

## Information Required for Review of Site Plan

**Pre-application meeting is required** for Conditional Use District zoning; major subdivisions; planned development and rezoning. Pre-application meeting is recommended for minor subdivisions, site plans and special use permits. Submittal to follow published calendar on file in the Planning Department and on the web site listed above.

Plans are to be prepared by a registered civil engineer, registered landscape architect or registered architect licensed to practice in the State of North Carolina. Landscape plans must be prepared by a landscape architect licensed to practice in the State of North Carolina.

**Plans are to be drawn to scale and on sheets no larger than 24 x 36 inches. Plans are to be folded to 9x12 size** for submittal. Complete sets shall include a site layout plan, grading plan, erosion control plan, utility plan, storm water drainage plan, building elevations, landscape plan, lighting plan.

At time of Application Submittal the following must be submitted:

Filing Fee

Completed Application

12 Complete Sets of Plans 24X36 folded to 9x12 size

Vicinity Map:

Site and streets identified

North arrow

Title Block:

Name, address, contact information of the following:

- Development/ Project
- Property Owner/Developer
- Site Designer
- Seal of professional preparing plan
- Graphic scale, north arrow and date of plan

Site Data Block:

- Wake County Parcel Identification Number (PIN)
- Site zoning and Overlay District (if applicable)
- Site area
- Disturbed area
- Impervious surface area and percentage
- Existing use and proposed use
- Parking spaces required and ratio used to determine
- Parking spaces provided
- Type of building construction (N.C. State Building Code)
- Multi-family: Number of units
- Gross density allowed and proposed
- Number of 1 bedroom units; 2 bedroom, 3 bedroom, etc.

The following **existing features** must be included on the site plan:

- Property boundaries with labeled metes and bounds
- Cemeteries
- Any know contaminated soils or hazardous materials
- Zoning of adjacent property
- Natural features

Site layout plan:

- Building setbacks dimensioned and labeled
- Building to building relationship (triangulation, when applicable)
- Building area indicated
- Existing/proposed structures w/ gross square feet
- Existing/proposed public right-of-way, private streets, driveways
  - \* material
  - \* dimensions
  - \* pavement markings
- Cross section for proposed streets
- Compliant with Transportation Plan
- Sidewalk and walkway
  - \* material
  - \* dimensions
  - \* handicap accessibility
- Parking layout – space and aisles
  - \* material
  - \* dimensions
  - \* curb/wheel stop
  - \* handicap accessible parking and signage
- Utility elements with required screening
- Truck loading and unloading areas with required screening
- Refuse collection areas with required screening
- Storage areas with required screening
- Fences, walls details
- Location of free standing sign

## Information Required for Review of Site Plan

### Grading plan

- Existing/proposed topography at 2 foot intervals
- Tree protection fencing

### Soil erosion plan:

Although the plan must be included with this set, a grading permit from Wake County is required for all projects over one (1) acre.

### Utility plan:

- Existing/proposed water mains with sizes and materials along entire frontage of development
- Existing/proposed sewer mains with sizes and materials along frontages and/or easements
- Reference for all existing sanitary sewer easements and possibly water easements
- If a private distribution system is proposed, the master backflow device must be shown with make and model number
- Water/sewer services with sizes
- Size and location of meters
- Location and make & model number of backflow preventers
- Location and size of grease traps
- Water and sewer infrastructure must comply with City of Raleigh Public Utilities standards, please refer to their website at [www.raleighnc.gov](http://www.raleighnc.gov)
- Location and identify all fire hydrants within 500 feet of the building; measured as the hose is laid on the ground
- Location and size of underground fire sprinkler line
- Location and size of sprinkler system backflow device
- Location of Fire Department Connection device
- Location and size of underground line to sprinkler riser
- 100 year floodplain, wetlands, Neuse River buffers. Etc.

### Stormwater drainage plan:

- Floodway/floodplains, wetlands, Neuse River buffers, etc.
- Drainage swales, ditches, channels and water courses
- Retention/detention ponds
- Existing/proposed storm sewer, inlet structures and culverts
- Location and deed reference for all easements
- Include quality and quantity calculations
- Watershed permit (if applicable)

### Building elevations:

- Building height dimensioned
- Building materials and colors labeled
- Screening of roof top mechanical systems shown
- One rendered elevation
- Material board, if requested

### Landscape plan – prepared by a registered Landscape Architect

- Existing vegetation to remain with tree protection fence and detail
- Buffers dimensioned and labeled – street buffer, perimeter buffers, conservation buffers, Neuse River buffers
- Tree Cover, Buffer, Yard and Vehicular Surface Area calculations shown on plans
- Screened topography
- Plant legend and list; botanical and common name, size, quantity
- Planting details
- Sight distance triangles shown
- Required landscape bed around freestanding sign
- Existing and proposed utilities
- Proposed lights

### Lighting plan:

- Site lighting including building wall packs
- Public/Private street lighting plan

### The following may be required:

- Traffic Impact Analysis
- Environmental Impact Analysis
- Master Site Development Plan (for phased development plans)
- Unity of Development Guidelines
- Master Sign Plan