

APPLICATION FOR SITE PLAN

THE PROCESS:

1. Required pre-submittal meeting held with Town Staff.
2. Application and all required materials must be submitted (see checklist). Incomplete application packages or inaccurate information will delay or prevent processing and review.
3. Plan review comments provided to the applicant within 21 business days of processing, unless otherwise notified.
1. Revised plans submitted with all review comments addressed. There will be a \$450 construction review fee, and a \$75 Erosion & Sedimentation Control review fee due when the third (and any subsequent) submittal is presented to the Town.
4. When all Town requirements are met, construction plans are stamped for approval and returned to the petitioner with required construction fee sheet.
5. Applicant submits six (6) paper copies and a digital copy of approved plans and construction fees to the Planning Department.
6. Pre-construction meeting held with Town Staff, developer and contractor(s) before start of construction. All fees must be paid prior to scheduling a pre-construction meeting. Sewer/water authorizations, encroachment, driveway permits, etc. must be issued prior to scheduling a pre-construction meeting.

SUBMITTAL CHECKLIST:

- One (1) completed Application for Site Plan with original signatures, completed in ink (no copies or faxes)
- Site plan review fee:
 - Original submittal:
 - ≤ 5 acres \$625
 - > 5 acres \$1,250
 - Amendment: \$450
- Erosion & sedimentation control review fee:
 - \$250 per disturbed acre or portion thereof
 - Amendment: \$75
- Six (6) full-size maps / site plans (no larger than 24" x 36" standard engineer copies) FOLDED to an approximate 8.5" x 11" size
- Digital copy of all required submittal materials
- Financial responsibility/ownership form SPCA Erosion & Sedimentation Control
- Erosion & Sedimentation Control submittal checklist
- Supporting documentation for stormwater management, storm drainage, erosion and sedimentation control, and flood damage prevention
- Fire flow analysis
- NCDOT driveway permit(s) & encroachment agreement application(s)
- Utility agreement allocation application, if applicable
- Additional required submittal materials, as applicable

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For each submittal after the second review, there will be a \$450 construction review fee, and a \$75 Erosion & Sedimentation Control review fee, if required.

Date of Pre-Submittal Meeting with Town: _____

Project Name: _____

Project Address: _____

Wake County PIN: _____

LAT/LONG: _____

Disturbed Acreage: _____

Original Submittal

Amendment

Primary Contact: _____

Email Address: _____ Phone: _____

Property Owner/Developer: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

Site Designer: _____

Design Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

The Undersigned agrees that all plans created by the undersigned or the undersigned agents or assigns shall be bound to and comply with the Town of Fuquay-Varina's Code of Ordinances and Standard Specifications & Construction Details. *The Undersigned further agrees any approvals issued by the Town shall not constitute a waiver of compliance with the Town of Fuquay-Varina's Code of Ordinances and Standard Specifications & Construction Details.* The Undersigned hereby acknowledges the requirement to fully research and understand the Town's Code of Ordinances and the Standard Specifications & Construction Details and to create plans in full accordance with such, and to be responsible for investigating the need, and obtaining all permits or approvals that may be required. The Undersigned hereby agrees to prominently note any applicable exceptions to the Town's Code of Ordinances and Standard Specifications & Construction Details on the drawings and to call said proposed deviations to the Town's attention if such deviations are to be implemented.

Property Owner/Developer Signature

Date

Site Designer Signature

Date