

Site Development Plan 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.

TO BE COMPLETED BY APPLICANT	YES	N/A
COVER SHEET		
1. Please confirm that you have the required items as shown on the corresponding example cover sheet.		
1. Project name (shall not duplicate an existing name)		
2. Application reference number (request Pre-submittal or add placeholder SDP-YR-XX) on all sheets.		
3. Date (original submittal and all revisions located in a table)		
4. Address + Location (distinguish if within Town limits, Town ETJ, or Wake County)		
5. Vicinity map with north arrow.		
6. Sheet index, preferably with 1-X numbering along with typical Sheet identifiers (ie, C-5.00)		
7. Overall development map (if part of larger project) with project area clearly identified		
8. <u>Site Data Table</u> including: Property Identification Numbers (PIN) for all properties, Zoning District (inc. REZ#/approval date), 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 Multifamily residential unit #/density.		
9. If located in a floodplain, provide the correct Flood Insurance Rate Map (FIRM) panel number and date		
10. Contact information for the Property owner, applicant/representatives, and all consultants		
11. Professional seal		
12. Application reference numbers of previous approvals, including Rezoning, Final Plat, etc. Existing and Proposed Conditions related to the development (Special use permits, conditional zonings, etc.)		
13. List any Conditions of Approval or Development Agreement stipulations that apply to property or project (ie, Conditional Rezoning, Special Use Permit, etc.)		
EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**		
1. Dimensions, scale, and north arrow		
2. Professional seal		
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		
4. Property lines and Property Identification Number (PIN) of the site and adjacent properties		
5. Zoning districts (of site and Adjacent properties to confirm buffer yard requirements)		
6. Register of Deeds Book of Maps or Deed Book/Page reference for site and Adjacent properties		
7. Adjacent property owner information		
8. Owner information for the parcel of the project location		
9. Adjacent streets (name, right-of-way width, clarify if NCDOT or Town)		
10. Existing Land use (of site and adjacent properties)		
11. Any existing features located within the right-of-way		
12. Setbacks – LDO Section 3 per Zoning District		
13. Existing building footprint(s) with square footage and number of stories		

14. 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.		
15. Existing recorded open space or common areas (including easements)		
16. Topographic contours shall extend 100' past property limits		
17. Water features (name/location), stream buffers, drainage ways, wetlands, other environmental features		
18. Existing vegetation (with general description and location)		
19. Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)		
20. Dimensions, scale, and north arrow		
SITE PLAN SHEET(S)		
1. Scale and north arrow		
2. Base information to remain (clearly distinguish between existing and proposed conditions)		
3. Address Plan approved by Wake Co. GIS/911 – if multiple non-residential suites / multifamily		
4. Building Setback lines per the zoning district – LDO Section 3		
5. Flood protection zones (if applicable)		
6. Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries		
7. Distances between buildings, as applicable per zoning district – LDO Section 3		
8. Parking calculations (vehicle, handicapped, guests, and bicycle) – LDO Section 6.4		

9. Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size, and pavement type labeled) – LDO Section 6.4.4		
10. Handicap aisles, spaces, signage, and accessible routes to the main entrance are labeled & dimensioned		
11. Bicycle parking location (with rack details) – LDO Section 6.4.7		
12. Sight distance triangles – LDO Section 9.2 (10' x 70' on all Collector roads and NCDOT required driveway permits)		
13. Sidewalks, walkways, and trails dimensioned, and material noted – LDO Section 9.2		
14. ADA ramps are shown; directional crossings shall be provided at intersections		
15. Trash handling and recycling facilities (with required screening and details) – LDO Section 6.2.4		
16. Show all fire lanes and access routes, as applicable		
17. Utilities (existing and proposed) (above ground utilities to be screened, with details) – LDO Section 6.2.4 & 6.8.8		
18. ROW and streets are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2		
19. Easements are labeled & dimensioned; Public vs. Private should be clearly defined – LDO Sec. 9.2.4		
20. Radii labeled for all intersections, or a typical label included		
21. Tree protection fencing location with details and standard notes – LDO Section 6.2.4 & 6.2.5		
22. Stream buffers, drainage ways, wetlands, wetland buffers w/ necessary setbacks – LDO Section 4.2.9		
23. Open space and Greenways (dedicated or reserved) and any proposed improvements within them – LDO Section 6.2.1		
24. Landscape buffer locations and widths – LDO Section 6.2.2		
25. Location of grass strip – LDO Section 6.2.2.2.D. D		
26. Location of any proposed monument or ground signs – LDO Section 6.1.2		
27. If a multi-tenant complex, clarify if a Master Sign Plan is intended – LDO Section 6.1.2.J		
28. Other site features unique to the proposed use		

EROSION CONTROL PLAN SHEET(S)

1. Scale and north arrow		
2. Limits of land disturbance		
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.		
4. Impervious surfaces (label and provide calculations)		
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5		
6. Retaining walls labeled with top/bottom of wall elevations (wall detail required for construction drawings)		

7. Stormwater ponds, bioretention facilities, and other similar facilities.		
8. Preliminary storm drainage features and easements		
9. Erosion control features defined by notes and/or a legend		
10. Tree protection fencing location (reference detail location if on separate sheet)		
11. Label critical root zones – LDO Section 6.2.4		
12. The erosion control design shall meet Wake County standards. Please reference the Wake County Sediment and Erosion Control Construction Checklist		
GRADING AND DRAINAGE PLAN SHEET(S)		
1. Scale and 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. All utilities (shown underground); Storm sewer should be clearly depicted separately from sewer and water – LDO Section 4.1.2		
2. Dimensions, scale, and north arrow		
3. Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6		
4. Tree protection fencing location (reference detail location if on separate sheet)		
5. Sewer and water design are to meet the City of Raleigh Public Utility standards		
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:		
1. Title of project		
2. Professional seal		
3. Dimensions, scale, and north arrow		
4. All proposed and existing buildings on the site		
5. Pedestrian and vehicular areas		
6. Other above-ground improvements		
7. The horizontal location of all proposed and existing outdoor lighting fixtures, including pole and wall-mounted fixtures		
8. Mounting heights of each fixture		
9. Overall height of each pole above grade		
10. Location of externally illuminated signs and associated fixtures		
11. The location of all architectural and landscape lighting fixtures		
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		
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 (both average and minimum), and depreciation factors are also required. The plan must show initial horizontal illuminance values in foot-candles for the illuminated area. These values must be calculated at the grade level and include contributions from all on-site fixtures.		
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.		
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.		
16. The manufacturer's cut sheets (specifications) for each proposed fixture must be submitted.		
17. A lighting fixture schedule that presents the following information: Fixture type, including the manufacturer's product identification catalog number and fixture mounting height.		
18. Any other information required to ensure compliance with LDO Section 6.6 lighting design standards		

LANDSCAPE PLAN SHEET(S)

Preservation plan (LDO 6.2.4.5) – 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:

a. A tree and/or vegetative survey <u>preferred to be prepared by a Certified Arborist</u> (LDO Section 6.2.4.5B)		
b. Demonstration of no disturbance within a Tree critical root zone (CRZ), as defined in LDO.		
c. Protect critical root zones (CRZ) from encroachment and damage; restrict access by installing a barrier to keep materials, people, or equipment out of the critical root zone (CRZ).		
d. Barriers shall be accompanied by temporary signs labeling the critical root zone (CRZ).		
e. Graphically identify a location plan and boundary line survey of the property.		
f. Graphically identify the size, location, and species of trees.		
g. Graphically identify 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.		
h. Graphically identify each tree to be saved or removed.		
i. Demonstration of compliance with all Vegetation Preservation standards (LDO Sec. 6.8.4.5 C.)		
j. Tree protection fencing location (reference detail location if on separate sheet)		
A licensed Landscape Architect shall prepare a landscape plan. Refer to LDO Section 6.2.4.2 for a complete list of the Landscape Plan review requirements. The plan shall include the following:		
1. Title of project		
2. Dimensions, scale, and north arrow		
3. Professional seal		
4. All required open space, including the size of each area and which open space type - LDO 6.2		
5. Indigenous or native vegetation to remain		
6. Identify all LDO required landscaping		
7. Vehicle use areas, including parking, aisles, and driveways		
8. Roadways and access points		
9. Plant spacing and native status		
10. Overhead and underground utilities		
11. Tree coverage calculations and areas, with samples, if applicable to the changes proposed		
12. Existing vegetation to remain (with critical root zones shown) – LDO Article 6.2.4.5		
13. Tree protection fencing location (reference detail location if on separate sheet)		
14. Proposed landscaping (meeting minimum size and species mixing requirements)		
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)		
16. Landscape buffers (labeled with slope, required width, required plantings, and required fencing, walls, or berms) - LDO Article 6.2.2		
17. Stream buffers		
18. Samples of existing vegetation in required buffers (with critical root zones) – LDO Article 6.2.4.5		
19. Street trees (with calculations) per LDO Section 6.2.2.2		
20. Screening (with height, details, cross-sections, etc.) – LDO Article 6.8.8		
21. Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts		
22. Planting details (for trees, shrubs, and groundcover)		
23. Fences, walls, and/or berms (with height and details) – LDO Article 6.5		

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. Compliance means that all dimensions are measured and specified, and all materials are identified.		
a. Nonresidential building design standards – LDO Article 6.8.2		
b. Multifamily design standards – LDO Article 6.8.6		
c. Industrial design standards – LDO Article 6.8.7		
2. Drawings must be to scale and have a graphic scale		
3. Building elevations with total building height and finish floor elevations labeled		

4. All building materials must be labeled		
5. Building façade width and width of materials on the façade shall be labeled		
WAKE COUNTY FIRE ADDITIONAL REQUIREMENTS (AS APPLICABLE)		
1. Fire Lanes are dimensioned and shown as being painted or striped per the Fire Code.		
2. Any entrance gate shall have a means for emergency vehicle access and shall not decrease roadway width to below the required widths or height for emergency vehicles		
NCDOT REQUIREMENTS (AS APPLICABLE if Property fronts on/connects to DOT road)		
1. Driveway and/or Encroachment Permit submitted; include Permit # if submitted:		
2. Interior Stem is protected (100' minimum)		
3. Driveway radius ties into the tangent in front of the project's property		
4. Driveway turnout grades meet NCDOT standards		
5. Driveway is not in the Functional Area of the Intersection		
6. Above-ground utility appurtenances are placed as close to the ROW as possible		
7. All storm drainage crosses 90 degrees to the roadway		
8. All drainage structures are not under the pavement unnecessarily		
9. 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		
10. All hazards are outside of the clear recovery area or outside the proposed ROW Landscaping		
11. Turn lanes are required if AADT is over 4,000, and at the NCDOT District Engineer's discretion		
12. Turn lanes are required by the TIA; a copy of the TIA shall be provided		
13. Plans shall be approved by the Division Roadside Engineer, 919-816-8290		
14. Traffic Signal Plans shall be approved by the Division Traffic Engineer, 919-536-4000		
15. Wedging detail is provided when applicable		
16. All details for work with the ROW along DOT roadways are NCDOT details.		

Last Revised: June 13, 2025