

SUBDIVISION DEVELOPMENT PERMIT CHECKLIST

Town of Wake Forest

Date:		Tax Pin:		Location:	
Subdivision:		Phase:		Zoning Case Number:	
Engineering Firm:		Phone Number:		Contact:	
Address:	Email:				
Permit Type:	Permit Number:		Copies Provided:		Date Issued:
Wake County Grading & Erosion Control:					
NCDOT Driveway:					
NCDOT Encroachment Agreement:					
NCDOT Planting/Removal Agreement:					
Water System:					
Sewer System:					
N.C. Division of Water Quality:					
U.S. Army Corp of Engineers:					
Recreation Requirement:	Applies (Yes or No):		Meeting Required:	Applies (Yes or No):	Date Held:
Greenway & Open Space Plan:			Pre-Construction:		
Land Dedication:			Other Requirements:	Applies (Yes or No):	Date Received:
Recreation Facility Fee:			W.C. Schools Notification:		
Required Approvals:	Copies Provided (Yes or No):		W.C. GIS Road Name Approval:		
Construction Plans:			Development Permit Fee:		
Paper Copies:			US-1 Corridor Plan:		
Digital Copies:			98 Bypass Corridor Plan:		

I certify that the appropriate permits have been obtained and construction of this subdivision may begin.

Subdivision Administrator _____

Date _____

Town of Wake Forest (for staff use only)

Staff Control Sheet (attach to subdivision development permit checklist once submitted).

SUBDIVISION: PHASE:

	Approved:	Fee:	Paid:	Final Inspections:
Master Plan:				Utility:
Construction Plan:				Streets:
Fire Prevention:				Site/Landscaping:
ADA:				As-builts:
Engineering:				Warranty:
Final Plats:				Utility Acceptance:
				Street Acceptance:
				
				
				
				
				

	Yes:	No:
Recreation Requirement		
Land Dedication:		
Recreation Facility Fee:		
Fee-simple Deed Received:		

	Amount:	Home Owner Association:
Utility Inspection Fees:		Submitted for review:
Water lines (\$1/LF):		Attorney approved:
Sewer lines (\$1/LF):		Fee received:
Streets (\$1/LF):		Recorded:
Other:		Recorded Copy Received:
Invoiced:		
Paid:		

Performance Guarantee:	
Cost Estimate Approved:	
Date Submitted:	
Bank/Creditor:	
Number:	
Amount:	
Reduction Dates/Reduced Amounts:	
	
Date Retired:	