



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

PROCEDURE FOR SITE PLAN

THE PROCESS:

(Time Frame for review maximum 21 days unless notified otherwise)

- 1. Application and all required information (see checklist) must be submitted.**
- 2. Plan Review (21 days)**
- 3. Review comments to the applicant.**
- 4. Revised plans submitted.**

SUBMITTAL CHECKLIST:

- Submit one (1) completed Application for Site Plan (original copy, no faxes)**
- Site Plan Review Fee:**
 - ≤ 5 acres \$625.00**
 - > 5 acres \$1250.00**

\$200 per review after the second review
- 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"**
- Original signatures by stated parties on all forms.**



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401 Old Honeycutt Road
Fuquay-Varina, North Carolina 27526
(919) 552-1429

TOWN OFFICE USE ONLY:
SP- _____
Date Rec'd: _____

SITE PLAN REVIEW APPLICATION

This form shall be submitted for all subdivision site plan review as defined by the Town of Fuquay-Varina Code of Ordinances. Site plans shall not be reviewed until this form is received. Complete this form and **submit four (4) sets of drawings** along with an **application fee of \$625.00 for project of ≤ 5 acres or \$1,250.00 for projects of > 5 acres** to the Planning Department. **REMINDER: There will be a \$200 fee for each review after the second review.**

PROJECT 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: