



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
Phone: (919) 823-1810 Fax: (919) 269-6200  
[www.townofzebulon.org](http://www.townofzebulon.org)

## TECHNICAL REVIEW COMMITTEE (TRC) DEVELOPMENT REVIEW APPLICATION

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### GENERAL INFORMATION

The Technical Review Committee (TRC) provides technical review, analysis, and recommendations to the applicant regarding proposed residential, commercial, and industrial developments. During this process, the proposed development project(s) are reviewed for conformance with all adopted Town ordinances, policies, and plans. Following the meeting the applicant will receive a copy of the minutes taken at the meeting and is advised to make the proper changes to the site plan. Consult with the Planning Department for the number of copies to resubmit for final approval. Once the plans have been resubmitted to the Planning Department and the applicant has received final site plan approval, the applicant may apply for a building permit and any other necessary permits including but not limited to grading, sediment and erosion control or environmental permits. For a complete list of submittal deadlines and meeting dates, please visit the Town of Zebulon Planning Department's webpage or by scanning the QR Code located at the end of this application packet.

### INSTRUCTIONS

#### Please include the following items:

*(Failure to do so will result in a delay in accepting your application until it is complete.)*

1. A completed application form. (This form must be filled out in its entirety.)
2. Ten (10) copies of the proposed site plan and/or drawing package submitted to the Town of Zebulon Planning Department – **ALL FOLDED, AND** One (1) cd with the plan in pdf format.
3. Three (3) copies of the storm water calculations submitted to the Town of Zebulon Planning Department.
4. Development application review fee of **\$700.00** per the Town of Zebulon Fee Schedule will be due at time of submittal. An additional fee of **\$150.00** will be due upon each subsequent submittal necessary.
5. Any other information as may be required by the Town of Zebulon which includes but is not limited to, the Code of Ordinances, Street and Storm Drainage Specifications Manual, Town Manager, Planning Director, or Public Works Director. A complete copy of the Town of Zebulon Code of Ordinances is available at [American Legal Publishing: Online Library](#). The Street and Storm Drainage Specifications Manual can be found online at [www.townofzebulon.org](http://www.townofzebulon.org).

#### City of Raleigh Public Utilities Department (CORPUD)

All water, wastewater, and reclaimed water infrastructure will be reviewed by the City of Raleigh Public Utilities Department (CORPUD). CORPUD may require additional application(s) and/or fees if any of the following are included within the development request:

- Water Distribution/Extension System (Public or Private)
- Sewer Collection/Extension System (Public or Private)
- Reuse Distribution/Extension System (Public or Private)
- Sewer Pump Station and Force Main
- CORPUD Public Utilities Handbook ([www.raleighnc.gov](http://www.raleighnc.gov))

#### Wake County Environmental Services

A formal submittal to Wake County Environmental Services for Soil & Erosion Control, Stormwater, and Land Disturbance Permits will be required as part of, and will run concurrently with TRC. Please see Wake County for submittal details, applications, and fees at <http://www.wakegov.com/water/stormwater>.



# APPLICATION FOR TRC Development Review

PART 1. PLAN/PROJECT INFORMATION			
Land Use Type:		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	
Current Land Use:		Proposed Land Use:	
Project Name:			
Project Address and Location:			
Building(s) Size (square feet):		Number of Lots/Units:	
Parcel Identification Number (NC PIN):		Transportation Impact Analysis Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acreage:	Disturbed Area:	Zoning:	Proposed Water/Sewer Allocation (GPD):
Town Jurisdiction: <input type="checkbox"/> Inside Corporate Limits <input type="checkbox"/> ETJ			

PART 2. APPLICANT AND SITE DESIGNER INFORMATION		
Name of Applicant:		
Mailing Address of Applicant:		
City:	State:	Zip Code:
Email Address of Applicant:	Telephone Number:	Fax Number:
(IF DIFFERENT FROM ABOVE)		
Site Plan Designer:		Name of Contact Person:
Mailing Address of Site Plan Designer:		
City:	State:	Zip Code:
Email Address of Site Plan Designer:	Telephone Number:	Fax Number:

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner:		
Mailing Address of Property Owner:		
City:	State:	Zip Code:
Email Address of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby certify that all of the above information and the information contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the Town of Zebulon, North Carolina for the purposes of inspecting, posting, maintaining or removing such notices as may be required by law.</i>		
<i>Signature of Applicant:</i>	<i>Print Name:</i>	<i>Date:</i>
<i>Signature of Owner:</i>	<i>Print Name:</i>	<i>Date:</i>



## SITE PLAN REQUIREMENTS

The ➤ symbol denotes a separate sheet in the site plan. Additional sheets may be necessary.

### ➤ Cover Sheet

- Vicinity Map
  - Site and Streets Identified
  - North Arrow
  - Scale or labeled NTS
- Title Block
  - Development Name and Address
  - Property Owner and Mailin Address
  - Seal of Designer/Map Preparer
  - Graphic Scale
  - North Arrow
  - Date of Plan
- Site Data Block
  - Site and surrounding zone
  - Site area
  - Disturbed Area
  - Impervious Area
  - Number of lots and sizes
  - Landscape Requirements
  - Flood Map Date
- Sheet index
- Signature Blocks

### ➤ Existing Conditions

- Site structure and improvements
- Property boundaries with labeled metes and bounds
- Zoning of site and adjacent parcels
- Rights-of-ways, roadways, and drives
- Adjacent intersecting boundaries
- Easements, Utilities (type, locations, materials, and size)
- Topography at two foot intervals

- Existing vegetation and natural features
- Floodway, floodplain, buffers and water elements
- Drainageway and drainage facilities

### ➤ Proposed Site Plan

- Site structure and improvements
- Property boundaries with labeled metes and bounds, setback lines
- Zoning of site and adjacent parcels
- Building, parking areas, driveways
- Streets and Rights-or-ways locations
- Locations of sidewalks and pedestrian ways
- Storage Areas
- Refuse Collection Area
- Sign Location

### ➤ Proposed Grading and Stormwater Plan

### ➤ Proposed Utility Plan (Including Irrigation and Fire)

- Label material and sizes

### ➤ Proposed Landscaping Plan

- Planting pattern
- Type of vegetation
- Species Planted

### ➤ Proposed Lighting Plan

### ➤ Building and Sign Elevations

### ➤ Details

FOR OFFICE USE ONLY	
Application Received By:	Application Date:
File Name:	Case #:
Filing Fees Paid:	Date Fees Received:
Date of TRC Meeting:	Date of Decision:

