Development Services
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Planning & Development

Final Site Review Checklist

TO BE COMPLETED BY APPLICANT	YES	N/A
FIRE REQUIREMENTS		
1. Site plan detailing apparatus access to within 150' of all portions of ground floor of proposed buildings		
2. Apparatus access roads (dead end) greater than 150' require approved area to turn apparatus around (Hammer head, Wye, or 96' diameter cul-de-sac)		
3. FDC within 150’ hose lay of fire hydrant and within 40' of apparatus access		
4. Minimum apparatus access width 20’; inside turn radius 28'		
5. Does business store or use Hazardous Materials? If yes, submit **Hazardous Materials Permit Application**		
PUBLIC UTILITIES REQUIREMENTS		
1. Show existing/proposed water mains with sizes along entire frontage of development		
2. Show existing/proposed sewer mains with sizes along frontages and/or easements		
3. Show reference for all existing sanitary sewer easements and possibly water easements		
4. Show fire hydrants		
5. If a private distribution system is proposed, the master backflow device must be shown with make and model number		
6. Show water/sewer services with sizes		
7. Show size and location of meters		
8. No structures/landscaping on City of Raleigh Sanitary Sewer Easements		
9. Show location and make and model number of backflow preventers		
10. Show location and size of grease traps		
11. All building parts must be within 300’ of a hydrant		
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. Stormwater networks must be shown identifying inlets, culverts, swales, ditches, and channels. Top elevation, invert elevation, pipe size and slope reflected in a table		
5. Two and ten year stormwater runoff quantities entering and leaving the site at each discharge point for pre- and post- development conditions		
6. Show backwater elevations for new stream crossings		
7. Class and location of rip-rap and all creek location/relocation shown on plan view		
8. 100-year floodplain and floodway boundaries, flood hazard soil boundaries, flood storage area easements, and regulatory flood protection elevations should be shown on plans. Indicate FEMA map and/or flood study numbers. If filling in floodplain, identify limits of filled area		
9. Provide drainage divide maps (pre- and post- development) identifying discharge points, drainage areas, and BMP treatment areas		
10. Right-of-Way or Roadway improvements must be shown on the plans (plan and profile to be shown for roadway construction)		

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11. Provide Hydraulic Grade Line and gutter spread calculations (2 year 24 hour storm – max. spread = ½ lane)		
12. Identify private drainage easements		
13. If the property is in a Watershed Protection Overlay District, provide detailed impervious surface area calculations and establish how you meet the watershed requirements		
14. If the property is in a Metro Park Protection Overlay District, include watercourse buffer areas, impervious surface calculations, park buffer yards and tree inventory, if impervious surface area exceeds 30%		
15. Stormwater BMP's (Best Management Practices) require a separate calculations package for any stormwater BMP's (designed according to current DWQ guidelines). Provide BMP details and cross sections showing inverts, orifices, slopes, elevations (including WQV, 2 yr, 10 yr and 100 yr). Specify if BMP is shared or private		
16. Provide nitrogen loading and reduction calculations and computation of any offset fees (buydown) to be paid		
17. Include Operations and Maintenance Manual (with estimate for annual maintenance and certifications requirements). Specify if BMP is shared or private. If shared, provide replacement fund information		
18. Permanently Preserved Undisturbed Open Space when included in nitrogen calculations is considered to be a BMP and must be identified on all plans and addressed in the maintenance manual		
19. 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 24x36 in size		
20. 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)		
21. If Neuse River Buffer exists, a letter from a surveyor stating the buffer has been flagged on the site must be submitted		
22. Provide copies of permits from appropriate agencies for any impacts to buffers, wetlands etc.		
TRANSPORTATION SERVICES REQUIREMENTS		
1. Show the ROW and pavement widths, street widths, sidewalk, curb and gutter, medians, median openings, curb radii		
2. Show the location of all opposing driveways surrounding the site		
3. Label street type or ramp type entrances		
4. Show driveways and vehicular surface area on plan		
5. Show the actual street names, if known. Show state road number, if applicable and type of road (collector, thoroughfare, etc.)		
6. Indicate on the plan whether the existing streets are asphalt, concrete, gravel or dirt		
7. All handicap ramps must be shown and labeled and must meet the placement requirements of Engineering Standard 20.11.		
8. Vertical alignment of streets only when deemed necessary by the Transportation Director to properly determine the safety of proposed streets or driveways		
9. Show typical cross sections for all public and private streets included with this plan. Use Engineering Standard 20.31 and 20.32 for pavement designs for all proposed street type entrances, residential, collector, and commercial streets		
10. Show existing and proposed curb and gutter, storm sewers, drainage structures, driveway pipes, water mains, sanitary sewer mains, etc. on the site plan		
11. Proposed private streets, dimensions and curb treatments		
12. Plans shall bear the note: "All construction shall be done in accordance with all City of Raleigh and NCDOT standards and specifications."		
13. Slope easements must be shown, labeled and dimensioned		
14. Existing and proposed ROW must be dimensioned and labeled		
15. Sight triangles must be shown and labeled including any structures within them		
16. Add note from the **Infrastructure Construction Plan Checklist** about the sight distance triangles. If you do not have this document, you can add the statement per City Code Section 10-2086 (a) regarding the sight triangles		
17. Show existing and proposed parking areas, bay dimensions and aisle dimensions		
18. Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width		
19. Provide internal traffic circulation details		
20. The corner clearance must be shown and verified and a note placed on plans stating: "Minimum corner clearance from curb line of intersection streets shall be at least twenty (20) feet from the point of tangency."		

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21. Label the existing property irons “E.I.P.”		
22. Show the proper location of sidewalk (BOC to ROW < 12.5 feet), sidewalk located 1.0 foot inside		
23. ROW, BOC to ROW > 12.5 feet, sidewalk located 4.0 feet inside ROW		
24. Provide street lighting design and layout including the specifications		
25. Cul-de-sacs must be dimensioned (Back of Curb with ROW radius)		
26. A driveway permit from NCDOT must be acquired, if the access is on a state maintained road		
27. Provide construction details, where applicable		
28. Provide approved Infrastructure Construction Drawings, if required		
29. Provide supporting documentation such as TIA’s or traffic counts		
30. Any encroachment into the public ROW must be approved, if applicable		
TREE CONSERVATION REQUIREMENTS		
1. Tree conservation plan showing the proposed tree conservation areas (TCAs) that are labeled according to the “Standardized Names…” (Appendix 3 of the User’s manual for TC-7-04). Show the size of each area with metes and bounds descriptions		
2. Tree Conservation Areas need to be shown on the grading plan with the tree protection fence location		
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 (four 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 completed and certified by a certified arborist, North Carolina licensed landscape architect, or North Carolina registered forester (four 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 (four copies)		
3. Most recent aerial photo (four copies)		
PLANNING AND ZONING REQUIREMENTS		
1. Property lines, building footprint and location from property line (proposed and existing), parking areas, new and existing driveways, opposing driveways, right-of-way and street pavement width, curb, gutter and sidewalk, greenway, utility and drainage easements		
2. Survey of existing conditions with building uses and square footage		
3. Location of HVAC units and dumpsters with detail of screening to be used		
4. Floor plans and building elevations		
5. Parking layout and calculations; location of any off-site parking		
6. Adjacent uses and zoning		
7. Lighting plan, if applicable		
8. Cumulative expansion calculations of building square footage and vehicular surface area since 1/1/87		
9. If applicable, plat map with all subdivision/recombination, easements and dedications		
10. Calculations for open space requirements shown in tabular form and open space shown in plan view		
11. Landscape plans showing requirements of City Code Chapter 10, Section 10-2082		
12. Description of vegetation to be retained and removed in areas of both voluntary and mandatory preservation		
13. For subdivision or cluster development, provide the quotient calculations per City Code 10-3071 (5)		
14. 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		
15. 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		
16. Plant list, with supporting calculations		