

# Preliminary Subdivision Plat (PSP) Checklist

Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | [planning@rolesville.nc.gov](mailto:planning@rolesville.nc.gov)

**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
<b>COVER SHEET</b>			
1.	Project name / Title / Dimensions / Scale / north arrow	C0.00	
2.	Project number and submittal type (will be given at first review; place PSP-YR-XX as a placeholder on cover sheet)	C0.00	
3.	Date (original submittal and space for at least 3 re-submittals located in a table) – ideal location is center of sheet	C0.00	
4.	Location (Address if available, general description otherwise, and if within town limits or ETJ, county, and state)	C0.00	
5.	Vicinity map with north arrow.	C0.00	
6.	Sheet index numbered numerically (1,2,3...) – number of described sheets shall match number of sheets in plan set. User shall easily and rapidly be able to discern from Sheet Index what the sheet number is, then find it in plan set.	C0.00	
7.	Overall development map (if part of larger project) with project area clearly identified as a sub-part of (larger project)	C0.00	
8.	Site data table including: Property Identification Numbers (PIN) for all properties, Book of Maps/Deed reference, Zoning/Overlay District, Watershed / River Basin, Current Use(s), Proposed Use (if known), Current Impervious, Proposed Impervious (if known), Parking Data (residential only), Tree Coverage Data, and/or residential density and unit data per housing type	C0.00	
9.	If located in the floodplain, provide correct Flood Insurance Rate Map (FIRM) panel number and date	C0.00	
10.	Contact information for owner, applicant, and all consultants	C0.00	
11.	Professional seal	C0.00	
13.	Application references of previous approvals/entitlements; if Rezoning, Special Use Permit, or Variance conditions etc., list them verbatim by reference in title text box.	C0.00	
14.	Signature Block space for: Town of Rolesville; _____	C0.00	
<b>ALL OTHER SHEETS</b>			
1.	PSP-YR-XX reference in a common, out of the way, but visible spot, font size sufficient to be easily observed.	ALL	
2.	Revision Dates in an orderly Date table with side banner bar or other common location on all sheets so as to be visible	ALL	
<b>EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**</b>			
1.	Title of project / Dimensions / Scale / north arrow	C1.00-C1.07	
2.	Professional seal	C1.00-C1.07	
3.	Site size, metes and bounds of property boundary, Location Map (showing context of area of proposed change)	C1.00	
4.	Property lines and Property Identification Number (PIN) of site and adjacent properties	C1.00-C1.07	
5.	Zoning districts (of site and adjacent properties to confirm buffer requirements)	C1.00	
6.	Register of Deeds book and page number for any adjacent platted subdivisions		N/A
7.	Adjacent property owner information	C1.00-C1.07	
8.	Owner information for the parcel of the project location	C1.00-C1.07	
9.	Existing street names	C1.00-C1.07	
10.	Existing Land use (of site and adjacent properties)	C0.00	

11.			
12.			
13.			
14.	Existing building footprint(s) with square footage and number of stories		N/A
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.	C1.00-C1.07	
16.	Existing recorded open space or common areas (including easements)	C1.00-C1.07	
17.	Topographic contours, contours shall extend 100' past property limits	C1.00-C1.07	
18.	Water features (name and location), stream buffers, drainage ways, wetlands, and other environmental features	C1.00-C1.07	
19.	Existing vegetation (with general description and location)	C1.00-C1.07	
20.	20. Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)	C1.00-C1.07	
21.	21. Dimensions, scale, and north arrow	C1.00-C1.07	

**SITE LAYOUT SHEET(S)**

1.	Title of project / Dimensions / Scale / north arrow	C3.00-C3.07	
2.	Base information to remain (clearly distinguish between existing and proposed conditions)	C3.00-C3.07	
3.	Building Setback minimum dimensions per the zoning district – LDO Section 3	C3.09	
4.	Flood protection zones (if applicable)	C3.00-C3.07	
5.	Single-family detached/attached - Provide lot typicals including drive location	C3.09	
6.	Building separation dimensions for Single-family attached / Multi-family dwelling buildings – LDO Section 3	C3.01-C3.07	
7.	Parking calculations (vehicle, handicapped, guests, and bicycle) – LDO Section 6.4	C3.00	

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#	TO BE COMPLETED BY APPLICANT	YES	N/A
8.	On street and off-street parking locations (customer, visitor, guest, amenity parking, etc. as applicable)	C3.00	
9.	Handicap aisles, spaces, signage, and accessible routes to main entrance are labeled and dimensioned	C3.00-C3.07	
10.	Bicycle parking location (with rack details) – LDO Section 6.4.7		N/A
11.	Sight distance triangles – LDO Section 9.2 (10'x70' on all Collector roads and NCDOT required driveway permits)	C3.00-C3.07	
12.	Sidewalks, walkways, and trails dimensioned, and material noted – LDO Section 9.2	C3.00-C3.07	
13.	ADA ramps are shown; directional crossings shall be provided at intersections	C3.00-C3.07	
14.	Trash handling and recycling facilities (with required screening and details) – LDO Section 6.2.4		N/A
15.	Show all fire lanes and access routes, as applicable		N/A
16.	Utilities (existing and proposed) (above ground utilities to be screened, with details) – LDO Section 6.2.4 & 6.8.8	C4.00-C4.07	
17.	ROW and streets are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2	C3.00-C3.07	
18.	Easements are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2.4	C3.00-C3.07	
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)	C3.01-C3.07	
20.	Radii labeled for all intersections, or a typical label included	C3.01-C3.07	
21.	Tree protection fencing location with details and standard notes – LDO Section 6.2.4 & 6.2.5		N/A
22.	Stream buffers, drainage ways, wetlands, and wetland buffers with necessary setbacks – LDO Section 4.2.9	C3.00-C3.07	
23.	Open space and greenways (dedicated or reserved) and any proposed improvements within them – LDO Section 6.2.1	C3.00-C3.07	
24.	Landscape buffer locations and widths – LDO Section 6.2.2	C3.00-C3.07	
25.	Location of grass strip– LDO Section 6.2.2.2.D	C3.09	

26.	Location of Proposed Easement for future monument or ground signs – LDO Section 6.1.2		N/A
27.	Other site features unique to the proposed use and/or property	C3.00- C3.07	
<b>#</b>	<b>EROSION CONTROL PLAN SHEET(S)</b>		
1.	Title of project / Dimensions / Scale / north arrow		N/A
2.	Limits of land disturbance		N/A
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.		N/A
4.	Impervious surfaces (label and provide calculations)		N/A
5.	Existing vegetation (types and locations) – LDO Section 6.2.4.5		N/A
6.	Retaining walls labeled with top and bottom of wall elevations (wall detail required for construction drawings)		N/A
7.	Stormwater ponds, bioretention facilities, etc.		N/A
8.	Preliminary storm drainage features and easements		N/A
9.	Erosion control features defined by notes and/or a legend		N/A
10.	Tree protection fencing location (reference detail location if on separate sheet)		N/A
11.	Label critical root zones – LDO Section 6.2.4		N/A
12.	Erosion Control design shall meet Wake County standards. Please reference the Wake County Sediment and Erosion Control Construction Checklist		N/A
<b>#</b>	<b>GRADING AND DRAINAGE PLAN SHEET(S)</b>		
1.	Title of project / Dimensions / Scale / north arrow	C5.00- C5.07	
2.	Grading (contours at 2-foot intervals); Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns	C5.00- C5.07	
3.	Proposed infrastructure including streets, sidewalks, greenways, retaining walls (labeled with top and bottom elevations), ponds, storm sewer, and utilities	C5.00- C5.07	
4.	Utility or other easements (type, size, and whether public or private); 20' PDE shall be required around outfall from ROW	C5.00- C5.07	
5.	Existing vegetation (types and locations) – LDO Section 6.2.4.5		N/A
<b>#</b>	<b>UTILITY PLAN SHEET(S)</b>		
1.	1. Title of project / Dimensions / Scale / north arrow	C4.00- C4.07	
2.	2. All utilities (shown underground); Storm sewer should be clearly depicted separately from sewer and water – LDO Section 4.1.2	C4.00- C4.07	
3.	3. Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6	C4.00- C4.07	
4.	4. Tree protection fencing (TPF) location (reference detail location if on separate sheet)		N/A
5.	5. Sewer and water design are to meet the City of Raleigh Public Utility Department standards	C4.00- C4.07	
<b>#</b>	<b>LIGHTING PLAN SHEET(S)</b>		
	Review LDO Section 6.6, Lighting. See LDO 6.6.D. for exemptions from Lighting requirements/demonstration of compliance		
1.	Title of project / Dimensions / Scale / north arrow	SL1.00	
2.	General location of Proposed Public Street light Pole locations (graphically shown to be either in public right-of-way or on private property)	SL1.00	
3.	Light Pole Height and Type of Fixture noted on drawing (include key if not specifically called out)	SL1.00	
4.	Standard Details of pole and/or light fixtures being used	SL1.00	
5.	FYI – Complete and full Lighting Plan to be part of Construction Infrastructure Drawings (see that Checklist) – this is a general plan and layout of intended street light poles.		

#	TO BE COMPLETED BY APPLICANT	YES	N/A
	<b>PRESERVATION PLAN SHEET(S)</b>		
	Before a Vegetative Preservation Plan can be created, a tree and/or vegetative survey per LDO 6.2.4.2.A.12 must be performed so as to identify the areas and specific Trees that are to be Preserved/retained. Vegetative Preservation (LDO 6.2.4.5) shall be demonstrated on a Sheet(s) in compliance with this Section. The Plan Sheet / drawing shall include and/or show/demonstrate at a minimum:		

1.	Title of project / Dimensions / Scale / north arrow	L2.00	
2.	A (existing condition) tree and/or vegetative survey <b><u>preferred to be prepared by a Certified Arborist</u></b> (LDO 6.2.4.2.A.12.)	L2.00	
	Tree protection fencing (TPF) location via icon/key/legend (LDO 6.2.4.5.B.8. - 10.)	L2.00	
3.	Critical Root Zones (CRZ) of all Preserved Trees clearly noted (measured dashed circumference)	L2.00	
4.	Graphics and Calculations of maximum 25% disturbance of any trees CRZ (LDO 6.2.4.5.B.11.)	L2.00	
5.	Provide note on Plan: "The CRZ shall remain free of all building materials, refuse, and debris" (LDO 6.2.4.5.B.12.)	L2.00	
6.	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.)	L2.00	
7.	Tabular calculations/demonstration of Preserved and Removed/Disturbed areas in square feet, acres, and percentage. ( LDO 6.2.4.5.C.8.)	L2.00	
8.	Critical Root Zones (CRZ) of all Preserved Trees clearly noted (measured dashed circumference)	L2.00	
9.	Graphic demonstration of CRZ protection from encroachment and damage; preferred method is to restrict access by via a physical barrier; provide typical of such barrier; on drawing indicate intention of each CRZ Barrier via icon/key/legend. (LDO 6.2.4.5.C.2.)	L2.00	
10.	Barriers shall be accompanied by temporary Signs labeling the CRZ; provide typical exhibit/example. (LDO 6.2.4.5.C.2.)	L2.00	