

Preliminary Subdivision Plat (PSP) Checklist

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Disclaimer: This checklist does not cover all codified requirements, but is intended to provide guidance based on 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 where the requirement is shown.**

APPLICATION REQUIREMENTS

The application shall include the following documents by the submittal deadline to be considered complete and ready for review. Additional supporting documents may be requested by the Case Planner or provided by the applicant.

<input type="checkbox"/> Completed Application & Specific application checklist.	<input type="checkbox"/> Completed Property Owner's Consent Form – 1 per Owner
<input type="checkbox"/> PDFs (Flattened, < than 100MB) of any/all documents	<input type="checkbox"/> Sketch/Pre-Submittal meeting notes (if applicable).
<input type="checkbox"/> FIRM panel, USGS, and Soil Survey Maps, as applicable.	<input type="checkbox"/> Any approved/recorded Special Use Permits, Variances, etc.
<input type="checkbox"/> <i>Note: An invoice is issued for the application fee payment during the completeness check or following application review.</i>	<input type="checkbox"/> Traffic Impact Analysis, ITE Traffic Generation Letter, or a Letter/Email from Planning staff confirming that one is <u>not</u> required.

#	TO BE COMPLETED BY APPLICANT	YES	N/A
COVER SHEET			
1.	Please confirm that the required items on the cover sheet example are demonstrated in the submission.		
2.	Project name / Title		
3.	Project number and submittal type (<i>will be given at first review; place PSP-YR-XX as a placeholder on cover sheet</i>)		
4.	Date (original submittal and space for at least three re-submittals located in a table) – ideal location is the center of the sheet		
5.	Location (Address if available) and/or Vicinity map with north arrow and scale (min. 1"=1,000').		
6.	Sheet Index – include Column numerically numbering sheets (1,2,3...); spreads of like sheets permitted (ie, 5-12).		
7.	Overall development map (if part of larger project) with project area identified as a sub-part of (larger project)		
8.	Site Data Table including: Property Identification Numbers (PIN) for all properties, Book of Maps/Deed reference, Jurisdiction (Town limits or ETJ), Zoning/Overlay Districts, Watershed / River Basin, Current Use(s), Proposed Use (if known), Current Impervious, Proposed Impervious (if known), Tree Coverage Data; Open Space calculations Passive/Active; IF residential – lot density and unit data per housing type. Building Setbacks (min/max). Application references of previous approvals/entitlements; if Rezoning, Special Use Permit, or Variance conditions, etc., list them verbatim by reference in the title text box or superimpose on an additional sheet.		
9.	If located in a floodplain, provide the correct Flood Insurance Rate Map (FIRM) panel number and date.		
10.	Text Box of Contact information for the Owner, Applicant, and all consultants		
11.	Signature Block space – approx. 3"x4" for Town of Rolesville only		
ALL OTHER SHEETS			
1.	PSP-YR-XX reference in a common, visible spot, font size sufficient to be easily observed.		
2.	Include the numerical Sheet number per Cover Sheet Index (i.e., 5 of 80).		
3.	Title of project / Dimensions / Scale/north arrow		
4.	Professional seal		
5.	Revision Dates in an orderly Date table with side banner bar or other common location on all sheets.		
EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**			
1.	Site size, metes & bounds of property boundary, Location Map (showing context of area of disturbance)		

2.	Site property information – Property Lines, Owner, PIN/REID, BM/, PG or Db/Pg, Zoning, acres, existing land use including recorded open space or common areas (including easements),		
3.	Adjacent property information – Owner, PIN/REID, BM/PG or Db/Pg, Zoning, acres, existing building footprints (within 20' of property boundary), existing land use.		
4.	Existing Site infrastructure: building footprints, loading areas, parking, driveways, alleys, streets (names & right-of-way widths), 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. Include dimensions for all the above as applicable.		
5.	Topographic contours shall extend 100' past property limits.		
6.	Water features (name and location), stream buffers, drainage ways, wetlands, and other environmental features		
7.	Existing vegetation (with general description and location)		
8.	Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)		
SITE LAYOUT SHEET(S)			
1.	Title of project / Dimensions / Scale/north arrow		
2.	Existing information to remain (clearly distinguish between existing and proposed conditions)		
3.	Lot Numbers (1,2,3) for every buildable lot to be created.		
4.	Open Space lots shall be labeled 'OS #'; Passive/Active calculations shall be shown in the Site Data Table.		
5.	Residential Amenity Center locations shall be labeled, i.e., 'Amenity #'.		
6.	Building Setback minimum dimensions per the zoning district [LDO Section 3]		
7.	Flood protection zones (if applicable)		
8.	IF Single-family detached/attached - Provide lot typicals, including drive location		
9.	Building separation dimensions for Single-family Attached dwelling buildings [LDO Section 3]		
10.	If Single-family Attached (townhomes) - Parking calculations (vehicle, handicapped, guests, and bicycle) – LDO Section 6.4. <i>All non-residential development will detail parking on later Site Development Plans.</i>		
11.	On street and off-street parking locations (customer, visitor, guest, amenity parking, etc., as applicable)		
12.	If applicable - Handicap aisles, spaces, signage, and accessible routes to the main entrance - labeled and dimensioned		
13.	Sight distance triangles – LDO Section 9.2 (10' x 70' on all Collector roads and NCDOT required driveway permits)		
14.	Greenway Easement - lines and dimension call-outs; if Sidepath or Sidewalks NOT within right-of-ways, detail Easements. [LDO Section 6.2, Standard Engineering Manual]		
15.	Site layout shall comply with the Fire Code for access, as applicable.		
16.	Utility Easements – lines and dimension call-outs; note as “existing” or “proposed”; note as public or private – LDO Section 9.2.4		
17.	Per CORPUD – Call out water and sewer line easements as “New XX’ [width] City of Raleigh Sanitary Sewer Easement and New City of Raleigh Water Line Easement”		
18.	ROW and streets are labeled, dimensioned, public or private clearly defined – LDO Section 9.2		
19.	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) - LDO Sec. 9, Standard Engineering Manual		
20.	Radii labeled for all intersections, or a typical label included.		
21.	Stream buffers, drainage ways, wetlands, and wetland buffers with necessary setbacks – LDO Section 4.2.9		
22.	Perimeter Landscape buffers – lines and dimension call-outs – LDO Section 6.2.2.1		
23.	Street Buffers – lines and dimension call-outs – LDO Section 6.2.2.2		
24.	Location of Proposed Easement for future monument or ground signs – LDO Section 6.1.2		
25.	Other site features are unique to the proposed use and/or property.		

#	TO BE COMPLETED BY APPLICANT	YES	N/A
# EROSION CONTROL PLAN SHEET(S)			
1.	Title of project / Dimensions / Scale/north arrow		
2.	Limits of land disturbance		
3.	Grading (contours at 2-foot intervals w/in 100 feet of developed area). Clearly distinguish between existing & proposed contours; Label Contours regularly enough to follow drainage patterns.		
4.	Impervious surfaces (label and provide calculations)		

5.	Areas of existing vegetation (types and locations) – LDO Section 6.2.4.5		
6.	General locations of Retaining walls (full details at Construction Infrastructure Drawings)		
7.	General locations of Stormwater ponds, bioretention facilities, etc.		
8.	Preliminary storm drainage features / drainage easements		
9.	Erosion control features are defined by notes and/or a legend.		
11.	Label critical root zones – LDO Section 6.2.4		
12.	Erosion Control design shall meet Wake County standards. Please refer to the Wake County Sediment and Erosion Control Construction Checklist.		
#	GRADING AND DRAINAGE PLAN SHEET(S)		
1	Title of project / Dimensions / Scale/north arrow		
2.	Grading (contours at 2-foot intervals); Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns		
3.	Proposed infrastructure including streets, sidewalks, greenways, retaining walls (labeled with top and bottom elevations), ponds, storm sewer, and utilities		
4.	Utility or other easements (type, size, and whether public or private); 20' PDE shall be required around the outfall from the ROW		
5.	Existing vegetation (types and locations) – LDO Section 6.2.4.5		
#	UTILITY PLAN SHEET(S)		
1.	Title of project / Dimensions / Scale/north arrow		
2.	All utilities (shown underground); Storm sewer should be clearly depicted separately from sewer and water – LDO Section 4.1.2		
3.	Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6		
4.	Tree protection fencing (TPF) location (reference detail location if on separate sheet)		
5.	Sewer and water design are to meet the City of Raleigh Public Utility Department standards.		
6.	Per CORPUD – Call out water and sewer line easements as “New XX’ [width] City of Raleigh Sanitary Sewer Easement and New City of Raleigh Water Line Easement”		
7.	FYI – While Full and Complete Lighting Plan demonstrating compliance with LDO Section 6.6 is reviewed as part of Construction Infrastructure Drawings, it is helpful if the general location of Street Light Poles can be shown to at least allow Town Staff the opportunity to discuss location, spacing, and number before the energy company has committed to a layout.		

#	TO BE COMPLETED BY APPLICANT	YES	N/A
	PRESERVATION PLAN SHEET(S)		
1	Before a Vegetative Preservation Plan can be created, a tree and/or vegetative survey, as per LDO 6.2.4.2.A.12, must be performed to identify the areas and specific Trees that are to be preserved or retained. Vegetative Preservation (LDO 6.2.4.5) compliance shall be demonstrated on a Sheet(s). The Plan Sheet/drawing shall include and/or show/demonstrate at a minimum:		
2.	Title of project / Dimensions / Scale/north arrow		
3.	A (existing condition) tree and/or vegetative survey <u>preferred to be prepared by a Certified Arborist</u> (LDO 6.2.4.2.A.12).		
4.	Tree protection fencing (TPF) location via icon/key/legend (LDO 6.2.4.5.B.8.- 10.)		
5.	Critical Root Zones (CRZ) of all Preserved Trees are clearly noted (measured dashed circumference)		
6.	Graphics and Calculations of maximum 25% disturbance of any trees CRZ (LDO 6.2.4.5.B.11.)		
7.	Add note: “The CRZ shall remain free of all building materials, refuse, and debris” (LDO 6.2.4.5.B.12).		
8.	All vegetation preservation standards of LDO Section 6.2.4.5. C. (Preservation Plan) clearly identify where trees, vegetation, and soils are to be protected and preserved / to be removed or modified. (ie, Preserved area vs. Removed area). LDO 6.2.4.5.C.7.)		
9.	Tabular calculations/demonstration of Preserved and Removed/Disturbed areas in square feet, acres, and percentage. (LDO 6.2.4.5.C.8.)		
10	Critical Root Zones (CRZ) of all Preserved Trees are clearly noted (measured dashed circumference)		
11	Graphic demonstration of CRZ protection from encroachment and damage; preferred method is to restrict access via a physical barrier; provide a typical example of such a barrier; on the drawing, indicate the intention of each CRZ Barrier via icon/key/legend. (LDO 6.2.4.5.C.2.)		
12	Barriers shall be accompanied by temporary Signs labeling the CRZ; provide a typical exhibit/example. (LDO 6.2.4.5.C.2.)		