

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 will be provided to the applicant. Submittals are reviewed in the order they are received.
4. Plan review comments will be provided to the applicant. Submittals are reviewed in the order they are received.
5. Revised plans submitted with all review comments addressed. There will be a \$450 construction review fee due when the third (and any subsequent) submittal is presented to the Town.
6. When all Town requirements are met, construction plans are stamped for approval and returned to the petitioner with required construction fee sheet.
7. Applicant returns two (2) 24" x 36" copies, three (3) half size 12" x 18" copies and one digital copy of stamped approved plans and pays construction fees to the Planning Department.
8. 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.

* Soil Erosion and Sedimentation Control reviewed concurrently with Site Plan/Subdivision Plan review but shall be submitted separately. See Town Specs 180.02.12 Soil Erosion and Sedimentation Control Submittal Checklist for submittal requirements.

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
- Four (4) 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 on a zip drive or provide a link to a cloud storage (Dropbox, IDrive, Google Drive, etc.)
- (Optional) A digital color rendering (preferably .png) for use on the Town's website.
- Supporting documentation for stormwater management, storm drainage, and flood damage prevention
- Fire flow analysis
- NCDOT driveway permit(s) & encroachment agreement application(s)
- Utility Allocation Request Form, 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.

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