

## APPLICATION FOR MAJOR SUBDIVISION PRELIMINARY

### THE PROCESS:

1. Pre-submittal meeting held with Town Staff. Application and all required materials must be submitted (see checklist). Incomplete application packages or inaccurate information will delay or prevent processing and review.
2. Plan review comments will be provided to the applicant. Submittals are reviewed in the order they are received.
3. Revised plans submitted and review comments provided in accordance with above.
4. When plans meet all Town requirements, plans are sent to Planning Board's next regularly scheduled meeting (usually 3rd Monday of month).
5. Planning Board makes a recommendation to the Town Board regarding the plans.
6. The plans are forwarded to the Town Board for a decision at the next available regularly scheduled Town Board Meeting (usually 1st Monday of month).
7. After Town Board reviews and takes action on plans, and action letter and approval-stamped plans are sent to applicant.
8. Applicant returns two (2) 24" x 36" copies and digital maps/plans to the Planning Department.
9. Major subdivision construction plan process begins within 12 months of Town Board approval, in compliance with Application for Major Subdivision Construction Plans.

### SUBMITTAL CHECKLIST:

- One (1) completed Application for Major Subdivision Preliminary with original signatures, completed in ink (no copies or faxes)
- Preliminary Plat Review Fee:
  - First Submittal: \$600 + \$5per lot
  - Amendment: \$450
- Four (4) maps/plans full size, FOLDED to an approximate 8.5"x11" size
- Digital copy of all required submittal materials
- (Optional) A digital color rendering (preferably .png) for use on the Town's website.
- Recreation Land Dedication or Payment-In-Lieu Payment Request Form
- Utility Allocation Request Form (if requesting Town Utilities)
- Draft Restrictive Covenants
- Traffic Impact Analysis, as applicable
- Additional required submittal materials, as applicable

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This application shall be submitted for all major subdivision preliminary plats as defined by the Town of Fuquay-Varina Code of Ordinances. **There will be a \$450 fee for each submittal after the second review.**

**Subdivision Name:** \_\_\_\_\_

Subdivision Address: \_\_\_\_\_

Wake County PIN: \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Owner/Developer:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Site Designer:** \_\_\_\_\_

Design Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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 & 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 & Construction Details.* The Undersigned hereby acknowledges the requirement to fully research and understand the Town's Code of Ordinances and the Standard Specifications & 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 & 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: \_\_\_\_\_