

Site Development Plan Checklist

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Disclaimer: This checklist does not cover all codified requirements but is intended to provide some guidance based on the best practices. Where applicable, requirements are referenced within the [Town of Rolesville Land Development Ordinance](#) and/or other State Ordinances. For items marked “YES”, instead of a “Check”, please place the sheet number the requirement is shown.

TO BE COMPLETED BY APPLICANT	YES	N/A
COVER SHEET		
1. Project name (shall not duplicate an existing name)	C0.0	
2. Project number and submittal type (will be given at first review; place SDPXX-XX as a placeholder on cover sheet)	C0.0	
3. Date (original submittal and all revisions located in a table)	C0.0	
4. Location (distinguish if within town limits or ETJ, county, and state)	C0.0	
5. Vicinity map with north arrow.	C0.0	
6. Sheet index	C0.0	
7. Overall development map (if part of larger project) with project area clearly identified		X
8. Site data table including: Property Identification Numbers (PIN) for all properties, Zoning (Current and Proposed if a Rezoning), Watershed, River Basin, Current Use(s), Proposed Use(s), Current Impervious, Proposed Impervious, Parking Data per use, Tree Coverage Data, Building Height, and Building Square Footage(s) and/or residential density and unit data per housing type	C0.0	
9. If located in the floodplain, provide correct Flood Insurance Rate Map (FIRM) panel number and date		X
10. Contact information for owner, applicant, and all consultants	C0.0	
11. Professional seal	C0.0	
12. Existing and Proposed Conditions related to the development (Special use permits, conditional zonings, etc.)		X
13. Case numbers of previous approvals including, site plan, construction drawing, plats, use permits, rezonings, variances, etc.		X
EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**		
1. Dimensions, scale, and north arrow	C1.0	
2. Professional seal	C1.0	
3. Site size, metes and bounds of property boundary, with north arrow, scale (in graphic and list format), and measurable graphic of larger site showing context of area of proposed change	C1.0	
4. Property lines and Property Identification Number (PIN) of site and adjacent properties	C1.0	
5. Zoning districts (of site and adjacent properties to confirm buffer requirements)	C1.0	
6. Register of Deeds book and page number for any adjacent platted subdivisions		X
7. Adjacent property owner information	C1.0	
8. Owner information for the parcel of the project location	C0.0	
9. Existing street names	C1.0	
10. Existing Land use (of site and adjacent properties)	C1.0	
11. Adjacent streets (name and right-of-way width)	C1.0	
12. Any existing features located within the right-of-way	C1.0	
13. Setbacks – LDO Section 3	C1.0	
14. Existing building footprint(s) with square footage and number of stories		X
15. Existing infrastructure: loading areas, parking, driveways, alleys, streets, sidewalks, dumpsters, lighting, septic tanks, drain fields, wells, hydrants (within 500 feet of site), water meters, culverts (other subsurface features), utility or other easements (type, size, and whether public or private), railroads, cemeteries, etc.	C1.0	
16. Existing recorded open space or common areas (including easements)		X

17. Topographic contours, contours shall extend 100' past property limits	C1.0	
18. Water features (name and location), stream buffers, drainage ways, wetlands, and other environmental features		X
19. Existing vegetation (with general description and location)	C1.0	
20. Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)	C1.0	
21. Dimensions, scale, and north arrow	C1.0	
SITE PLAN SHEET(S)		
1. Scale and north arrow	C2.0	
2. Base information to remain (clearly distinguish between existing and proposed conditions)	C2.0	
3. Setbacks per the zoning district or building envelope – LDO Section 3	C2.0	
4. Flood protection zones (if applicable)		X
5. Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries	C2.0	
6. Distances between buildings, as applicable per zoning district – LDO Section 3		X
7. Parking calculations (vehicle, handicapped, guests, and bicycle) – LDO Section 6.4	C2.0	

TO BE COMPLETED BY APPLICANT	YES	N/A
8. Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size, and pavement type labeled) – LDO Section 6.4.4	C2.0	
9. Handicap aisles, spaces, signage, and accessible routes to main entrance are labeled and dimensioned	C2.0	
10. Bicycle parking location (with rack details) – LDO Section 6.4.7	C2.0	
11. Sight distance triangles – LDO Section 9.2 (10'x70' on all Collector roads and NCDOT required driveway permits)		X
12. Sidewalks, walkways, and trails dimensioned, and material noted – LDO Section 9.2	C2.0	
13. ADA ramps are shown; directional crossings shall be provided at intersections	C2.0	
14.		
15. Trash handling and recycling facilities (with required screening and details) – LDO Section 6.2.4	C2.0	
16. Show all fire lanes and access routes, as applicable		X
17. Utilities (existing and proposed) (above ground utilities to be screened, with details) – LDO Section 6.2.4 & 6.8.8	C4.0	
18. ROW and streets are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2	C2.0	
19. Easements are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2.4		X
20. Public street centerlines should include bearing and distance information including curve radii (minimum centerline radii are defined by terrain classifications per NCDOT Subdivision Roads Minimum Construction Standards)		X
21. Radii labeled for all intersections, or a typical label included	C2.0	
22. Tree protection fencing location with details and standard notes – LDO Section 6.2.4 & 6.2.5	C5.0	
23. Stream buffers, drainage ways, wetlands, and wetland buffers with necessary setbacks – LDO Section 4.2.9		X
24. Open space and greenways (dedicated or reserved) and any proposed improvements within them – LDO Section 6.2.1		X
25. Landscape buffer locations and widths – LDO Section 6.2.2	C2.0	
26. Location of grass strip– LDO Section 6.2.2.2.D		X
27. Location of any proposed monument or ground signs – LDO Section 6.1.2	C2.0	
28. If a multi-tenant complex, a Master Sign Plan shall be submitted as a separate document – LDO Section 6.1.2.J		X
29. Other site features unique to the proposed use	C2.0	
EROSION CONTROL PLAN SHEET(S)		
1. Scale and north arrow	X	
2. Limits of land disturbance	X	
3. Grading (contours at 2-foot intervals within 100 feet of developed area). Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns.	C5.0	

4. Impervious surfaces (label and provide calculations)	C0.0	
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5	C5.0	
6. Retaining walls labeled with top and bottom of wall elevations (wall detail required for construction drawings)	C5.1	
7. Stormwater ponds, bioretention facilities, etc.	C5.1	
8. Preliminary storm drainage features and easements	C5.1	
9. Erosion control features defined by notes and/or a legend	C5.0	
10. Tree protection fencing location (reference detail location if on separate sheet)	C5.0	
11. Label critical root zones – LDO Section 6.2.4		X
12. Erosion Control design shall meet Wake County standards. Please reference the Wake County Sediment and Erosion Control Construction Checklist	C5.0	
GRADING AND DRAINAGE PLAN SHEET(S)		
1. Scale and north arrow	C3.0	
2. Grading (contours at 2-foot intervals); Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns	C3.0	
3. Proposed infrastructure including streets, sidewalks, greenways, retaining walls (labeled with top and bottom elevations), ponds, storm sewer, and utilities	C3.0	
4. Utility or other easements (type, size, and whether public or private); 20' PDE shall be required around outfall from ROW		X
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5	C3.0	
UTILITY PLAN SHEET(S)		
1. All utilities (shown underground); Storm sewer should be clearly depicted separately from sewer and water – LDO Section 4.1.2	C4.0	
2. Dimensions, scale, and north arrow	C4.0	
3. Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6	C4.0, L1.0	
4. Tree protection fencing location (reference detail location if on separate sheet)	C5.0	
5. Sewer and water design are to meet the City of Raleigh Public Utility standards	C4.0	
LIGHTING PLAN SHEET(S)		
A lighting plan is required per LDO Section 6.6.F. It shall be prepared, signed, and sealed by a licensed engineer. It shall be of an engineered scale that is easily legible and include the following:	E3.1	
1. Title of project	E3.1	
2. Professional seal	E3.1	
3. Dimensions, scale, and north arrow	E3.1	
4. All proposed and existing buildings on the site		

TO BE COMPLETED BY APPLICANT	YES	N/A
5. Pedestrian and vehicular areas	E3.1	
6. Other above-ground improvements	E3.1	
7. The horizontal location of all proposed and existing outdoor lighting fixtures, including pole and wall-mounted fixtures	E3.1	
8. Mounting heights of each fixture		X
9. Overall height of each pole above grade		X
10. Location of externally illuminated signs and associated fixtures		X
11. The location of all architectural and landscape lighting fixtures	E3.1	
12. Lighting plans shall be specified and calculated in maintained footcandles (FC). Measurements of light levels shall be taken at finished grade with an accurate and calibrated light meter – LDO 6.6.F.3	E3.1	
13. The plan must include a footcandle plan that provides typical footcandle contours and a point photometric grid that indicates footcandle levels measured at grade across the site. Maximum, average, and minimum site foot-candles, uniformity ratio (average and minimum), and depreciation factors also are required. The plan must show initial horizontal illuminance values in foot-candles for the area to be illuminated. These values must be calculated at grade and include contributions from all onsite fixtures.	E3.1	
14. The plan must plot foot-candles of illumination at ground level to the nearest tenth of a foot-candle, and at horizontal grid intervals of no more than ten feet.	E3.1	

15. The plan shall show illumination level at the lot line (or perimeter of a development, if applicable) to ensure maximum illumination levels are not exceeded.	E3.1	
16. The manufacturer's cut sheets (specifications) for each proposed fixture must be submitted.		X
17. A lighting fixture schedule that presents the following information: Fixture type, including the manufacturer's product identification catalog number and fixture mounting height.		X
18. Any other information required to ensure compliance with the lighting design standards in LDO Section 6.6	E3.1	
19. Note: Residential lighting improvements (such as flood lights or landscape lighting) not subject site plan or subdivision plan , for single-family (detached and attached), two-family dwellings, or multiple family dwellings such as apartments or condos does not require a lighting plan.		
LANDSCAPE PLAN SHEET(S)		
Preservation plan (LDO 6.2.4.5.C.) – This can also be on the landscape plan sheet, but Staff would suggest this be its own plan sheet as it must include all the following:		X
a. A tree and/or vegetative survey preferred to be prepared by a Certified Arborist (LDO Section 6.2.4.5B)		X
b. The plan must show there will be no disturbance within a critical root zone of trees, as defined in the LDO.		X
c. A critical root zone shall be protected from encroachment and damage. The preferred method is to restrict access by installing a barrier to keep materials, people, or equipment out of the critical root zone, as required in the preservation standards above.		X
d. Barriers shall be accompanied by temporary signs labeling the critical root zone.		X
e. The critical root zone area shall remain free of all building materials and debris.		X
f. The plan shall include a location plan and boundary line survey of the property.		X
g. The plan shall show the size, location, and species of trees.		X
h. The plans shall show areas where trees, vegetation, and soils are to be protected and preserved and areas where trees, vegetation, and soil are to be removed or modified.		X
i. The plan shall graphically identify each tree to be saved or removed.		X
j. The plan shall demonstrate compliance with all vegetation preservation standards of LDO Section 6.8.4.5C.		X
k. Tree protection fencing location (reference detail location if on separate sheet)		X
Landscape plan shall be prepared by a licensed Landscape Architect . Refer to LDO Section 6.2.4.2 for a complete of the Landscape Plan review requirements. The plan shall include the following:		
1. Title of project	L1.0	
2. Dimensions, scale, and north arrow	L1.0	
3. Professional seal	L1.0	
4. All required open space including the size of each area and which open space type - LDO 6.2	C2.0	
5. Indigenous or native vegetation to remain		X
6. Identify all LDO required landscaping	L1.0	
7. Vehicle use areas including parking, aisles, and driveways	L1.0	
8. Roadways and access points	L1.0	
9. Plant spacing and native status	L1.0	
10. Overhead and underground utilities	L1.0	
11. Tree coverage calculations and areas, with samples, if applicable to the changes proposed	L1.0	
12. Existing vegetation to remain (with critical root zones shown) – LDO Article 6.2.4.5	L1.0	
13. Tree protection fencing location (reference detail location if on separate sheet)	C5.0	
14. Proposed landscaping (meeting minimum size and species mixing requirements)	L1.0	
15. Detailed Plant list (keyed to plan and showing what requirement each plant will fulfill, caliper size and height of plants, condition of root ball, common name and botanical name, number of each plant)	L1.0	
16. Landscape buffers (labeled with slope, required width, required plantings, and required fencing, walls, or berms) - LDO Article 6.2.2	L1.0	
17. Stream buffers		X
18. Samples of existing vegetation in required buffers (with critical root zones) – LDO Article 6.2.4.5		X
19. Street trees (with calculations) per LDO Section 6.2.2.2	L1.0	

TO BE COMPLETED BY APPLICANT

YES

N/A

20. Screening (with height, details, cross-sections, etc.) – LDO Article 6.8.8	L1.0	
21. Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts	L1.0	
22. Planting details (for trees, shrubs, and groundcover)	L1.0	
23. Fences, walls and/or berms (with height and details) – LDO Article 6.5	C3.0	
ARCHITECTURAL DRAWINGS		
1. Compliance with Applicable Standards: Please refer to the specific standards that may apply to your project. Applicants are required to demonstrate compliance with the applicable standards as follows:		
a. Nonresidential building design standards – LDO Article 6.8.2	A2.0	
b. Single family design guidelines – LDO Article 6.8.5 (Note consent statement required on application and final plat)		X
c. Multifamily design standards – LDO Article 6.8.6		X
d. Industrial design standards – LDO Article 6.8.7		X
2. Drawings must be to scale and have a graphic scale	A2.0	
3. Building elevations with total building height and finish floor elevations labeled	A2.0	
4. All building materials must be labeled	A2.0	
5. Building façade width and width of materials on the façade shall be labeled	A2.0	
WAKE COUNTY FIRE ADDITIONAL REQUIREMENTS (AS APPLICABLE)		
<i>Note: This area applies to subdivisions only. The information below shall be included in addition to all information noted above.</i>		
1. Access roads shall be a minimum of 20 ft wide of an all-weather surface capable of withstanding-imposed loads of fire apparatus- unless the town LDO specifies different requirements.	C2.0	
2. No vertical obstructions within 13 ft 6 inches of the road surface which includes – trees, brush, gates	C2.0	
3. Any dead end which exceeds 150 ft in length shall have a 60 ft hammerhead turnaround provided. A temporary turnaround shall be used in phase construction where a dead end is temporary		X
4. Cul-de-sac width shall be a minimum of 96 ft diameter or a radius of 48 ft. The Fire Chief can request or adjust this minimum according to responding apparatus requirements for emergency scene operations.		X
5. Turning radius and grade shall meet DOT specifications. Turning radius for traffic circles may be adjusted with approval if mountable curbs installed.		X
6. Any entrance gate shall have a means for emergency vehicle access and shall not decrease roadway width to below required widths or height for emergency vehicles		X
NCDOT ADDITIONAL REQUIREMENTS (AS APPLICABLE)		
<i>The information below shall be included in addition to all the information noted above:</i>		
1. The project does NOT restrict any existing accesses for other properties	C2.0	
2. All shifting tapers are appropriate for the posted speed limit		X
3. Turn lanes are shown per STD 1205.05		X
4. 50' of full width deceleration is provided		X
5. Lane continuity has been assured		X
6. All work is shown within the ROW; All work outside of ROW has the appropriate easement shown	C2.0	
7. For NCDOT submittals, driveway radius should be 20' minimum and 50' maximum	C2.0	
8. If an existing guardrail is being modified, it is clearly labeled and defined (length/offset)		X
9. Guardrails provided where warranted and details are included, including length of need calculations, deflection area with no hazard or sidewalk, GRUE is MASH compliant per NCDOT standards; location of guardrail shall be behind sidewalk where applicable		X
10. Driveway Permit submitted; please include Permit # if submitted: _____		X
11. Interior Stem is protected (100' minimum)		X
12. Driveway radius ties into tangent in front of the project's property	C2.0	
13. Driveway turn out grades meet NCDOT standards	C3.0	
14. Driveway is not in Functional Area of Intersection	C2.0	
15. Above ground utility appurtenances are placed as close to the ROW as possible	C4.0	
16. All storm drainage crosses 90 degrees to the roadway		X
17. All drainage structures are not under the pavement unnecessarily		X
18. Catch basins shall be provided at the end of the curb and gutter; 5' is provided after a catch basin, before the end of the curb		X

19. All hazards are outside of the clear recovery area or outside the proposed ROW Landscaping	C2.0	
20. Turn lanes are required if AADT is over 4,000 and at the NCDOT District Engineer's discretion		X
21. Turn lanes are required by the TIA; a copy of the TIA shall be provided		X
22. Plans shall be approved by the Division Roadside Engineer, 919-816-8290		X
23. Traffic Signal Plans shall be approved by the Division Traffic Engineer, 919-536-4000		X
24. Wedging detail is provided when applicable		X
25. All details for work with the ROW along DOT roadways are NCDOT details.		X