



Planning & Development

Development Services
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Mass Grading Checklist

TO BE COMPLETED BY APPLICANT	YES	N/A
PUBLIC UTILITIES REQUIREMENTS		
1. Location of existing utility lines, if applicable		
2. Show existing water mains with sizes along entire frontage of development		
3. Show existing sewer mains with sizes along frontages and/or easements		
4. Show reference for all existing sanitary sewer easements and water easements		
ZONING REQUIREMENTS		
1. Identify all protected areas, including but not limited to Conservation Management Districts, natural resource buffer yards, Resource Management Districts and street buffer yards located along Type B Residential Thoroughfares designated in the Comprehensive Plan		
2. Natural resource buffer yards and impervious surface coverage in Reservoir Watershed Protection and Metro-Park Overlay Districts. Identify all drainage structures or velocity control devices in all protected and buffer areas		
STORMWATER REQUIREMENTS		
1. Existing conditions shown on plans should include existing contours of intervals of two (2) feet or less, referred to NAVD 88 datum; watershed, alluvial soils, FEMA flood hazard areas, Neuse River Buffers, wetlands, existing storm drainage system, hydrologic features and private drainage easements		
2. Hydrologic features include ditches, drainage swales, channels, and watercourses. Plans should include flow direction arrows		
3. Grading and drainage features should include proposed contours of intervals of two (2) feet or less referred to NAVD 88 datum and spot elevations, velocity dissipaters, and channel lining details along with supporting calculations		
4. 100-year floodplain and floodway boundaries, flood hazard soil boundaries, flood storage area easements should be shown on plans. Indicate FEMA map/and/or flood study numbers. If filling in floodplain, identify limits of filled area		
5. Sedimentation and Erosion Control plan should be prepared with scale, legend and project orientation. All drawings must be sealed, signed and dated by the project designer. Plans must be 24 x 36 in size		
6. Erosion control plans should also include details and supporting calculations; site specific, detailed construction sequence (outlining permits, installation measures, inspections and approvals in the construction process); locations and dimensions of gravel entrances, diversion ditches, silt fence, sediment basins and other controls (devices shall be designed to the 10 year 24 hour storm event)		
7. Permanently Preserved Undisturbed Open Space when included in nitrogen calculation is considered to be a BMP. It must be identified on all plans		
8. If Neuse River Buffer exists, a letter from a surveyor stating the buffer has been flagged on the site must be submitted		
9. A Financial Responsibility Form shall be completed and included at time of submittal		
10. Provide copies of permits from appropriate agencies for any impacts to buffers, wetlands etc.		
TRANSPORTATION		
1. Location of construction entrances onto public streets		
2. Identify opposing driveways, Right-of-Way and street pavement width, curb, gutter and sidewalk		
FIRE REQUIREMENTS		
1. Show existing fire hydrant locations		
2. Site plan detailing apparatus access to property		
TREE CONSERVATION		
1. Tree conservation plan showing the proposed tree conservation areas (TCAs) that are labeled according the "Standardized Names..." (Appendix 3 of the User's manual for TC-7-04). Show the size of each area		
2. Tree Conservation Areas need to be shown on the grading plan with the tree protection fence location		

TO BE COMPLETED BY APPLICANT	YES	N/A
3. A completed Tree Conservation Data Sheet (Appendix 4 of the User's manual for TC-7-04) will need to be provided with the plan (three copies) or the information needs to be on the tree conservation plan		
For Secondary Tree Conservation Areas, include the following		
1. A tree cover report with description of each 50' of TCA including area basal calculations completed and certified by a certified arborist, North Carolina licensed landscape architect, or North Carolina registered forester (three copies)		
2. Photo panoramic panels of proposed secondary TCAs. Each photo to represent 50 linear feet of tree conservation area and must match the sections shown on the plan (three copies)		
3. Most recent aerial photo (three copies)		
4. A survey of trees 3" and larger may be used in place of items 2 and 3 above		