

APPLICATION FOR MAJOR SUBDIVISION CONSTRUCTION PLANS

THE PROCESS:

1. Pre-submittal meeting held with Town Staff.
2. Application and all required information must be submitted (see checklist). Incomplete application packages or inaccurate information will delay or prevent processing and review.
3. Plan review comments provided to the applicant within 21 business days of processing, unless otherwise notified.
4. Revised plans are submitted with all review comments addressed. For each submittal after the second review, there is a \$450 construction review fee, as well as a \$75 EC review fee, if required.
5. When plans meet all Town requirements, construction plans are stamped for compliance, and approval letter and fee calculation are issued.
6. Applicant submits five (5) standard engineer copies of approved plans and digital copy to the Planning Department.
7. Pre-construction meeting with Town Staff, developer, and contractor(s) before start of construction. All fees must be paid prior to scheduling a preconstruction meeting. Sewer/water authorizations, encroachment, driveway permits, etc. must be issued prior to scheduling a preconstruction meeting.

*Utility allocation request must be reviewed and approved by the Town Board prior to approval of major subdivision construction plans for all phases included in plans, if applicable.

SUBMITTAL CHECKLIST:

- One (1) completed Application for Major Subdivision Construction Plans with original signatures, completed in ink (no copies or faxes)
- Major subdivision construction plan review fee:
 - Original submittal: \$500.00 + \$5.00 per lot
 - Amendment: \$450.00
- Erosion & sedimentation control (EC) review fee:
 - \$250 per disturbed acre, or portion thereof
 - Amendment: \$75.00
- Five (5) plans (no larger than 24" x 36" standard engineer copies) FOLDED to an approximate 8.5" x 11" size
- Digital copy of all required submittal materials
- Financial responsibility/ownership form SPCA (EC)
- Supporting documentation for stormwater management, storm drainage, erosion and sedimentation control, and flood damage prevention
- Fire flow analysis
- Draft restrictive covenants
- NCDOT driveway permit(s) & encroachment agreement application(s)
- Additional required submittal materials, as applicable

APPLICATION FOR MAJOR SUBDIVISION CONSTRUCTION PLANS

This application shall be submitted for all major subdivision construction drawings as defined by the Town of Fuquay-Varina Code of Ordinances. **For each submittal after the second review, there is a \$450 construction review fee, and a \$75 erosion & sedimentation control review fee.**

SUBDIVISION NAME: _____
SUBDIVISION ADDRESS: _____
WAKE COUNTY PIN: _____

LAT/LONG: _____
DISTURBED ACREAGE: _____

PRIMARY CONTACT: _____
EMAIL ADDRESS: _____ **PHONE:** _____

DATE OF PRE-SUBMITTAL MEETING WITH TOWN: _____

PROPERTY OWNER/DEVELOPER: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
EMAIL ADDRESS: _____ **PHONE:** _____

SITE DESIGNER: _____
DESIGN FIRM: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
EMAIL ADDRESS: _____ **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 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 Standard Specifications & Construction Details on the drawings and to call said proposed deviations to the Town's attention if such deviations are to be implemented.

OWNER SIGNATURE: _____ **DATE:** _____

DEVELOPER SIGNATURE: _____ **DATE:** _____

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

TOWN USE ONLY:
Tracking # _____
Date Rec'd _____