



SITE PLAN REVIEW CHECKLIST

PROJECT NAME: _____ DATE SUBMITTED: _____

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 Specification & Construction Details, & any other adopted ordinances, plans, or policies. **Site plan shall include the following sheets: cover, existing conditions, site plan, grading, utility, landscaping, construction details, stormwater management, lighting, elevation/architectural drawings.** (See Town LDO, Part 9, §9-1808 COMMON APPLICATION PROCEDURES(z)(3).)*

GENERAL PLAN REQUIREMENTS:

- Standard size engineer copies (24"x36" paper)
- Digital file (all materials)
- 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 & owner name (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 Use
- Existing structures &/or land dedicated for specific purpose
- Existing zoning, & proposed (if applicable)
- Corporate limits
- 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: water meter and tap size; size and length of private and public water, sewer, and storm drain; number of storm drain structures and stormwater control measures; linear feet of public right-of-way, curb and gutter, and sidewalk.

ZONING REQUIREMENTS:

- Minimum setbacks & lot width listed, & building envelopes shown (existing & proposed)
- Proposed parks, school sites, or other public spaces (if applicable)
- Travel lanes, width, & traffic flow
- Parking ingress and egress access, all parking areas & dimensions, planned traffic circulation, loading and unloading areas, dumpster locations, recycling, compactors and other accessory units
 - Include standard detail for ADA compliant parking
 - Parking calculation table (# of required/ proposed standard & ADA spaces, and # of landscape islands required)
 - Truck parking, load areas, & docks
- Landscaping to include:
 - Proposed tree type & size listed
 - Buffers with size and planting details
 - Parking lot islands & landscaping
 - Thoroughfare landscape planting, including location, size, & type
- Building footprint, height, dimensions, & square footage
- Building elevations, including material, color, & architectural style
- Accessory buildings & units, including detail of required screening
- Existing & proposed ground sign location, including notation of separate approval & permitting requirement
- Cross-access & easement provided to adjacent property
- Fencing & gate, including details (if applicable)
- Location, size, & details of above or below ground storage tanks (if applicable)
- Heritage tree evaluation, including perimeter buffer, location of qualifying trees, type, size, date of & party responsible for performing evaluation, & location of retained & replacement trees



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- 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
 - Sight triangles
 - Additional right-of-way dedication &/or proposed easements for existing streets (if applicable)
 - Site 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/sidepath & wheelchair ramp locations & details
 - Improvements required by 2035 Community Transportation Plan (CTP)
 - Driveway Permit(s)
- 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 line size, capacity, materials, details, & plan & profiles
 - Fire hydrant locations & details
 - Easements for public 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)
 - State certifications & approvals: No construction of water or wastewater utilities is permitted until the property owner/developer receives an authorization to construct from the State of North Carolina.

- STORMWATER MANAGEMENT REQUIREMENTS:**
- Limits of area of disturbance mapped & calculated
 - Impervious surface breakdown by use
 - Existing and proposed drainage area maps: show land use, proposed 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 stormwater control measures (SCMs) Comply w/ NCDEQ New Stormwater Design Manual:
 - Plan views & profile sections to scale showing all pipe & riser structures, inlet & outlet inverts, spacing, length of pipe, elevations & material thicknesses, storm elevations, etc.
 - SCM easements & label "*Private SCM Access and Maintenance Easement*"
 - Design calculations & dimensions of all structural stormwater devices
 - Operation & Maintenance Agreement and O&M Manual (See town stormwater website)
 - SHWT Report if required per above
 - Design calculations for outlet velocities for culverts & storm sewer (See Section 110.03.04 Design of Town Specs for required elements)
 - 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
 - Design calculations for culverts & storm sewer to include but not limited to: See Town Specs 100.03.04.
 - 10-year storm for street drainage pipe sizing
 - 2 fps velocities during the 2-year storm
 - Gutter flow calculations (not to exceed 8ft)



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ENVIRONMENTAL REQUIREMENTS:

- Existing forest cover, wetlands, flood hazard soils, perennial & intermittent streams, & riparian buffers, including type &/or name (if applicable)
- 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 2 feet
- Proposed contours with intervals not more than 2 feet
- FEMA and/or Town of Fuquay-Varina floodplain permit approval (if applicable)
- 404/401 (wetlands/streams) approval (If applicable)

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
- Existing & proposed finished floor elevation (if applicable)
- Compliance with NC Fire Code, including fire flow calculations, fire lanes, markings, & other information, including FDC & turning radius (if applicable)
- Retaining walls, including engineer detail (design also submitted separately to Building Inspections)

OTHER REQUIREMENTS:

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

REQUIRED WITH SUBMITTAL:

- US postal service mail kiosk approval (attachment or email)
- Wake County street name/address approval
- Traffic Impact Analysis, if applicable

OTHER REQUIREMENTS:

- Inspection Fees: No construction shall begin until fees are paid.
- Utility Allocation Request Form
- If the property is not already in the Corporate Limits, annexation must be requested and approved by the Town Board.
- Submit water and sewer applications to NCDEQ, if applicable. Approvals of water and sewer applications are required prior to scheduling preconstruction meetings.