TOWN *of*
WAKE FOREST

Subdivision Master Plan Submittal Checklist

The Master Plan is intended to provide a detailed two-dimensional drawing that illustrates all of the required site feature and all related development calculations in sufficient detail to show compliance with this ordinance.

A	**General Requirements**
1	A Pre-Application Meeting is required prior to the submittal of the application.
2	An Annexation Petition is required to be submitted concurrently if outside of the town's corporate limits and ETJ. Annexation is required to be completed prior to construction plan approval.
3	A completed Agent Authorization Form signed by the owner of record is required.
4	The Transportation Impact Analysis or reduced set of analysis requirements compliant with the MOU.
5	Plans prepared by a licensed professional.
6	Copy of all stream determinations & signed Jurisdictional Determinations (JDs).
7	Copy of all State & federal reports regarding wetlands and stream buffer delineations.
8	If requesting an Alternate Method of Compliance (Section 8.2.5) provide a detailed letter of justification supporting request.
9	Lighting Plan with type of fixtures and pole w/ mounting height.
10	Site Analysis Report: Sections on Jurisdictional determination, documentation of no rare or endangered species, verification of underground tanks, septic, wells, etc.
11	Submit a completed Road Name Application to Wake Forest for review.
12	Provide a bound preliminary stormwater report.
13	If residential units are proposed, provide a completed Wake County Residential Development Form prior to Site Plan approval.
14	A Ground Penetrating Radar (GPR) report may be required if there are historic structures or cemeteries on the property.
15	Plans are required to be prepared by a licensed professional.
16	Subdivisions submitted should be checked for conformity with the transportation plan, community plan, greenway and open space plan, pedestrian plan and any other of the Town's adopted plans and policies.
17	For revision permits, bold or cloud all revisions.
	Include the following elements within the corresponding sheet type:
B	**Master Plan Set**
I	**Base Information on Each Plan Sheet**
1	Name, address, telephone number, of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans.
2	Date of drawing preparation and all revision dates.
3	Sheet number and title.
4	North arrow (except detail and elevation sheets).

5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1” = 50’.
6	Seal of Registered Design Professional registered in the State of North Carolina (signed and marked as preliminary).
7	Name of the proposed development in title block.
8	Case number (ex. SP -21-03) in lower right corner (number assigned once project submitted).
9	Approval block in the lower right corner, add the following block:
	MASTER PLAN APPROVAL BY THE TOWN OF WAKE FOREST TECHNICAL REVIEW COMMITTEE PLANNING: _____ DATE: _____ ENGINEERING: _____ DATE: _____ *Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.*
10	Plan set shall be 24"x36".
11	Elevation and benchmarks referenced to National Geodetic Vertical Datum (NGVD).
II	**Cover Sheet**
1	Name of proposed development and “Subdivision Master Plan" (example: Community Center Subdivision Master Plan).
2	Vicinity map with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.
3	The dates, resolution, case, resolution/ordinance number(s), and conditions of any previously approved rezoning, design, or sign guidelines for the project site.
4	Sheet Index (Note: The plans must be in the same order as this checklist).
5	All general notes and project data including:
	i. Name, address, parcel ID of project
	ii. Preparer's name, address, phone, email
	iii. Owner's name, address, phone, email
	iv. Developer's name, address, phone, email
	v. Annexation ordinance number for the property (if applicable)
	vi. Zoning of the property (including all conditions and overlay districts)
	vii. If any variances have been granted, list case number and condition(s)
	viii. Community Plan - Growth Strategies Map Designation
	ix. Area of tract
	x. Required/proposed setbacks and dimensional requirements
	xi. Development Calculations (gross and net density)
	xii. Proposed Use per Chapter 2
	xiii. Number of lots
	xiv. Number of lots per phase
	xv. Number of vehicular and bicycle parking spaces required and proposed
	xvi. Frontage buildout requirement (if applicable)
	xvii. Indicate if the site is in a Water Supply Watershed Protection Overlay District
	xviii. Indicate existing/proposed impervious surface acreages
	xix. Indicate if the site contains Special Flood Hazard Areas
	xx. Indicate square feet, acreages and percentage of neighborhood parks and open space

III	Existing Conditions Map
1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NCGS 47-30 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.
2	Names of adjoining property owners and subdivisions.
3	Adjoining zoning districts, land uses, boundaries, and names.
4	Jurisdictional boundaries.
5	Right(s)-of-way or easement(s) (e.g., street, railroad).
6	Existing street name, right-of-way width, public or private, and state road number.
7	Existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground.
8	Existing utility easements (water, sewer, natural gas, and other utility lines) with easement type and width. Overhead utilities must be delineated clearly too.
9	Existing structures (buildings with built year, bridges, culverts, fencing, sheds, etc.).
10	Existing driveways, sidewalks, parking, and other impervious surfaces.
11	Streets and driveways on the site and within 500’ of the project site.
12	Topographic contours at 2-foot intervals (cite source).
13	Surface waters (label top of bank)
14	Show location of wetlands, streams, and associated riparian buffers (label zone 1 and 2) as determined by a licensed soil scientist, the US Army Corps of Engineers, or the NCDEQ.
15	FEMA 1% and 0.2% floodplain and floodway boundaries including FIRM number.
16	Wetlands (jurisdictional).
17	Special flood hazard areas.
18	Watershed boundaries, watershed buffers and associated drainage way buffers.
19	Water courses with name and direction of flow.
20	Provide soil types on the subject property.
21	Rock outcroppings.
22	Cemeteries (including boundaries clearly delineated).
23	Any known contaminated soils or hazardous materials.
24	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.
25	Label forest stands or trees of a uniform size and species.
26	Label wood line & vegetation type with location of all specimen trees 20" DBH (canopy) and 8" DBH (understory) and larger.
27	Label previously documented rare or protected species habitats on the subject property.
28	Existing public infrastructure along property lines including lane configuration.
IV	**Preliminary Demo Plan**
1	Using the existing conditions sheet, indicate the following:
	i. Structures to be removed and/or relocated
	ii. Utilities to be removed and/or relocated
	iii. Trees to be removed and/or relocated with a summary table
V	**Subdivision Master Plan**
1	Property lines and distances per the Existing Conditions Sheet.
2	Names of adjoining property owners and development names.
3	Adjoining zoning districts – boundaries and names.
4	Adjoining current land uses.

5	Jurisdictional boundaries if development in more than one jurisdiction.
6	Site data table containing the following:
	i. Name of current property owner
	ii. Name of developer
	iii. Acreage of parcel (with and without right-of-way dedication)
	iv. County Parcel Identification Numbers (PINs) and address(es)
	v. Required/proposed setbacks (front, side, rear, secondary front, minimum building separation)
	vi. Maximum/proposed building height
	vii. Lot width at road frontage
	viii. Zoning, including any overlay districts (e.g., historic)
	ix. Current principal and accessory use(s)
	x. Proposed use(s) [see Section 2.3.3 Use Table, UDO]
	xi. Number of lots
	xii. Number of lots per phase
	xiii. Number of parking spaces required/proposed as well as the supporting calculation
	xiv. Number of bicycle spaces required/proposed as well as the supporting calculation
	xv. Lot coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-impervious materials
	xvi. Proposed density
	xvii. Required/proposed Open Space and Park Space in square feet and acres
	xviii. Proposed Disturbed Acreage - Verify meeting 20-acre phasing requirement
7	Provide subdivision layout with square footage, acreage, and dimensions of each lot.
8	Location and dimensions of existing/proposed driveways and curb cuts on site to be developed and on adjacent properties. Must show all cuts within 500 feet if a full access driveway is proposed.
9	Label separation of driveways and distance between intersection and driveways.
10	Location and width of fire lane, if applicable.
11	Length of fire access roadway(s) with any required turnarounds.
12	Provide stop conditions.
13	Location and width of existing/proposed sidewalk(s) and crosswalk(s) on the site to be developed and location on adjacent properties.
14	Location and width of existing/proposed public/private greenway(s), multi-use path(s) and easement(s).
15	Location and width of existing/proposed rights-of-way and road widths, including existing road names and State Road (SR) number.
16	Location and width of existing and proposed median(s) (measured from back of curb).
17	Location, width, and type of each buffer yard.
18	Location, width, and type of each street yard buffer.
19	Location and width of minimum setbacks.
20	Location and dimensions of proposed hotboxes, HVAC units, and other on ground/free standing mechanical equipment.
21	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank.
22	An "*" on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain with a corresponding note referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements.
23	Location of Stormwater Control Measure(s) and natural pond(s).

24	Location of each environmental feature on the site (e.g., creeks, streams, ponds, and dams).
25	Location of all Tree Save Areas (TSAs) and buffers including riparian and watershed buffers.
26	Location of existing/proposed easements (public and private).
27	Location of fences and proposed retaining walls.
28	Location of all Special Flood Hazard Areas.
29	Location of entrances/exits and general internal circulation.
30	Ensure turning radii can accommodate emergency vehicles.
31	Demonstrate compliance with the NC Accessibility Code.
32	Location and dimensions of parks, open space, recreational areas, and greenways (public and private).
33	Location of cluster mailbox units.
34	Label cul-de-sac dimensions.
35	Show Street Stubs to adjacent parcels.
36	Sight distance triangles with dimensions at all intersections with stop conditions.
37	Label off-site improvements related to the TIA (or add notes to separate set of plans).
38	Label frontage improvements, existing/proposed roadway(s) and rights-of-way dimensions in accordance with the Comprehensive Transportation Plan and UDO.
39	Provide phasing plan, if applicable.
VI	**Preliminary Grading and Drainage Plan**
1	Show existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas.
2	Include phase grading if over 20 acres.
3	Preliminary Stormwater Layout Design:
	i. Proposed location of all stormwater control measures
	ii. Location and dimensions of pipes, culverts, and other storm drain system elements
	iii. Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse
	iv. Label drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material, and slope
	v. Provide a Stormwater Table that includes information about: drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure
	vi. Provide one (1) min. foot contour lines
	vii. Provide location of all existing/proposed utilities (screened)
	viii. Provide location of all existing/proposed easements
	ix. Include FEMA 1% and 0.2% floodplains and floodway boundaries including FIRM number
	x. Show surface waters (show & label top of bank) & wetlands
	xi. Provide location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank
4	Demonstrate compliance with Preliminary Stormwater Quality (85% TSS removal)/Quantity Stormwater Control Measure (SCMs).
5	Demonstrate compliance with NC Accessibility Code.
VII	**Utility Plan -** See Raleigh Water for latest guidelines and requirements
1	Please reference Raleigh Water's Public Utilities Handbook and Standard Detail Drawings.
2	Horizontal water and sewer locations are required.
3	For each sewer and water main connection to be made to planned/existing mains that are, or to be, built outside the scope of this project, list which infrastructure exists at this time, and which is planned infrastructure. Include the project numbers.

4	Show water mains with sizes located on the North and East sides of all interior public rights of way and along entire site frontage to serve all lots. Water modeling may be required prior to construction approval.
5	Show sewer mains with sizes along natural topography (or on South and West side of the street) as appropriate to serve each lot. Extend public sewer to all immediately adjacent upstream properties. A downstream sewer capacity study may be required, and all offsite easements must be recorded by deed prior to construction approval.
6	Show utility (water and sewer) easements for public mains outside of public rights-of -way. Structures or landscaping located within these easements are prohibited.
7	Show fire hydrants at all public street intersections and spaced at 300' maximum interval for commercial or 400' maximum interval for residential.
8	Show master water meter and containment backflow assembly on all private distribution systems.
9	Show size, material, and location of water and sewer services, including water meters and cleanouts. Show easements on services, to include water meters and fire hydrants, as appropriate.
10	Show location of any pretreatment devices, to include grease traps and oil/water separators, as necessary.
11	All swimming pools must be connected to the sanitary sewer system with a 50 GPM maximum discharge rate via restrictor plate, control valve, or pump design.
12	All parts of all structures must be located within 400' from the nearest fire hydrant assembly using the hose lay method.
13	Identify all environmental features on the plans including wetlands, riparian buffers, and floodplains.
14	Private water and sewer extensions shall only serve the parcel on which they are located without crossing property lines.
15	Show storm drainage system relative to utility lines, with particular regard to SCM structure and stormwater easement encroachments onto Raleigh water and/or sewer easements.
VIII	**Roadways Plan, if applicable**
1	Provide roadway horizontal design information.
2	Provide Roadway Typical Sections.
3	Provide cross sections.
4	Provide off-site improvements related to the TIA (or add notes to separate set of plans).
5	Label frontage improvements, existing/proposed roadway(s) and rights-of-way dimensions in accordance with the Comprehensive Transportation Plan and UDO.
6	Location and width of existing and proposed median(s) (Measured from back of curb).
IX	**Tree Survey**
1	Property lines per the Existing Survey Sheet.
2	The latest available aerial photograph of the development site.
3	Label forest stands, include the location, area, predominant species, and general health.
4	Label specimen trees: show the location, species, and general health.
5	Identify dead or diseased trees, where practical.
6	Show specimen trees proposed to be removed (table or mark the trees).
X	**Landscape Plan**
1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 47-30 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.
2	Location of buildings.
3	Location of surface vehicle parking lots.
4	Location of roadways and driveways and associated rights-of-way or easements.

5	Location of intersection sight distance areas for all road and driveway intersections.
6	Location of sidewalk(s) and greenway(s) and associated easements.
7	Location of grading limits.
8	Boundaries of common open space and recreation areas.
9	Provide canopy calculation table to include minimum and specimen mitigation as well as total credits.
10	Indicate location, width, and type of required buffers.
11	Show street tree planting locations.
12	Label Tree Save Areas with their content.
13	Location, width, and type of existing/proposed easements.
14	Location of proposed light poles.
15	Location, height, and type of fencing and retaining walls.
16	Proposed percentage of existing tree canopy to be retained.
17	Label tree protection areas (must comply with Section 8.3).
18	Location of protective fencing (See Section 8.4.4 of UDO).
19	Location, width, and type/option of buffer yard and street yard buffer(s).
20	Table for each perimeter and street yard buffer that includes:
	i. Buffer type and option
	ii. Length (linear feet) of buffer
	iii. Number of required plantings (including supporting calculation)
	iv. Number of provided plantings
	v. Location, height, material, and graphic of fences/walls proposed as buffer screening
	vi. Location, width, and height of proposed berms
21	Location and width of perimeter landscaping strips between Vehicle Use Areas (VUAs) and adjacent streets and property lines (See UDO Section 8.7.1).
22	Location, height, and material of any fence, berm, and wall existing or proposed.
23	Location of planting islands within and between parking bays.
24	Location of planting strips and/or tree pits proposed to contain required street trees (See UDO Section 8.6).
25	Document that existing or proposed buffers meet the required type standards by means of a tree survey or other appropriate means, if applicable.
XI	**Preliminary Lighting Plan**
1	Location of proposed parking lot and street light pole locations (See Chapter 10, Lighting, of UDO).
2	Proposed location of parking lot trees and street trees.
3	Proposed water, sewer and stormwater utility locations and easements.
4	Footcandle grid (not required on public streets).
5	Summary table that shows minimum, average and maximum FC values as well as the average to minimum uniformity ratio (not required on public streets).
XII	**Other**
1	Keynotes are not permitted.