

Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597 Phone: (919) 823-1810 Fax: (919) 887-2824 www.townofzebulon.org

SITE PLAN APPLICATION

GENERAL INFORMATION:

A Site Plan in accordance with Section 2.2.17 of the Unified Development Ordinance is to establish a consistent and predictable process for the review of proposed development, through a graphical representation of the proposal. Site plan review is an analysis to ensure that allowable development is configured in accordance with the standards in this Ordinance, not a consideration of whether or not a proposed development is allowed.

INSTRUCTIONS:

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

ANNEXATION REQUIREMENTS: If a property or portion thereof subject to this site plan request is outside the corporate limits and ETJ, an annexation petition is **required** to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.

APPLICATION PROCEDURE – The applicant requesting Site Plan Approval must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)

- One (1) Legal Description (metes and bounds) of subject property
- Owner's Consent Form
- Transportation Impact Analysis (if required)

TRC REVIEW – The Technical Review Committee shall review the request in accordance with Section 2.2.17.G. of the Unified Development Ordinance and shall provide notice of decision in accordance with Section 2.3.9. Application deadlines for TRC review are available on the Town's Website.



PART 1. DESCRIPTION OF REQUEST/PI	ROI	PERTY		
Street Address of the Property:			Acreage:	
0, 413, 400 E Barbee Street, Zebulor	n, N	IC 2/59/		+0.54=6.07
2705650231, 2705557077, 2705556073	3	19107, 3975, 18374	Deed Page(s): 564, 927,	1405
DTP		Number of Dwellings Proposed:		
Existing Use of the Property:		Proposed Use of the Property:		
Vacant Land Details of Site Plan:		Residential Townhom	es	
Applicant is submitting a residential site plan of Applicant proposes 51 rear entry townhomes car garage. Applicant proposes an 8' wide sid Barbee Street extension through the neighborl an intent to work with Parks and Recreation De Community Park.	- ead lewa hood	ch townhome is 3-stories, alk/greenway extension or d. ending in the communit	on 20'x40' p	ads, and 1 ide of the
PART 2. APPLICANT/AGENT INFORMA Name of Applicant/Agent: Meridian Properties Group, LLC Street Address of Applicant/Agent: 4030 Wake Forest Road, Suite 100	TIC	ON		
City:		State:	Zip Code:	
Raleigh Email of Applicant/Agent:		NC	27609	
sherry@societyrealtygroup.com		P19-621-4648	Fax Number of Appli	cant/Agent:
Are you the owner of the property? Yes No Are you the owner's agent? Yes	No	Note: If you are not the owner of the Owner's consent and signature givin application.	ne property, you m	ust obtain the so submit this
PART 3. PROPERTY OWNER INFORMA	TIC	N		
Felix Adizue and Chaochuan Wang-Adiz	zue			
Street Address of Property Owner: 1329 Moores Creek Drive (S	ubje	ect Parcel PIN: 27055	56073)	
City: Knightdale	State:		Zip Code: 27545	
Email of Property Owner:	SCHOOL SERVICE	hone Number of Property Owner:	Fax Number of Proper	rty Owner:
zuecon@gmail.com			n/a	
I hereby state that the facts related in this application a correct, and accurate to the best of my knowledge.	nd a	ny documents submitted here	with are comple	ete, true,
Signatuseus finds poplicant:		Print Name:		Date:
Shaun Smith		Shaun Smith Managing	Partner	11/7/2022
Signature of Owner: Pelindlyne Way		Print Name: PELIX AD 1242 WA	1AD CHUAN NG Adizue	Date: 11/7/22



ZEBULON NORTH CAROLINA		SITE PLAN
PART 1. DESCRIPTION OF REQUEST/PROP	PERTY	
Street Address of the Property:		Acreage:
0, 413, 400 E Barbee Street, Zebulon, N	IC 27597	3.76+1.77+0.54=6.07
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
2705650231, 2705557077, 2705556073	19107, 3975, 18374	564, 927, 1405
Existing Zoning of the Property:	Number of Dwellings Proposed:	
DTP	51	
Existing Use of the Property:	Proposed Use of the Property:	
Vacant Land	Residential Townhome	es
Details of Site Plan:		
Applicant is submitting a residential site plan cons Applicant proposes 51 rear entry townhomes - each car garage. Applicant proposes an 8' wide sideware Barbee Street extension through the neighborhood an intent to work with Parks and Recreation Dept to Community Park.	ch townhome is 3-stories, alk/greenway extension or d, ending in the communit	on 20'x40' pads, and 1 the south side of the y open space, and with

PART 2. APPLICANT/AGENT INFORMAT	ION		
Name of Applicant/Agent:			
Meridian Properties Group, LLC			
Street Address of Applicant/Agent:			
4030 Wake Forest Road, Suite 100			
City:	State:	Zip Code:	
Raleigh	NC	27609	
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applic	ant/Agent:
sherry@societyrealtygroup.com	919-621-4648	n/a	
Are you the owner of the property? Yes No Are you the owner's agent? Yes No	Note: If you are not the owner of Owner's consent and signature giv application.		
DADT 2 DRODEDTY OWNED INCODMATE	ION		
PART 3. PROPERTY OWNER INFORMAT	ION		
Naomi Daye and Everette Webb			
Street Address of Property Owner:			
1 2	Subject Parcel PIN: 27	05557077)	
1 -	ate:	Zip Code:	
Zebulon	C	27597	
	elephone Number of Property Owner:	Fax Number of Proper	ty Owner:
ewebb010@nc.rr.com			
I hereby state that the facts related in this application and correct, and accurate to the best of my knowledge.	d any documents submitted her	ewith are comple	ete, true,
Signature of Applicant: — DocuSigned by:	Print Name:		Date:
Shawn Smith	Shaun Smith	Managing Partn	e 1 1/3/2022
Signature of Owner:	Print Name:		Date:

Everette L. Webb

ECA263120D6E411...
DocuSigned by: Naomi H. Daye
—CB8DF27BFA2B4FF...

Everette L. Webb

DocuSigned by:

11/4/2022 Naomi H. Daye

11/4/2022



NOREH SAROLINA				
PART 1. DESCRIPTION OF REQUEST/PR	OP	ERTY		
O, 413, 400 E Barbee Street, Zebulon	, N	C 27597	Acreage: 3.76+1.77+	0.54=6.07
Parcel Identification Number (NC PIN): 2705650231, 2705557077, 2705556073		Deed Book: 19107, 3975, 18374	Deed Page(s): 564, 927, 1	405
Existing Zoning of the Property: DTP		Number of Dwellings Proposed: 51		
Existing Use of the Property: Vacant Land Details of Site Plan:		Proposed Use of the Property: Residential Townhome	es	
Applicant is submitting a residential site plan con Applicant proposes 51 rear entry townhomes - car garage. Applicant proposes an 8' wide side Barbee Street extension through the neighborh an intent to work with Parks and Recreation De Community Park.	eac ewal	h townhome is 3-stories, lk/greenway extension or l, ending in the communit	on 20'x40' pa the south sic y open space	ds, and 1 le of the , and with
PART 2. APPLICANT/AGENT INFORMA	TIC)N		
Meridian Properties Group, LLC				
Street Address of Applicant/Agent: 4030 Wake Forest Road, Suite 100				
City: Raleigh		State: NC	Zip Code: 27609	
Sherry@societyrealtygroup.com		Telephone Number of Applicant/Agent: 919-621-4648	Fax Number of Applica	ant/Agent:
Are you the owner of the property? Are you the owner's agent? Yes No Yes No	lo l	Note: If you are not the owner of the Owner's consent and signature giving application.		
PART 3. PROPERTY OWNER INFORMA	TIO)N		
Name of Property Owner: Meridian Properties Group, LLC				
Street Address of Property Owner: 4030 Wake Forest Road, Suite 100 (Su	bject Parcel PIN: 270	5650231)	
City:	State:	•	Zip Code: 27609	
Email of Property Owner: sherry@societyrealtygroup.com	-	hone Number of Property Owner: 9-621-4648	Fax Number of Propert	y Owner:
I hereby state that the facts related in this application as correct, and accurate to the best of my knowledge.	nd a	ny documents submitted here	with are comple	te, true,
Signature of Applicant:		Print Name:		Date:
Shaun Smith		Shaun Smith Managing F	Partner	11/1/2022
Signature of Owner:		Print Name:		Date:

Shaun Smith

Managing Partner

Shaw Smith

BC2E84D20C76438...

DocuSigned by:

11/1/2022



OWNER'S CONSENT FORM

gnature of Owner

Name of Project:	0 E Barbee	Street	Submittal Date:	11/07/2022
OWNER'S AUTHOR I hereby give CONSEN full name of agent) to act documents, and to attend indicated above. Further conditions which may ar	T to Meridian t on my behalf, to subn d and represent me at	consent to the parts	this application and a blic hearings pertaining	
I hereby certify I have ful I acknowledge and agree Ordinance, that lands subsupproved as part of that a the land as an amendment with the procedures establimits shall comply with all other applicable stand specifically listed as contincomplete information withdrawal of this applicated required to process this approprighted document su conditions, which may be	pject to the proposed sapplication. These stand to this Ordinance and plished in this Ordinance all Town policies reladards and regulations ditions or deviations approvided by me or mation, request, approvapplication. I further combinitied as a part of the	ite plan shall be subjudards, plans, and apolithe Official Zoning ce. Development located to annexation and of the UDO will reas part of this requestly agent will result all or permits. I acknowned to the Town cois application for any is application for any is application for any interest.	ne Town of Zebulon ect to all the standards proved conditions are Map, and may only be ated outside the Town d the extension of util main applicable to the st. I understand that a in the denial, revocation of Zebulon to publish, withird ports. I forther than the denial of Lebulon to publish, withird ports.	Unified Development s, conditions, and plans perpetually binding on changed in accordance of Zebulon's corporate lities. I understand that e subject lands unless ny false, inaccurate or tion or administrative al information may be
Signature of Owner	Zne	PELIX A Print Name	31212	11/7/2Z Date
CERTIFICATION OF I hereby certify the statem correct to the best of my lead of the Planting of the Planting Correct to the Pla	nents or information m knowledge. I understa	nade in any paper or pand this application r	elated material and all	latta di un di 1

*Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.

CHAO CHUAN WANG ADIZOE
Print Name

ZEBULON

OWNER'S CONSENT FORM

Name of Project:	0 E Barbee S	street	Submittal Date:	11/07/2022
OWNER'S AUTHOR	RIZATION			
I hereby give CONSENT		roperties Group, LLC	(typ	e, stamp or print clearly
full name of agent) to act		t or have submitted		
documents, and to attend				
indicated above. Further				
conditions which may ari	ise as part of the approv	al of this application	on.	C
I hereby certify I have full	l knowledge the proper	y I have an ownersh	nip interest in is the s	ubject of this application.
I acknowledge and agre	ee that, pursuant to Se	ection 2.2.17. of the	ne Town of Zebulo	n Unified Development
Ordinance, that lands sub	ject to the proposed sit	e plan shall be subj	ect to all the standar	ds, conditions, and plans
approved as part of that a			-	
the land as an amendment				
with the procedures estab		±		
limits shall comply with				
all other applicable stand				
specifically listed as con-				
incomplete information		, .		
withdrawal of this applic required to process this a				
copyrighted document su	* *		-	
conditions, which may be				ici agree to an terms and
DocuSigned by:	s imposed as part of the	approvar or time ap	piioution.	
Everette L. V			te L. Webb	11/4/2022
Signature of Owner		Print Name	H. Daye	<i>Date</i> 11/4/2022
Maomi H. Daye CERTIFICADE DE D	<u> </u>	Naoiii i	n. Daye	11/4/2022
			1 1 1	
I hereby certify the staten				
correct to the best of my	_	11		
official records of the Pla		ie Town of Zebulor	i, North Carolina, an	d will not be returned.
Ewnt	···	Everette	e L. Webb	11/4/2022
Signature of Ow	299651 ⁴¹	Print Name	\overline{I}	Date
DocuSigne		Naomi H.	Daye	11/4/2022
Na Ami L	t Daw			

^{*}Owner of record as shower transferred, a copy of the deed must accompany this form.

OWNER'S CONSENT FORM

Name of Project:	0 E Barbee S	Street	Sub	mittal Date:	11/07/2022
OWNER'S AUTHOR	IZATION				
I hereby give CONSENT		Properties Group, I	LC	(type	e, stamp or print clearly
full name of agent) to act		nit or have sub	mitted this ap		
documents, and to attend	and represent me at	all meetings a	and public hea	arings pertaini	ing to the application(s)
indicated above. Further	, ,			ated above to	agree to all terms and
conditions which may ari	se as part of the appro	val of this app	olication.		
I hereby certify I have full	Urnovyladga tha propa	rty I hove on o	aynarchin inta	cost in is the su	phicat of this application
I acknowledge and agre					
Ordinance, that lands sub	/ ±				
approved as part of that a		-	•		
the land as an amendment					
with the procedures estab					
limits shall comply with					
all other applicable stand					
specifically listed as con-		-	-		•
incomplete information pwithdrawal of this application				,	
required to process this approx	, , , , , ,	1		_	2
copyrighted document su				-	, 1, 1
conditions, which may be Docusigned by:	e imposed as part of th		•	• •	C
Shaun Smith Signifilite or Owner		Shaun Smi	th Managin	g Partner	11/1/2022
Signature of Owner		Print Na	me		Date
CERTIFICATION O	F PROPERTY OW	NER			
I hereby certify the staten			ner or plans s	ubmitted here	with are true and
correct to the best of my l					
official records of the Pla	nning Department of	the Town of Z	ebulon, North	Carolina, and	d will not be returned.
Shawn Smith		Shaun Smith	Managing Pa	rtner	11/1/2022
Signature or Ow	ner .	Print Name		$\overline{}$	Date Date

^{*}Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.



SITE PLAN REQUIREMENTS

Every applicant requesting Site Plan approval shall submit **8 copies** and **1 pdf (e-mail or USB Drive)** of a concept plan drawing with the application for a Site Plan. The concept plan shall contain sufficient information to adequately determine the type of development being proposed. The concept plan drawing shall include, at a minimum, the following features unless otherwise specified by the Planning Department:

	Cover Sheet (Checklist Items	
#	Item	Notes	
1	Index of Titled Drawing Sheets	All sheets are to be titled in a descriptive manner (i.e. Site Layout Plan, Landscape Plan, etc.).	Х
2	Vicinity Map	Map showing location of property and adjacent streets within a maximum of a ½ mile radius.	X
3	Show any public recreation requirement. Required formatting is located after Required Notes in this application.		X
4	List & label UDO Supplemental Standards.		N/A
5	List & label any variance conditions.		N/A
6	Project Data (tabular format)-requirements below:		Х
a.	Name, address(s) and parcel ID(s) of the project		Х
b.	Preparer's name, address, phone number, fax number and e-mail address		Х
c.	Owner's name, address, phone number, fax number and e-mail address		Х
d.	Contract purchaser's name, address, phone number, fax number and e-mail address		N/A
e.	Annexation number(s) for property		N/A
f.	Zoning of the property; if conditional use or conditional zoning, list all rezoning conditions		X
g.	Current Future Land Use Map classification		N/A
h.	Proposed Future Land Use Map classification		Х
i.	Area of tract(s)		Х
j.	Required front, side, and rear yard setbacks		Х
k.	Open Space Required		X
1.	Open Space Provided		X
m.	Indicate if the site contains a FEMA designated 100-year floodplain.		Х
n.	Indicate % of total lots to be graded prior to first plat		Х

	Existing Conditions	Sheet Checklist Items	
#	Item	Notes	
1.	Provide boundaries of the site in metes and bounds		Х
2.	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades		Х
3.	Call out location of slopes equal to or steeper than 3:1 and rock outcroppings.		Х
4.	Provide tree survey locating all specimen (hardwood) trees at 18" caliper and larger within open space and buffers on site.	Must also show all 18" or greater caliper trees on neighboring properties within 50' of your property line.	
5.	Document that all proposed open space and preservation areas by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos or aerial photographs. Aerial	





		photographs are not an acceptable stand-alone means of documentation for trees.	
6.	Document that existing buffers meet the required "A", "B", "C", "D", or "E" type standards by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos or aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees in buffers	х
7.	Show location of wetlands as determined by a licensed soil scientist, the Army Corps of Engineers, or the NCDEQ.		X
8.	Show location of all creeks, streams, ponds and dams		Х
9.	Show required riparian buffers on both sides of perennial and intermittent streams, including the location of the top of bank on both sides of the stream. Riparian	Riparian buffers on perennial streams are measured 100' from the top of the bank on both sides of the stream. Riparian buffers on intermittent streams are measured 50' from the top of bank on both sides of the stream.	Х
10	Show location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements	If not applicable, certify that there is no FEMA floodplain on the subject property by giving FIRM map number and date. Provide non-FEMA flood study information on floodplains, floodways, flood fringes and flood hazards at the construction plan stage of plan review.	N/A
11.	Provide location of existing fencing, roads and structures.		Х
12.	Provide locations of significant site elements.	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, rock outcroppings and cemeteries	N/A
13.	Indicate clearly on the plans the location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements.	Accurately survey existing utilities; approximate locations will not be accepted. Include size and material.	X
14.	Identify location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks or similar structures.		N/A

	SUBDIVISION LAYOUT SHEET CHECKLIST ITEMS			
#	Item	Notes		
1.	Base Items			
2.	North Arrow		Х	
3.	Roads and Driveways	List names of proposed roads. Road names must be preapproved by Wake County and the Town of Zebulon	Х	
4.	Vehicle Use Areas		Χ	
5.	Buildings		X	
6.	Detention, retention, or natural ponds	Please label each SCM with a number	Χ	
7.	Creek, streams, ponds, and dams		X	
8.	Location and dimensions of all Open Space or preservation areas	Open Space and Preservation areas must be recorded as a separate lot from the residential building lots. Include a metes and bounds description of the proposed areas on Final Plat.	x	
9.	All Public and Private Easements	Including sign easements	X	
10.	Fences and decorative or retaining walls	Include TOW and BOW or TOF	Χ	
11.	Location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements		N/A	
12.	Residential building lots		Χ	
13.	Square footage & dimensions of each lot		X	
14.	Zoning, ownership, and current use of all adjacent tracts		Χ	
15.	Boundary of entire tract by metes and bounds		X	
16.	Location of retaining walls	Label each wall and include TOW and BOW measurements	Χ	
17.	Location and dimensions of existing and proposed driveways or curb cuts on site and adjoining properties	Include properties on opposite side of adjoining streets and existing/proposed lane striping on all streets.	Х	
18.	Location of entrances/exits and general internal circulation	Include lane striping, crosswalks, pavement markings, and signs.	Х	



19.	Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways	Show widths of all features.	Х
20.	Turning radii to ensure that emergency vehicles are accommodated		Х
21.	Streets and rights-of-way showing existing and proposed dimensions in accordance with the Town's Transportation Plan and Spec Book	Connections must be made to existing stubs on adjacent property. Indicate location and dimensions of pavement, curbs and gutters and sidewalks. Where development abuts or includes a State maintained road, design must be submitted and reviewed concurrently with NCDOT.	Х
22.	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	X
23.	List proposed speed limit for each public street	No streets can be proposed less than 25 mph.	
24.	Location of emergency access		
25.	Location and dimensions of setbacks	On corner lots, where the dwelling can face either street, provide building setback lines for each possible configuration. If the front of the dwelling is limited to face only one street, then provide the appropriate building setback lines and add the word "FRONT" to indicate the front yard.	X
26.	Location and dimensions of parks, recreation areas and greenways or proposal for fee in lieu		Х
27.	Location of mail kiosks	Approval of the proposed mail kiosk/CBU locations must be provided to Planning prior to Master Subdivision Plan approval.	Х

	STAGING & DEMOLITION PLAN CHECKLIST ITEMS			
#	Item	Notes		
1.	Identify which existing trees will be saved and which will be removed.			
2.	Location of tree protection fencing.	Fencing must be one (1) ft. away from the tree trunk for every one (1) in. caliper of the tree.	Х	
3.	Location and type of additional protective measures.		X	
4.	Show proposed staging areas or dirt/material/equipment			
	storage areas.			
5.	Location of construction entrance.		X	
6.	Location of temporary emergency vehicle access		X	
7.	Location of temporary utilities		N/A	
8.	Provide any necessary traffic management plan for the time frame that the site is being constructed	Includes, but not limited to, road or pedestrian barricades, emergency vehicle access, detours or safety devices that may be required.	N/A	
9.	Show road or sidewalk barricades		N/A	
10.	If buildings will be demolished, a Demolition Application must be submitted before demolition may begin.		Х	

	GRADING PLAN CHECKLIST ITEMS		
#	Item	Notes	
1.	Base Items	See Subdivision Layout Items	X
2.	Provide FFE for all structures		
3.	Indicate % of total lots to be graded.		
4.	Provide a Final Rough Grading sheet that shows drainage of lots.		X
5.	Indicate % of the pre-development drainage areas have been preserved within their natural basins.		
6.	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades		X
7.	If there will be fill within a floodplain, a Letter of Map Revision based on Fill LOMR-F is required to be obtained		
8.	Indicate all slopes equal to or steeper than 3:1 and show required stabilization measures		N/A





9.	Location and type of soil and erosion control measures.		Χ
10.	Location of existing trees to be saved and removed	Show type and caliper of trees.	
11.	Provision for the adequate disposition of storm water in		
	accordance with Town standards indicating location,		X
	sizes, types and grades of ditches, catch basins and pipes		^
	with connections to existing drainage system(s).		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
12.	Location of Tree Protection Fencing.		Χ
13.	Location of retaining walls. Indicate height of wall and		
	area of disturbance. Non-decorative walls are required to		X
	have facing (i.e. stucco). Top of wall and bottom of wall spot elevations must be provided.		
14.	All grading and support structures associated with any	Protected areas are defined as but are not limited to, open	
14.	retaining structure shall not encroach into any required	space areas, tree save areas, buffers, and critical root zones	
	buffer or protected area shall be contained entirely on	of trees, public utility easements and rights-of-way.	X
	site.	of trees, paone unity easements and rights of way.	^
15.	No site development activity, including but not limited to	A protection fencing installation permit may be obtained at	
	testing, clearing, installation of S&E measures or grading,	the Planning Department or online. Tree Protection Fencing	
	shall occur until required protection fencing has been	Application	X
	installed and inspected.		
16.	Site elements required to satisfy recreational	Site elements include but are not limited to play fields and	
	requirements must meet any applicable standards found	greenway trails.	
	in the TOZ Standard Specifications and Standard Details		X
	and the requirements of the TOZ Parks and Recreation		
17.	Department Indicate location, size and materials used for stormwater		\vdash
1 /.	(drainage) lines		X
18.	Indicate location and width dimension of easements		
10.	required for stormwater (drainage) lines and culverts.		
	Include permanent and temporary construction		
	easements.		

	UTILITY PLAN CHECKLIST ITEMS			
#	Item	Notes		
1.	Base Items	See the Subdivision Layout Sheet	Χ	
2.	Indicate location and width dimension of easements required for utilities.	Include permanent and temporary construction easements.	Х	
3.	Indicate clearly on the plans the location of all existing and proposed utilities above and/or below ground. Colocation of dry utilities is preferred.	Utilities include water, sewer, natural gas, electric, telephone, cable, fiber optic, etc. If the site is encumbered by existing utility easements then the applicant should provide a letter from the utility company indicating the acceptability of the site improvements.	Х	
4.	Slopes shall not be steeper than 3:1 where underground electric utility lines are proposed.		N/A	
5.	Show proposed locations of service corridors, transformers and meters and ensure that all point of delivery issues are coordinated with Duke-Progress Energy	Note that for any electric service routes, you must provide an easement clear of buildings, pavement, landscaped areas, or similar protected areas.	Х	
6.	Indicate location, size, and materials used for water sanitary sewer lines and force main lines. Show water meter and clean out connections from building(s) to public lines. Include size and material of appurtenances.	Please use City of Raleigh Public Utility Department (CORPUD) Specifications	Х	
7.	Indicate locations of utility poles, fire hydrants, transformers, light poles, light fixtures, etc.		Х	
8.	If a pump station (lift station) is proposed, show layout of the station according to the CORPUD Standard Specification and Standard Details manual.		N/A	
9.	Provide utility identifiers (naming conventions) for all proposed water, sewer and stormwater structures, lines and appurtenances.		Х	





10	Lagation of fire long striping and signage Has 2" of CE	
10.	Location of fire lane striping and signage. Use 2" of SF	l
	9.5A pavement and 8" of ABC stone properly layered	N/A
	and compacted anywhere a fire lane is required.	
11.	If a sprinkler system is required, show layout of system to	
	the building, the location of the FDC (Fire Department	N/A
	Connection) and the location of the backflow assembly.	
12.	Location of existing trees to be saved and removed.	X
13.	Location of tree protection fencing.	X
14.	Location of recreational elements such as greenways in	V
	utility easements.	X

	LANDSCAPE PLAN	CHECKLIST ITEMS	
#	Item	Notes	
1.	Base Items	See the Subdivision Layout Sheet	X
2.	Graphic symbols used to depict trees and shrubs must	· ·	
	accurately reflect the average mature spread		X
3.	Indicate location, width and type of required buffers	Existing plants to be saved and new plant material must be	Х
		located and identified within the buffer	
4.	Indicate location of any reforestation areas		N/A
5.	Indicate all slopes equal to or steeper than 3:1 and		
	provide appropriate landscaping and/or slope retention		N/A
	devices (no turf grasses) required to stabilize these areas		
6.	Number of plants along street based on total square		X
	footage of the streetscape buffer		
7.	Show sight triangles with dimensions	Sight triangles are typically 10'x70'	X
8.	Type of trees, located near overhead or underground	If plant material encroaches into the easement, express	X
	utility lines	written consent of the utility company is required	
9.	Show required building landscaping.	Include a notation for residential lots	X
10.	Planting details for new plant material installation		X_
11.	Permanent protection for plants near vehicular use areas	Permanent protection consists of curbs, wheel stops, walls or fences.	X
12.	Location and type of plant material in vehicular use areas		
	with planting area dimensions indicated. Location and		X
	dimensions of landscape islands.		
13.	Enclosures and/or vegetative screening of loading and		
	service areas, dumpsters and recycling bins, HVAC,		N/A
	mechanical and utility units.		
14.	Show location of light poles		
15.	Show all utility lines and easements, including house		X
1.6	hookups.		
16.	Indicate screening for vehicular use area from off-site view.		X
17.	Location, height and type of fencing and retaining walls.		+
1/.	Show elevation and construction detail.		X
18.	Show all Tree Protection Fencing.		+
19.	Plant list summary table with the following information:		X
20	Key identifying proposed plant material using botanical		
	and common names		X
21.	Quantity of each plant material		Χ
22.	Size, height, caliper, and spacing of plant material		X

DETAILS SHEET CHECKLIST ITEMS			
#	Item	Notes	
1.	Detailed drawing of tree protection fencing		Χ
2.	Detailed drawing of retaining wall including handrails and/or guardrails	Include colors and materials.	
3.	Detailed drawing of subdivision features including benches, fences, curb and gutter, wheel stops, etc.	Include colors, materials and manufacturers where applicable.	Χ



4.	Detailed drawing of each type of accessible curb cut or ramp utilized on the project and located on private property.	The detail must include the minimum width of the walking surface and the maximum slopes of each surface. The detail must conform to and reference the N.C. Accessibility Code	Х
5.	Detailed drawing of accessible parking delineation which includes the minimum dimensions and maximum slopes.	The detail must conform to and reference the N.C. Accessibility Code and must not include and ground painted symbol.	Х
6.	Detailed drawing of accessible parking and signage conforming to and referencing the N.C. Accessibility Code		Х
7.	Detailed drawing of bicycle parking		N/A
8.	Detailed drawing of dumpster/recycling bin enclosure		N/A

	TRAFFIC IMPACT ANALYSIS CHECKLIST ITEMS		
#	Item	Notes	
1.	Subdivision Plan or at a minimum, a land use plan, indicating conceptual access points to the external roadway system.		
2.	Vicinity map showing the location of the property and adjacent streets within the approved study area.		
3.	Peak-hour volumes from a recent count, no more than one (1) year old, at the time of submittal unless otherwise approved by Town staff.		
4.	Average daily and peak hour vehicular trips generated by the proposed development.	Please contact the Town at least 60 days prior to starting a TIA.	
5.	Trip distribution allocation on all roads and intersections within the study area approved by the Town		
6.	Intersection geometry and traffic control devices.		
7.	Capacity analyses for all anticipated conditions (existing, no-build and build) including phasing milestones unless otherwise approved by Town staff.	Anticipated conditions include existing, no-build and build.	
8.	Documentation of data and assumptions.		
9.	Proposed road improvements in accordance with the UDO requirements for a Traffic Impact Analysis (TIA).	Upload to IDT and provide 2 hardcopies at first submittal. Anticipated review time 4 to 6 weeks.	

	SITE ANALYSIS REPORT CHECKLIST ITEMS				
	Required only upon request of the Planning Department.				
#	Item	Notes			
1.	Report by a certified arborist, forester or horticulturist indicating the general health and condition of site vegetation and/or specimen trees.	Information to be included: type of trees and vegetation, size range and average sizes, density, general health and conditions, special vegetation and any noxious vegetation.			
2.	Report by a design professional (architectural, engineering, etc.) related to any other relevant existing site features (ponds/dams, wetlands, structures, etc.)	Report should indicate the general condition of the feature.	Х		
3.	Proposal for protecting existing vegetation and site features such as structures, wetlands, floodplains, floodways, etc.		Х		
4.	Any reports requested by Planning staff to ensure site features do not pose a threat to the health, safety and welfare of the Town's residents		N/A		
5.	Show decibel levels for generators, chillers, HVAC units, etc.		N/A		
6.	Detailed elevation sheets of mixed use or non-residential Structures	Information to be included: Materials, design, dimensions, percentage of opacity, lighting specifications, and other applicable features.	N/A		