

Construction Plans

A construction plan is intended to provide a full and complete set of engineered drawings necessary for final permitting & construction that illustrates all required site features.

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

Submittal deadlines are the 1st Thursday of every month prior to 5:00 PM EST.

1. General Construction Plan Checklist - UDO Section 15.8.3 (Site Construction Plans) or 15.9.3 (Subdivision Construction Plans)

- Completed application, with all plan sheets sealed and signed by a design professional
- Index of titled drawing sheets
- Vicinity map
- North arrow on all sheets
- Boundaries of proposed property to be developed
- Proposed name of site
- Owners and developers contact information
- Layout standards, certificates, and details
- All applicable fees paid
- Signature blocks
- Conditions of approval
- Street name approval
- Floodplain management
- List linear footage of all public streets and public drainage facilities
- Wake County Residential Development Notification application (for Subdivision Construction Plans only)
- Annexation number(s) for property (annexation petition must be submitted and considered by the Board of Commissioners before construction drawings will be approved)

2. Existing Conditions Checklist - UDO Section 15.4.1

- Jurisdictional boundaries
- Zoning, ownership, and current use of all adjacent tracts
- 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 drainageway buffers.
- Note any documented rare or protected species habitats on the subject property.
- Provide soil types on subject property.
- Provide existing developed 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 & adjacent properties.

3. Layout Sheet Checklist - UDO Section 15.4.4

- Basic Site Data Table
 - Plan name and phase
 - Name, address(es) and parcel ID(s) of the project
 - Preparer's name, address, phone number, fax number and e-mail address
 - Owner's name, address, phone number, fax number and e-mail address

- Annexation number(s)
- Zoning of the property, including overlays; if conditional district, conditional use or special use, list all conditions on the cover sheet
- Gross area of the tract(s)
- Net area of the tract(s)
- Required and proposed setbacks and dimensional requirements
- Development calculations (density, impervious surface calculations, etc.)
- Acreage and percentage of neighborhood parks and open space
- Linear feet of public streets, curb and gutter, sidewalks, storm drainage, sewer and water
- Basic Site Information
 - North Arrow
 - Roads and Driveways
 - Vehicular Use Areas
 - Buildings (existing, if applicable)
 - Detention, Retention, & Natural Ponds
 - Creeks, Streams, Ponds, & Dams
 - Location of all buffers, including riparian and watershed buffers
 - All existing and proposed easements (public & private)
 - Fences and proposed location of retaining walls
 - Location of all Special Flood Hazard Areas
 - 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
 - Street section details
- Additional Information for all Construction Plans
 - Square footage and dimensions of each lot
 - Location and dimensions of setbacks
 - NC Accessibility Code
 - Location and dimensions of parks, open space, recreational areas, and greenways (public & private, if applicable)
 - Lighting Plan, location of light poles
 - Frontage requirements
 - Variance case number and conditions, if applicable
 - Improvements required per Traffic Impact Analysis, if applicable
 - Submit copies of NCDOT encroachment and driveway permits , if applicable
 - Submit copies of NC DEQ 401 & 404 permits, if applicable
 - Submit copy of NC DEQ Stream Determination, if applicable
 - Submit copy of NC DEQ Buffer Authorization, if applicable
 - Submit Floodplain application, calculations and certification with first construction plan submittal, if applicable
 - Submit FEMA approval letter (i.e. LOMR, CLOMR, etc.), if applicable
- Additional Information for Site Plans only (to be depicted in addition to the additional information noted for all construction plans)
 - Location of any outdoor storage
 - Location and method of garbage collection and disposal
 - Location of any accessory structures or site amenities
 - Existing and proposed gross square footage of buildings
 - Proposed gross square footage of story by use
 - Proposed height of the building and the number of stories
 - Location and number of parking spaces required and proposed

- Location of loading areas and means for screening.
- Additional information for Subdivision Plans only (to be depicted in addition to the additional information noted for all construction plans)
 - Location of cluster mailbox units (if applicable)
 - Indicate means and percentage of neighborhood parks an open space (if applicable)

4. Landscape Plan Checklist - UDO Sections 6.8 & 8

- Graphic symbols used to depict trees and shrubs
- Indication location, width, and type of required buffers and screening.
- Street tree plantings
- Location of all Tree Save Areas and buffers, including riparian and watershed buffers.
- Sight triangles
- Existing and proposed utility easements
- Location of light poles
- Location, height, and type of fencing and retaining walls
- All tree protection fencing
- Size, height, and caliper of planting materials
- Landscape details and notes.

5. Street and Traffic Information Checklist

- Location and dimensions of existing and proposed driveways or cut 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 Wake Forest Transportation Plan and UDO
- Show site triangle with dimensions
- Show linear footage of all public streets
- Show all traffic control signage and its conformance to the MSSD
- Street names

6. Utility and Grading Information Checklist

- Location of subsurface utilities and easements
- Linear footage of all storm drainage facilities
- Detailed storm water, grading, and erosion control information
- Tree Save Areas and Protection measures
- Detailed water and sewer information per City of Raleigh Public Utilities.

7. Erosion and Sedimentation Control (E&SC) Checklist

- Existing and proposed contours, including off-site
- Clearly delineated boundaries of land disturbance with acreage
- List soil types (per USDA)
- Provide drainage area map
- Existing utility easements, storm drainage infrastructure (i.e. pipe, basins, boxes, level spreaders, etc.) and storm drainage easements
- Provide adjacent lot lines, lot numbers, and property owner names
- Stream centerlines, stream buffers (zones 1 and 2), wetlands and floodplains (1% and 0.2%)
- Provide erosion control calculations (sediment basin, sediment trap, skimmer, ditch, etc.) on the plans
- Add the following notes to the E&SC sheets:
 - Skimmer basins required for drainage areas over 5 acres.
 - Construction entrance 50 foot minimum with woven 20# tensile strength fabric underneath
 - Silt fence-metal posts with wire
 - Hardware cloth outlets (special sediment control fence)

- Tree protection fence with "Do Not Enter Tree Protection Area" sign in English and Spanish
 - Required around perimeter of property
 - Required at buffer zones
 - Required in trees save areas (per UDO)
- Diversion ditches
- Inlet protection
- Add the following Erosion Permit notes:
 - A LAND DISTURBING (E&SC) PERMIT IS REQUIRED FOR PROJECTS OVER 0.50 ACRE. IF MULTIPLE LOTS WITH LAND DISTURBANCE OVER 0.50 ACRE TOTAL ARE EITHER CONTIGUOUS OR NON-CONTIGUOUS IN THE SAME SUBDIVISION, BEING TAKEN DOWN BY THE SAME BUILDER/OWNER, A LAND DISTURBING PERMIT IS REQUIRED. THE COST OF THE PLAN REVIEW AND PERMIT IS \$500/ACRE ROUNDED UP (1.1 ACRES = 2 ACRES @ \$500/ACRE = \$1,000). THE FEE IS DUE AT TIME OF PLAN SUBMITTAL. DEVELOPER IS RESPONSIBLE FOR INFORMING BUILDER OF E&SC PERMIT REQUIREMENTS ON INDIVIDUAL LOTS. DISCLAIMER: Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9443 to confirm current fees and charges.
 - IF ADDITIONAL ACREAGE IS ADDED TO AN EXISTING PERMIT REVISED FORMS, PLANS, AND ANY ADDITIONAL FEES MUST BE SUBMITTED.
 - IF OWNERSHIP OF A PROPERTY HAS CHANGED A REVISED FRO MUST BE SUBMITTED.
 - IF A PROPERTY IS TAKEN OVER BY THE BANK, THE BANK SHALL CONTACT THE TOWN AND REPAIR ALL EROSION CONTROL MEASURES TO TOWN/NCDENR STANDARDS. THEY SHALL ALSO SUBMIT A NEW FRO FORM.
 - IF A PROJECT IS NOT COMPLETE WITHIN TWO YEARS, THE PLANS MUST BE RENEWED AT \$250/ACRE. A REVISED SET OF PLANS MAY BE SUBMITTED IF ACREAGE HAS ALREADY BEEN DEVELOPED AND A CERTIFICATE OF OCCUPANY HAS BEEN ISSUED.
 - AN EROSION PRECONSTRUCTION MEETING MUST BE HELD WITH THE TOWN OF WAKE FOREST PRIOR TO START OF ANY WORK, INCLUDING INSTALLATION OF EROSION CONTROL MEASURES, DEMOLITION, CUTTING TREES, AND GRUBBING. CALL ENGINEERING AT (919) 435-9443 TO SET UP A MEETING. ALL PLANS MUST BE SIGNED AND COPIES RETURNED BACK TO THE TOWN 1 WEEK PRIOR TO PRECONSTRUCTION MEETING.
 - THE OWNER, GENERAL CONTRACTOR, GRADING COMPANY, AND EROSION CONTROL INSTALLER MSUT BE PRESENT AT THE PRECONSTRUCITON MEETING.
 - THE E&SC PERMIT AND NPDES GENERAL STORMWATER PERMIT WILL BE GIVEN OUT AT THIS MEETING.
- Add the following E&SC construction sequence notes:
 - AFTER THE PRE-CONSTRUCTION MEETING IS HELD, THE CONTRACTOR CAN INSTALL INITIAL EROSION CONTROL MEASURES ONLY. THIS INCLUDES BUT IS NOT LIMITED TO CONSTRUCTION ENTRANCE, SILT FENCE, PERIMETER DIVERSION DITCH, CHECK DAMS (ROCK OR WADDLE TYPE), TREE PROTECTION FENCE, EXISTING INLET PROTECTION, SKIMMER SEDIMENT BASINS, AND SEDIMENT TRAPS. CLEAR ONLY AS NECESSARY TO INSTALL THESE MEASURES.
 - CONTRACTOR IS RESPONSIBLE FOR E&SC WEEKLY INSTALLATION AND MAINTENANCE LOG INCLUDING DATES OF TEMPORARY/PERMANENT GROUND COVER, A RAIN GAGE, COPY OF TOWF SIGNED PLANS ONSITE, REVISED SIGNED PLANS, NPDES LOG, AND CONSTRUCTION BOX MUST BE PRESENT AND EASILY ACCESSIBLE ONSITE.
 - ONCE MEASURES ARE INSTALLED, CONTRACTOR/FRO TO CALL TOWF FOR AN INITIAL INSPECTION. IF SITE PASSES INSPECTION, A CERTIFICATE OF COMPLIANCE WILL BE ISSUED. CONTRACTOR CAN NOW BEING CLEARING, GRUBBING, AND GRADING.
 - CONTRACTOR TO MAINTAIN ACCESS ROAD FOR EMERGENCIES AT ALL TIMES.
 - PHASE PROJECT TO LEAVE AS LITTLE GROUND OPEN AS POSSIBLE.
 - TEMPORARILY SEED, STRAW AND TACK OR HYDROSEED WITHIN 14 DAYS OF ANY PHASE OF GRADING, INCLUDING SLOPES. SEED BASINS AND DITCHES IMMEDIATELY AFTER CONSTRUCTION.
 - PRIOR TO REMOVAL OF TEMPORARY MEASURES, TOWN MUST APPROVE REMOVAL. ALL AREAS ABOVE TEMPORARY MEASURE MUST HAVE 85% GROUND COVER.

- THE TOWN OF WAKE FOREST CONSTRUCTION INSPECTOR WILL EVALUATE THE SITE AT LEAST ONCE A MONTH. A COPY OF THE INSPECTION FORM WILL BE EMAILED TO THE FRO. THE WEEKLY EROSION LOG AND NPDES LOG MUST BE ONSITE AND AVAILABLE FOR REVIEW.
- IF THE SITE IS FOUND OUT OF COMPLIANCE A NOTICE OF VIOLATION WILL BE ISSUED GIVING THE CONTRACTOR/FRO 7 WORKING DAYS TO REMEDY THE PROBLEM. IF THE SITUATION IS NOT RESOLVED WITHIN THE TIME PERIOD A FINE MAY BE ISSUED.
- IF SEDIMENT LEAVES THE SITE A FINE MAY BE ISSUED UP TO \$5,000 PER DAY PER VIOLATION. IF SEDIMENT ENTERS A BUFFER, STREAM, OR WETLAND NCDWQ WILL BE NOTIFIED. THEY MAY ISSUE FINES UP TO \$25,000 PER DAY PER VIOLATION.
- CALL THE TOWN UPON COMPLETION FOR A FINAL EROSION INSPECTION. A PUNCHLIST MAY BE GENERATED ADDRESSING ANY REMAINING ITEMS. THERE MUST BE 85% GROUND COVER ON THE ENTIRE SITE PRIOR TO A CERTIFICATE OF OCCUPANCY. IF THE SITE IS FOUND TO BE IN COMPLIANCE AN EROSION CERTIFICATE OF COMPLETION WILL BE ISSUED.