



## Site Development Plan 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 (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. 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		
9. If located in the floodplain, provide correct Flood Insurance Rate Map (FIRM) panel number and date		
10. Contact information for 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.)		✓
<b>EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**</b>		
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 site and adjacent properties	✓	
5. Zoning districts (of site and Adjacent properties to confirm bufferyard 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.		
12. Any existing features located within the right-of-way	✓	
13. Setbacks – LDO Section 3 per Zoning District		
14. Existing building footprint(s) with square footage and number of stories	✓	
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.	✓	
16. Existing recorded open space or common areas (including easements)		✓

WILL BE ADDED AFTER 1ST REVIEW

INCLUDED ON SITE PLAN ON ER. CONDITIONS PLAN

INCLUDED ON SITE PLAN

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

Last Revised: November 30, 2022

<b>TO BE COMPLETED BY APPLICANT</b>		
	<b>YES</b>	<b>N/A</b>
8. Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size, and pavement type labeled) – LDO Section 6.4.4	✓	
9. Handicap aisles, spaces, signage, and accessible routes to main entrance are labeled & dimensioned	✓	
10. Bicycle parking location (with rack details) – LDO Section 6.4.7	✓	
11. Sight distance triangles – LDO Section 9.2 (10'x70' on all Collector roads and NCDOT required driveway permits)	✓	
12. Sidewalks, walkways, and trails dimensioned, and material noted – LDO Section 9.2	✓	
13. ADA ramps are shown; directional crossings shall be provided at intersections	✓	
14.		
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 & 6.6.8		
18. ROW and streets are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2	✓	
19. Easements are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2.4	✓	
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)		✓
21. Radii labeled for all intersections, or a typical label included	✓	
22. Tree protection fencing location with details and standard notes – LDO Section 6.2.4 & 6.2.5	✓	✓
23. Stream buffers, drainage ways, wetlands, wetland buffers w/ necessary setbacks – LDO Section 4.2.9		✓
24. Open space and Greenways (dedicated or reserved) and any proposed improvements within them – LDO Section 6.2.1	✓	
25. Landscape buffer locations and widths – LDO Section 6.2.2	✓	
26. Location of grass strip – LDO Section 6.2.2.2.D		✓
27. Location of any proposed monument or ground signs – LDO Section 6.1.2		
28. If a multi-tenant complex, a Master Sign Plan shall be submitted as a separate document – LDO Section 6.1.2.J		
29. Other site features unique to the proposed use		
<b>EROSION CONTROL PLAN SHEET(S)</b>		
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	✓	

INCLUDED ON UTILITY PLAN

6. Retaining walls labeled with top and bottom of wall elevations (wall detail required for construction drawings)		<input checked="" type="checkbox"/>
7. Stormwater ponds, bioretention facilities, etc.	<input checked="" type="checkbox"/>	
8. Preliminary storm drainage features and easements	<input checked="" type="checkbox"/>	
9. Erosion control features defined by notes and/or a legend	<input checked="" type="checkbox"/>	
10. Tree protection fencing location (reference detail location if on separate sheet)		<input checked="" type="checkbox"/>
11. Label critical root zones – LDO Section 6.2.4		<input checked="" type="checkbox"/>
12. Erosion Control design shall meet Wake County standards. Please reference the Wake County Sediment and Erosion Control Construction Checklist	<input checked="" type="checkbox"/>	

**GRADING AND DRAINAGE PLAN SHEET(S)**

1. Scale and north arrow	<input checked="" type="checkbox"/>	
2. Grading (contours at 2-foot intervals); Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns	<input checked="" type="checkbox"/>	
3. Proposed infrastructure including streets, sidewalks, greenways, retaining walls (labeled with top and bottom elevations), ponds, storm sewer, and utilities	<input checked="" type="checkbox"/>	
4. Utility or other easements (type, size, and whether public or private); 20' PDE shall be required around outfall from ROW	<input checked="" type="checkbox"/>	
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5		<input checked="" type="checkbox"/>

**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	<input checked="" type="checkbox"/>	
2. Dimensions, scale, and north arrow	<input checked="" type="checkbox"/>	
3. Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6	<input checked="" type="checkbox"/>	
4. Tree protection fencing location (reference detail location if on separate sheet)		<input checked="" type="checkbox"/>
5. Sewer and water design are to meet the City of Raleigh Public Utility standards	<input checked="" type="checkbox"/>	

**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	<input checked="" type="checkbox"/>	
2. Professional seal	<input checked="" type="checkbox"/>	
3. Dimensions, scale, and north arrow	<input checked="" type="checkbox"/>	
4. All proposed and existing buildings on the site	<input checked="" type="checkbox"/>	

Continued (MLC)  
 LIGHTING CURRENTLY BEING  
 DESIGNED BY DUKE DUNCAN



TO BE COMPLETED BY APPLICANT	YES	N/A
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 (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.		
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		
19. Note: Residential lighting improvements (such as flood lights or landscape lighting) <b>not subject site plan or subdivision plan</b> , for single-family (detached and attached), two-family dwellings, or multiple family dwellings such as apartments or condos does not require a lighting plan.		
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.		✓
a. A tree and/or vegetative survey <b>preferred to be prepared by a Certified Arborist</b> (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. 6.8.4.5C)		
j. Tree protection fencing location (reference detail location if on separate sheet)		
Landscape plan <b>shall be prepared by a licensed Landscape Architect</b> . 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	✓	
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	✓	

WILL HAVE AN LA. SIGN/SEAL

**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		

~~NOT INCLUDED~~ / THIS SUBMITTAL

b. Single family design guidelines – LDO Article 6 8 5 (Note consent statement required on application and final plat)		
c. Multifamily design standards – LDO Article 6 8 6		
d. 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		
<b>WAKE COUNTY FIRE ADDITIONAL REQUIREMENTS (AS APPLICABLE)</b>		
<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		
2. No vertical obstructions within 13 ft 6 inches of the road surface which includes – trees, brush, gates		
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		
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.		
5. Turning radius and grade shall meet DOT specifications. Turning radius for traffic circles may be adjusted with approval if mountable curbs installed.		
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		
<b>NCDOT ADDITIONAL REQUIREMENTS (AS APPLICABLE)</b>		
<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		
2. All shifting tapers are appropriate for the posted speed limit		
3. Turn lanes are shown per STD 1205 05		
4. 50' of full width deceleration is provided		
5. Lane continuity has been assured		
6. All work is shown within the ROW; All work outside of ROW has the appropriate easement shown		
7. For NCDOT submittals, driveway radius should be 20' minimum and 50' maximum		
8. If an existing guardrail is being modified, it is clearly labeled and defined (length/offset)		
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		
10. Driveway Permit submitted; please include Permit # if submitted: _____		
11. Interior Stem is protected (100' minimum)		
12. Driveway radius ties into tangent in front of the project's property		
13. Driveway turn out grades meet NCDOT standards		
14. Driveway is not in Functional Area of Intersection		
15. Above ground utility appurtenances are placed as close to the ROW as possible		
16. All storm drainage crosses 90 degrees to the roadway		
17. All drainage structures are not under the pavement unnecessarily		
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		
19. All hazards are outside of the clear recovery area or outside the proposed ROW Landscaping		
20. Turn lanes are required if AADT is over 4,000 and at the NCDOT District Engineer's discretion		
21. Turn lanes are required by the TIA; a copy of the TIA shall be provided		
22. Plans shall be approved by the Division Roadside Engineer, 919-816-8290		
23. Traffic Signal Plans shall be approved by the Division Traffic Engineer, 919-536-4000		
24. Wedging detail is provided when applicable		
25. All details for work with the ROW along DOT roadways are NCDOT details.		

n/a

