



SUBDIVISION PLAN: PRELIMINARY PLAT REVIEW CHECKLIST

PROJECT NAME: _____ DATE REVIEWED: _____
PROJECT ADDRESS: _____

In addition to the criteria listed herein, plans must demonstrate compliance with all applicable provisions of the Town Code of Ordinances, Town of Fuquay-Varina Standard Specifications & Construction Details, & any other adopted ordinances, plans, or policies. A submitted preliminary plan shall include the following sheets: Title Sheet; Existing Conditions; Subdivision Plan; Utility; Landscaping; Lighting (See Town LDO, Part 9, §9-1808 COMMON APPLICATION PROCEDURES (w)(B).)

GENERAL PLAN REQUIREMENTS:

- Standard size engineer copies (24"x36" paper)
- Digital file (all sheets/documents)
- Scale maximum 1" = 100'
- Owner name, address, & phone number
- Developer name, address, & phone number
- Name, address, & phone number of surveyor/engineer/architect/or designer (professional seal and signature by each applicable party)
- Property address(es) & PIN(s)
- Adjacent property PIN(s) & owner name(s) (or subdivision), use, & information
- Total tract(s) acreage /project area/disturbed area
- Title, date, north arrow, graphic scale, and legend, including references for all symbology
- Project perimeter/boundary
- Vicinity map
- Existing property lines/boundaries including bearings & distances
- Existing rights-of-way, including name, width, access points and width, pavement markings, and other improvements
- Existing/Proposed Land Use
- Existing structures and/or land dedicated for specific purpose
- Existing zoning & proposed with conditions, if applicable
- Corporate limits & county line
- Other existing &/or proposed rights-of-way or easements not listed herein (location/width/purpose)

ZONING REQUIREMENTS:

- Minimum setbacks, lot size & lot width listed with building envelopes shown (existing & proposed)
- Proposed mail kiosks, location and parking
- Heritage tree evaluation, including perimeter buffer, location of qualifying trees, type, size, date of and party responsible for performing evaluation, & location of retained & replacement trees

SUBDIVISION REQUIREMENTS:

- Proposed lot lines, lot numbers, lot size in sf and ac & approximate dimensions
- Total number of lots
- Impervious surface breakdown by use
- Phase &/or block numbers
- Total acreage, number of lots, & avg lot size per phase
- Landscaping to include:
 - Proposed tree type & size listed
 - Buffers with size and planting details
 - Parking lot islands, if applicable
 - Thoroughfare landscape planting, including location, size, & type
 - Perimeter landscape planting, including detail of proposed buffer
 - Street trees, including type & minimum planting requirement
 - Sidewalks, including wheelchair ramps at intersections

OPEN SPACE SUBDIVISION REQUIREMENTS:

- Total acreage in open space and acreage in each classification of open space
- Data table demonstration compliance with *Open Space Development Regulations*
- Building footprint design criteria, if applicable
- Dedicated open space areas



SUBDIVISION PLAN: PRELIMINARY PLAT REVIEW CHECKLIST

RIGHT-OF-WAY INFRASTRUCTURE REQUIREMENTS:

- Linear feet of streets
- Existing bridges
- Horizontal alignment of proposed streets, street names, rights-of-way, roadway widths, approximate grades, & traffic control devices
- Additional right-of-way dedication &/or proposed easements for existing streets, if applicable
- Street lighting locations & detail
- Speed limit signs provided at entrance points
- Proposed street cross sections
- Improvements required by Community Transportation Plan (CTP) including collector streets and greenways

UTILITY INFRASTRUCTURE REQUIREMENTS:

- Existing utilities, both public & private, including location, size, & ownership, if applicable
- Proposed utility layout, including tap & line locations, valves, backflow preventers, manholes, & connections to existing utilities
- Proposed main line size
- Fire hydrant locations & details
- Easements for private utilities, if applicable
- Required utility extension to adjacent properties
- Easements provided for future utility connection where not proposed, if applicable

STORMWATER MANAGEMENT REQUIREMENTS:

- Existing culverts & drainage pipes (size/length)
- Location of proposed channel modifications, including bridges, culvert crossings, and/or improvements
- Location of proposed Stormwater Control Devices (SCM)
- Label *Private SCM Access and Maintenance Easement*

ENVIRONMENTAL REQUIREMENTS:

- Existing forest cover, wetlands, flood hazard soils, perennial & intermittent streams, & riparian buffer boundaries, including type &/or name if appropriate
- Existing flood plain boundary, including panel number & adoption date
- Existing water bodies not otherwise listed herein
- Existing contours with intervals not more than 2 feet
- Impervious % to demonstrate low or high density
- Provide asterisks (*) for lots with FFEs and/or flood hazard soils
- Open space developments: lots shall not include flood hazard soils or areas identified in a flood study

MISCELLANEOUS REQUIREMENTS:

- Provisions for ADA accessibility & vehicular access to USPS required mail receptacles
- Spot elevations at bldg. corners/driveways/catch basins
- Compliance with NC Fire Code, including fire flow calculations, fire lanes, markings, & other information, including FDC & turning radius, if applicable
- Retaining walls, (if applicable)
- Existing & proposed FFE, if applicable

OTHER REQUIREMENTS:

If applicable, compliance with requirements of other adopted plans & policies, including but not limited to:

- US Postal Service mail kiosk location approval
- Wake County street name/address approval
- Fire flow analysis
- Jurisdictional determination of wetlands from USACOE
- Jurisdictional determination of streams/buffers
- Traffic impact analysis (3 paper copies and 1 digital, if applicable)
- Recreation land dedication or payment in lieu form
- Submit online WCPSS Residential Development Form
- Utility Allocation Request Form
- (Optional) A digital color rendering (preferably .png) for use on the Town's website.
- Draft HOA Covenants
- If the property is not already in the Corporate Limits, annexation must be requested and approved by the Town Board