

Project:_____

Meeting Date:_____

Construction Drawing Approved

□ Pre-Infrastructure meeting

1.) Pre-Infrastructure Meeting Request			
	1) Start this checklist after the CD/CID has been approved and signed by the City of Raleigh, Town of Rolesville, and Wake County.		
	2.) Locate an Indoor Facility within the Town of Rolesville to host an in- person meeting (not virtual) that accommodates at least 10–15 people. Please plan to meet for 2 hours—for example, at a Community Center, Church, or Co- Working Facility. Please confirm the rental before sending the invitation.		
	3.) Email a poll to those on your team (Architect/Builder/Permit/Sales) you wish to attend, as well as all required parties listed below . Please provide three different dates and times, at least 7–10 business days after the survey is sent. For example, if you email the poll on May 01, please provide various dates and times for Monday, May 13, 9-11 am, and Wednesday, May 15. 1 – 3 pm or Tuesday, May 21, 10 am -12 pm.		
	4.) After confirming the date that all required parties can attend and the location for an indoor meeting, please send a calendar invitation and a complete set of signed plans (or a link) .		
Town of Rolesville			
	Mike Elabarger- Asst. Pln. Dir. (REQUIRED)	melabarger@rolesvillenc.gov	984-251-2364
	Michele Raby- Planner II (REQUIRED)	m.raby@rolesvillenc.gov	984-251-2365
	Billy Clevenger- Eng. Insp. (REQUIRED)	tor.infrastructure.inspection@gmail.com	919-522-9244

City of Raleigh Public Utilities			
	Chris Hurt-Sr. Eng. Insp. (REQUIRED)	chris.hurt@raleighnc.gov	984-272-9417
	Michael Derby- Eng. Insp. Mgr. (Optional)	michael.derby@raleighnc.gov	919-524-7701
	Decarus Vinson- Eng. Sup. Mgr. (Optional)	decarus.vinson@raleighnc.gov	919-996-2345

Wake County Fire Services			
	Stephen Wolf- Dep. Fire Mar (REQUIRED)	stephen.wolf@wakegov.com	919-410-4682
	Brittany Lingle- Dep. Fire Mar. (Optional)	brittany.lingle@wakegov.com	919-856-6332

Rolesville Rural Fire Department				
	Donnie Lawrence- Chief (REQUIRED)	chief@rolesvillefire.com	919-556-2064	
Wake County Inspections & Plan Compliance- NA				
	Mike McLamb- Inspections &- Permits Director (Optional)	Michael.mclamb@wake.gov	919-524-2914	
	Randy Bennett, Permits- Administrator - (Required)	<u>randy.bennett@wake.gov</u>	919 856 2894	
	Kenny Dorman- Insp. Admin. (Optional)	<u>k.dorman@wake.gov</u>	919-524-4623	
NC Department of Transportation (NC DOT)				
	Joshua Zhang (Optional)	jpzhang@ncdot.gov	919-814-6115	
	Jeff Womble (Optional)	ext-jlwomble@ncdot.gov	336-504-0474	
Wake County Environmental Service				
	Jeevan Neupane- Watershed Management (Optional)	jeevan.neupane@wake.gov	919-856-7431	

2.) Topics for Discussion			
 a.) Noise Ordinance - TA-19-05, Ordinance 2024-O-36-* Enforced by Rolesville Police non-emergency line 919-556-7226. ~ Blasting activity between 10:00 a.m. and 6:00 p.m. ~ Construction activity between 8:00 a.m. and 6:00 p.m. 		Reviewed	
Blasting Company	Contact	Email/ Phone	
 b.) Burning- Town Code Section § 93.10 93.11. A Fire Service Burn Permit fro Service does not grant permission to contact the town manager and the R questions or concerns. 	Reviewed		
c.) Who is the contact for complaints?		Reviewed	
Contact	Email/ Phone		
d.) City of Raleigh Public Utilities- Acceptance Letter- Contact Chris Hurt			
Requested	Received		
e.) If a structure exists on site, it will nee an Asbestos Mitigation report. The R Department may be interested in usin exercises.	Reviewed		
f.) Dust Control – The Developer or Cont transfer off the property and should d accommodate their needs according to conditions.	Reviewed		
g.) Entrance: What Road or Street will your construction entrance be located on?		Reviewed	
g1 g2			

h) On-Site Staging - Where will your on-site staging area be prepared so that all worker parking and deliveries/suppliers can access the site during the construction period?	Reviewed
h1 h2	
 i.) Sidewalk Disruption - If sidewalk disruption occurs, contact Billy Clevenger (919-522-9244) or tor.infrastructure.inspection@gmail.com (Town of Rolesville Engineering Inspector) to discuss how to mitigate the disruption and where to locate a walking path for residents. 	Reviewed
j) Road Lane Closure—Please notify the Town at least 48 hours in advance of a road closure, water shutdown, or other similar event, so that the Town can notify residents and Emergency Services of the dates and times.	Reviewed

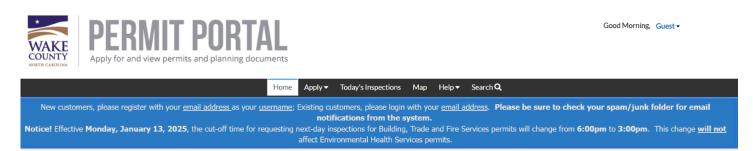
Meeting Sign-In Sheet

364
50+
365

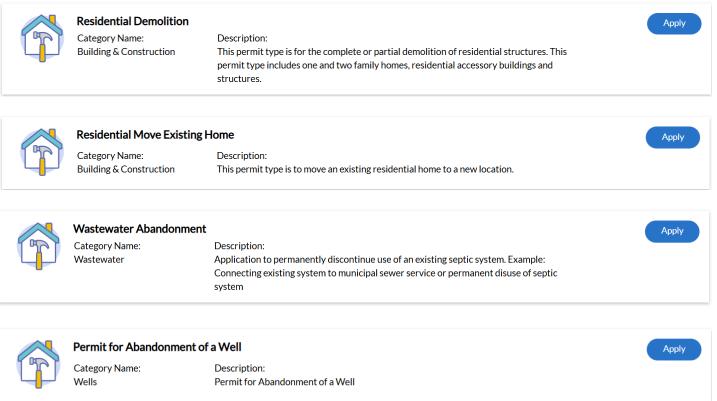
Common Infrastructure Permit Types

Here is a list of proposed permit types you may or may not need.

- Effective June 1, 2025, please use the <u>City of Raleigh Public Utilities Portal</u> to establish and manage your water and sewer services. Please call 919-996-2500 with questions.
- Please visit the <u>Wake County Permit Portal</u> for land disturbance and other permit applications.
- Permits submitted with a "0" zero address, i.e., 0 Rolesville Road, will be withdrawn. Please contact Wake County GIS/Addressing before submitting permit applications.



Demolition/ Relocating, and Well or Septic Abandonment



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Wake County Land Disturbance *Please contact <u>Wake County Watershed Management</u> for details.



Land Disturbance - Individual Lot or Group of Lots Category Name: Description: Watershed Management Erosion control plan revie

Erosion control plan review & grading permits for individual lots including lots with disturbance <1 acre that are part of a common plan of development (subdivisions lots); If you are applying for all the lots in a subdivision phase, please use WM-Land Disturbance / Subdivision



Land Disturbance - Non-residential

Category Name: Watershed Management

Category Name:

Watershed Management

Description: Erosion control plan review & grading permits for any non-residential land disturbance activities over 1 acre. Townhomes are considered a non-residential use.



Land Disturbance - Subdivision (Roads or Lots)

Description: Erosion control plan review & grading permits for any subdivisionl land disturbance activities over 1 acre. Use this if developing roads and stormwater measures or if you are building all the lots within the subdivision or subdivision phase.

Retaining Walls require separate permits for each lot (Property Identification Number, PIN). Please contact <u>Wake County Permit and Inspections</u> for further information.



*Neighborhood entrance or Coming Soon signs may not be erected at this time; please wait until a Site Development Plan or Final Site Plan is approved and stamped.

Apply

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