



**CHECKLIST FOR MASTER PLAN SUBMITTAL
MULTI-FAMILY DEVELOPMENTS**

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.

Development: _____ **Date:** _____
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. _____/_____
11. **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. _____/_____
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

RECOMMENDATION FOR APPROVAL BY THE WAKE FOREST PLANNING AND ZONING BOARD
DATE _____

Detail 1c

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS
DATE _____