



SUBDIVISION PLAN: CONSTRUCTION DRAWING 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 subdivision plan shall include the following sheets: Title Sheet; Existing Conditions; Site Plan; Grading; Utility; Landscaping; Construction Detail; Stormwater Management; and Lighting.

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, & 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 & width, pavement markings, & other improvements
- Existing/Proposed Land Use
- Existing structures &/or land dedicated for specific purpose
- Existing zoning & conditions if applicable
- Corporate limits & county line
- Other existing &/or proposed rights-of-way or easements not listed herein (location/width/ purpose)
- Include an infrastructure table on the cover sheet to include the following applicable items: size and length of private and public water, sewer, and storm drain; number of storm drain structures and stormwater control measures; linear feet and width of proposed public right-of-way, number of cul-de-sacs, linear feet of curb and gutter, and sidewalk; and number of both street signs and traffic signs.

ZONING REQUIREMENTS:

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

SUBDIVISION REQUIREMENTS:

- Proposed lot lines, lot numbers, lot size in sf and ac & lot dimensions
- Total number of lots
- Impervious surface breakdown by use
- Phase &/or block numbers matching preliminary plan
- 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 detail of proposed buffer, location, size, & type
 - Perimeter landscape planting, including detail of proposed buffer, location, size, & type
 - Street trees, including type & minimum planting requirement

OPEN SPACE SUBDIVISION REQUIREMENTS:

- Total acreage in open space & acreage in each classification of open space
- Data table demonstrating compliance with *Open Space Development Regulations*
- Building footprint design criteria, if applicable
- Dedicated open space areas (must match or exceed areas shown on approved preliminary plans)



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RIGHT-OF-WAY INFRASTRUCTURE REQUIREMENTS:

- Linear feet of streets
- Existing bridges
- Horizontal & vertical alignment of proposed streets, street names, rights-of-way, roadway widths, approx. grades, traffic control devices & striping plan
- Sight triangles
- Turning radius, if applicable
- Additional right-of-way dedication &/or proposed easements for existing streets, if applicable
- Street lighting locations & detail, include height & type
- Speed limit signs provided at entrance points
- Stop signs
- Proposed street cross sections
- Curb & gutter, including material & details
- Sidewalk/wheelchair ramp locations & standard details
- Striped crosswalk at intersections w/ R/W 60' & greater
- Improvements required by Community Transportation Plan (CTP)

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
- Line size/capacity/materials/details/plan & profiles
- Fire hydrant locations & details
- Easements for private utilities, if applicable
- Easements provided for future utility connection where not proposed, if applicable
- Required utility extension to adjacent properties
- Utility meters & other appurtenances, including size
- Denotation of end of Town maintenance of utilities
- Irrigation, meter, tap, & location, if applicable
- Pump station details/calculations, if applicable

STORMWATER MANAGEMENT REQUIREMENTS:

- Limits of area of disturbance mapped & calculated
- Maximum Impervious shown per lot (low density only)
- Existing and Proposed Drainage Area Maps: show land use, proposed Stormwater Control Measures (SCMs), Tc flow path, drainage patterns/pipe networks, and interconnectivity of sub-shed areas
- Existing culverts & drainage pipes (size/length)
- Existing & proposed conveyance systems, including grass channels, swales, storm drains, & easements
- Location of proposed channel modifications, including bridges, culvert crossings, &/or improvements
- Design calculations for pre & post development discharge runoff for storm events (1-yr/2-yr/10-yr/100-yr)
- Proposed SCMs comply w/ NCDEQ New Stormwater Design Manual:
 - Plan views and profile sections **to scale** showing all pipe and riser structures, inlet and outlet inverts, spacing, length of pipe, elevations and material thicknesses, storm elevations, etc.
 - SCM easements and label *Private SCM Access and Maintenance Easement*
 - Design calculations & dimensions of all structural stormwater devices
 - Operation and Maintenance (O&M) Agreement and O&M Manual (See Town Stormwater website)
 - SHWT Report, if required per above
- Design calculations for culverts & storm sewer to include but not limited to: See Town Specs 100.03.04.
 - 10-year storm pipe sizing
 - 2 fps velocities during the 2-year storm
 - Gutter flow calculations (not to exceed 8ft)
- Design calculations for discharge & velocity for open channel & ditch flows
- Design calculations for cross-sections & method of stabilization for existing & planned channels
- Design calculations for energy dissipaters below culvert & storm sewer outlets, including details
- Analysis of lot drainage including but not limited to:
 - Swale/pipe calculations
 - Private drainage easements, as needed
 - Provide 6" fall 10' from structures
 - Max # lots draining to a common swale is 6; beyond 6, drainage shall be piped



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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 (100-yr/Future/Floodway), including panel number & adoption date
- Existing water bodies not otherwise listed herein
- Existing contours with intervals not more than two (2) feet
- Proposed contours with intervals not more than two (2) feet
- Existing base flood elevation & proposed finished floor elevations, if applicable
- 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

OTHER REQUIREMENTS:

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

- Fire flow analysis
- FEMA and/or Town of Fuquay-Varina Floodplain Permit Approval, if applicable
- 404/401 (wetlands/streams) approval, if applicable
- State Certifications & Approvals: No construction of water or wastewater utilities is permitted until the property owner/developer receives authorization to Construct from the State of North Carolina.
- Driveway Permits: No construction is permitted in the ROW until permits are obtained.
- Inspection Fees: Fees shall be paid at the time of pre-construction meeting. No construction shall begin until fees are paid.
- If the property is not already in the Corporate Limits, annexation must be requested and approved by the Town Board.

MISCELLANEOUS REQUIREMENTS:

- Compliance with ADA &/or NC State Building Code for pedestrian ingress/egress & access to public way, including spot elevations to demonstrate slope
- Spot elevations at building 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 (design submitted separately to Building Inspections)