plan shall require the construction plat to be reviewed and approved in the same manner as the master plan. Major alterations may include but not be limited to the relocation, deletion, addition, dimension and extent of proposed improvements which alter: street alignment, interior arrangement, continuation and/or projection; lot and/or block dimension inconsistent with applicable requirements; increase the total number of lots; increase the volume and/or location of off-site drainage; or other condition found to be injurious to either surrounding properties or the Town of Wake Forest.
- 4) The subdivider shall revise the master plan, as approved pursuant to No. 2 above, to reflect all such minor revisions.

Approval of Construction Plat by Subdivision Administrator

The Subdivision Administrator shall review and take action on each construction plat submitted. Before taking final action on the plat, the Subdivision Administrator shall hear the reports of other public officials and agencies concerning the proposed construction plat. If the construction plat is disapproved, the Subdivision Administrator shall specify the reasons for such action in writing.

Following construction plat approval and prior to commencement of construction on site, the subdivider shall schedule a pre-construction conference with the Subdivision Administrator, the Director of Public Works and Utilities, and the Town Engineer. Prior to the conference, the subdivider shall submit a final construction plat consisting of one (1) reproducible mylar set which has been signed by the Subdivision Administrator, Director of Public Works and Utilities, and Town Engineer, and a minimum of three (3) paper copies.

**TOWN OF WAKE FOREST
CHECKLIST FOR RESIDENTIAL CONSTRUCTION PLAN SUBMITTAL**

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.
 - f) Natural areas or peculiar conditions affecting the site.

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. **Proposed Lot Lines.** Proposed lot lines, lot and block numbers and appropriate dimensions, proposed minimum building setback lines, size of each lot in square feet. _____/____

5. **Acreage.** The total acreage to be subdivided. _____/____

6. **Contours and Interval.** Contours with a vertical interval of two (2) feet. _____/____

7. **Names.** The subdivision name, the names, addresses and telephone numbers of the owners, the names of adjoining property owners or subdivisions. _____/____

8. **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. _____/____

9. **Zoning Classification.** The zoning classification(s) of the tract to be subdivided and on adjoining land. _____/____

10. **Date.** Date, approximate north arrow, and scale. _____/____

11. **Flood Elevation Data.** Base flood elevation data shall be provided for subdivision proposals greater than fifty (50) lots or five (5) acres, whichever is less. _____/____

12. **Easements.** The location and dimensions of all easements on and abutting the property. _____/____

13. **Proposed Street Names.** The names, proposed location, and approximate dimensions of proposed streets, alleys And existing streets and alleys abutting the property. Provide copy of "Application for Road Name Approval" as approved by Wake County GIS. _____/____

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

14. **Recreation and Open Space.** Proposed location and size of parks and recreation areas dedicated pursuant to Article IV, Section 6. "Active Recreation Open Space Requirements" of the Wake Forest Zoning Ordinance. If, pursuant to this section, dedication of land was approved, the construction plat shall show the area or areas for designation. If payment in lieu of dedication of land was approved, a statement to that effect shall be shown on the construction plat. In addition, all proposed locations of school sites, riding trails, natural buffers, pedestrian and bicycle paths, or other rights-of-way, utility or other easements, their location, width and purpose. _____/____

15. **Existing Property Lines and Physical Improvements.** The location of existing and platted property lines, streets, buildings, watercourses, railroads, bridges, water mains, sewers, culverts, drainpipes and any public utility easements, both on the land to be subdivided and on the land immediately adjoining. _____/_____

16. **Proposed Utility Layouts.** The plans for proposed utility layouts, including sanitary sewers, storm sewers, water distribution lines, natural gas, telephone and electric service, illustrating connections to existing systems. These plans may be submitted separately. Plans shall be at a scale of 1 inch = 50 feet or larger. Plans for public or community water supply systems and/or public or community sewage disposal systems excluding use of municipal systems shall be accompanied by letters of approval from the Wake County Department of Health. Plans for all public water and sewer systems shall be prepared as plan profile drawings and shall show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains and gate valves. Plans for individual sewage disposal systems shall be accompanied by letters of preliminary approval of the Wake County Health Department. _____/_____

17. **Street Plans.** Street plans shall be prepared as plan-profile drawings. They shall be at a scale of 1 inch = 50 feet. Street plans shall show street grades and typical street sections. _____/_____

18. **Erosion Plan.** The plat shall be accompanied by a proposed erosion control plan pursuant to the requirements of the Wake Forest Sedimentation and Erosion Control Ordinance. _____/_____

19. **Site Data.** Acreage in total tract, acreage in parks, total number of parcels created, and linear feet in streets, water lines, and sewer lines. _____/_____

20. **Landscaping.** A proposed landscaping plan. _____/_____

21. **Fee for Construction Plan.** \$300.00 + \$5 per lot. _____/_____

Detail 2b

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

_____	_____
Public Works and Utilities	Date
_____	_____
Engineering Department	Date
_____	_____
Fire Prevention	Date
_____	_____
Subdivision Administrator	Date

*Provide Detail 2b on all construction plat sheets.

Detail 2c

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 2d

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 2e

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

Detail 2. Standard Construction Plat Layout

Vicinity Map			
Detail 2d	See Detail 2c	See Detail 2b	See Detail 2a
Detail 2e			

REVISIONS		
NO.	DATE	DESCRIPTION

Detail 2a. Standard Title Block

<p>(NAME) PHASE (NO.)</p>	<p>SUBDIVISION (REVISION NO.) Wake Forest, N.C.</p>	
Owner(s)		
Address		
Phone		
E-mail Address		
NAME OF CONSULTING ENGINEERS	SURVEYED:	APPROVED:
	DRAWN:	DATE:
	CHECKED:	SCALE: