

Site Master Plan

The Major Site Plan process shall apply to all development applications which include 100 or more residential dwelling units and to all development applications which require an Enhanced Transportation Impact Analysis (TIA) according to UDO Section 6.11.

Plan Review requirements are noted below within the online checklist for reference, while a printable checklist is available for reference by clicking the following link: [Major Site Plan Review Checklist](#)

New submittal deadlines are the 1st Monday of every month prior to 5:00 PM EST. Resubmittal deadlines are the 1st and 3rd Mondays of every month prior to 5:00 PM EST.

1. **As part of my application submittal, I understand that a complete application, including all applicable fees, must be submitted to the Town of Wake Forest.**

2. **Completed Agent Authorization Form signed by the owner of record.**

3. **Neighborhood Information Meeting, if applicable**

Per UDO Section 15.3.5, all applicants shall conduct a neighborhood meeting prior to any public hearing or review by the Planning Board and Board of Commissioners. This meeting will allow the applicant to explain the proposed request and to be informed of the concerns of the neighborhood. A summary of the meeting in the form of meeting notes or minutes, along with a list and contact information for all attendees and a list of property owners within 100 feet of subject property shall be submitted to the Administrator at least ten (10) business days prior to the scheduled hearing.

4. **Transportation Impact Analysis, if applicable**

Please note

5. **Annexation Petition, if applicable**

If a property or portion thereof subject to the residential master subdivision plan is outside of the town's corporate limits and ETJ, an annexation petition is required to be submitted on the same day as the application. If the property is located within the ETJ, an annexation petition is required upon plan approval.

6. **Plan Review: Cover Sheet Requirements**

- Index of titled drawing sheets
- Vicinity Map
- Project Data, including:
 - Name, address, parcel ID of project
 - Preparer's name, address, phone, fax, email
 - Owner's name, address, phone, fax, email
 - Annexation number for the property (if applicable)
 - Zoning of the property (including all conditions)
 - Community Plan - Growth Strategies Map Designation
 - Area of tract
 - Required/Proposed setbacks and dimensional requirements
 - Development Calculations
 - Existing and Proposed gross square footage of buildings
 - Proposed gross square footage of story area by use
 - Proposed height of the building and the number of stories
 - Location and number of parking spaces required and proposed
 - Frontage requirement (if applicable)
 - Indicate if the site is in a Water Supply Watershed Protection Overlay District
 - Indicate if the site contains Special Flood Hazard Areas
 - Indicate means and percentage of neighborhood parks and open space (if applicable)

7. **Plan Review: Existing Conditions Requirements**

- Provide boundaries of the proposed site with metes and bounds.
- Provide tree survey locating all specimen trees at 20" DBH (canopy) and 8" DBH (understory) and larger. TSAs should be identified on this sheet as well.
- Document that existing or proposed buffers meet the required type standards by means of a tree survey or other appropriate means (if applicable).

- Show location of wetlands, streams, and associated buffers as determined by a licensed soil scientist, the Army Corps of Engineers, or the NCDEQ.
- Location of all Special Flood Hazard Areas.
- Provide existing contour lines at a minimum of 2 foot contours.
- Watershed boundaries and associated drainage way buffers.
- Note if there is any documented rare or protected species habitats on the subject property.
- Provide soil types on the subject property.
- Provide existing development conditions on the property.
- Indicate clearly on the plans the location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements.
- Location of existing driveways and structures on subject and adjacent properties

8. Plan Review: Site Plan Layout Sheet Requirements

- Base Items, including:
 - North Arrow
 - Subdivision Name
 - Roads/Driveways
 - Vehicular Use Areas
 - Buildings
 - Detention, retention, or natural ponds
 - Creeks, streams, ponds, and dams
 - Location of all Tree Save Areas (TSAs) and buffers including riparian and watershed buffers
 - All easements (public and private)
 - Fences and proposed location of retaining walls
 - Location of all Special Flood Hazard Areas
- Square footage and dimensions of each lot.
- Zoning, ownership, and current use of all adjacent tracts.
- Boundary of entire tract by metes and bounds.
- Location of proposed retaining walls.
- Location and dimensions of existing and proposed driveways or curb cuts on site and adjoining properties.
- Location of entrances/exits and general internal circulation.
- Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways.
- Ensure that turning radii accommodate emergency vehicles.
- Streets and rights-of-way showing existing and proposed dimensions in accordance with the Wake Forest Transportation Plan and UDO.
- Show sight triangles with dimensions.
- Location and arrangement of loading area(s) and means of screening.
- Location of any outdoor storage.
- Location and dimensions of setbacks.
- Location and method of trash collection.
- Location of any accessory structures or site amenities.
- NC Accessibility Code
- Location and dimensions of parks, open space, recreational areas, and greenways (public and private).
- Lighting Plan
- Location of cluster mailbox units.
- Conceptual location of subsurface utilities.

9. Landscape Plan (Conceptual) Requirements

- Graphic symbols used to depict trees and shrubs.
- Indicate location, width, and type of required buffers.
- Street tree plantings
- Sight triangles
- Tree save areas with their content and means of protection
- Existing and proposed utility easements

- Location of light poles
- Location, height, and type of fencing and retaining walls.