



TOWN OF FUQUAY-VARINA  
 401 Old Honeycutt Road  
 Fuquay-Varina, NC 27526  
 Planning Dept: (919) 552-1429

**PROCEDURE FOR PRELIMINARY SUBDIVISION**

**THE PROCESS:**

1. **Application and all required information (see checklist) must be submitted.**
2. **Review comments to the Applicant within 21 days of receipt unless otherwise notified.**
4. **Revised plans submitted.**
5. **Planning Board Meeting (usually 3rd Monday ea. month)**
6. **Actions and Recommendations, Water and Sewer Allocation to the Town Board.**
7. **Town Board Meeting (usually 1st Monday of each month)**
8. **Town Board Action Letter to applicant.**

**Move to Construction Plan Submittal stage.**

**SUBMITTAL CHECKLIST:**

- One (1) completed Application for Major Subdivision Preliminary Plat (original copy, no faxes)**
- Preliminary Plat Review Fee: \$600 + \$5.00 per lot; \$200 per review after the second review; Amendment to approved preliminary \$100.00**
- 4 (four) maps (no larger than 24" x 36" standard engineer copies) FOLDED to an approximate 8.5"x11" size**
- 1 (one) map 11 x 17"**
- Recreation Land Dedication Or Fee-In-Lieu Payment Request**
- Wake County Public School System (WCPSS Form) Included**
- Utility Allocation Request (If requesting Town Utilities) Included**
- Original signatures by stated party on all forms.**

<b>TOWN OFFICE USE ONLY:</b> <b>SUB-PR</b> _____ Date Rec'd: _____
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**401 Old Honeycutt Road**  
**Fuquay-Varina, North Carolina 27526**  
**(919) 552-1429**

**SUBDIVISION PRELIMINARY PLAT REVIEW APPLICATION**

This form shall be submitted for all subdivision preliminary plats as defined by the Town of Fuquay-Varina Code of Ordinances. Complete this form and **submit four (4) sets of drawings** along with application fee to the Planning Department. Please check type of application. **REMINDER: There will be a \$200 fee for each review after the second review.**

**First time submittal - \$600.00 plus \$5.00 per lot.**
                         
  **Amendment to approved preliminary - \$100.00**

**SUBDIVISION NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**WAKE COUNTY PIN:** \_\_\_\_\_ **ACRES:** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

**PROPERTY OWNER/DEVELOPER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

The Undersigned agrees to be bound to and comply with the Town of Fuquay-Varina's Code of Ordinances and Standard Specifications and Construction Details. *The Undersigned further agrees any approvals issued by the Town shall not constitute a waiver of said compliance with the Town of Fuquay-Varina's Code of Ordinances and Standard Specifications and Construction Details.* The Undersigned authorizes the party signed below as **SITE DESIGNER** to act as agent on this project, to fully research and understand the Town's Code of Ordinances and the Standard Specifications and Construction Details and to create plans in full conformance with such, and to be responsible for investigating the need, and obtaining all permits or approvals that may be required.

\_\_\_\_\_

**OWNER/DEVELOPER SIGNATURE** **DATE:**

**SITE DESIGNER:** \_\_\_\_\_

**DESIGN FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PRIMARY CONTACT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX.:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

The Undersigned agrees that all plans created by the undersigned or the undersigned agents or assigns shall be bound to and comply with the Town of Fuquay-Varina's Code of Ordinances and Standard Specifications and Construction Details. *The Undersigned further agrees any approvals issued by the Town shall not constitute a waiver of said compliance with the Town of Fuquay-Varina's Code of Ordinances and Standard Specifications and Construction Details.* The Undersigned hereby acknowledges the requirement to fully research and understand the Town's Code of Ordinances and the Standard Specifications and Construction Details and to create plans in full accordance with such, and to be responsible for investigating the need, and obtaining all permits or approvals that may be required. The Undersigned hereby agrees to prominently note any applicable exceptions to the Town's Code of Ordinances and Construction Specifications and Regulations on the drawings and to call said proposed deviations to the Town's attention if such deviations are to be implemented.

\_\_\_\_\_

**SITE DESIGNER SIGNATURE:** **DATE:**