

Preliminary Development Plan Checklist



DEVELOPMENT SERVICES DEPARTMENT

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TO BE COMPLETED BY APPLICANT	YES	N/A
EXISTING CONDITIONS PLAN REQUIREMENTS		
1. Existing uses and structures	<input type="checkbox"/>	<input type="checkbox"/>
2. Topographic features	<input type="checkbox"/>	<input type="checkbox"/>
3. Driveway, sidewalks, curb and gutter, street cross section with right-of-way	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire hydrants and other site utilities	<input type="checkbox"/>	<input type="checkbox"/>
5. Tree cover	<input type="checkbox"/>	<input type="checkbox"/>
FIRE REQUIREMENTS		
1. Site plan detailing apparatus access to proposed buildings	<input type="checkbox"/>	<input type="checkbox"/>
2. Site plan detailing apparatus access to within 150' of all portions of ground floor of proposed buildings	<input type="checkbox"/>	<input type="checkbox"/>
3. Apparatus access roads (dead end) greater than 150' require approved area to turn apparatus around (Hammer head, Wye, or 96' diameter cul-de-sac)	<input type="checkbox"/>	<input type="checkbox"/>
4. FDC within 150' hose lay of fire hydrant and within 40' of apparatus access	<input type="checkbox"/>	<input type="checkbox"/>
5. Minimum apparatus access width 20', inside turn radius 28'	<input type="checkbox"/>	<input type="checkbox"/>
PUBLIC UTILITIES REQUIREMENTS		
1. Show existing/proposed water mains with sizes along entire frontage of development	<input type="checkbox"/>	<input type="checkbox"/>
2. Show existing/proposed sewer mains with sizes along frontages and/or easements	<input type="checkbox"/>	<input type="checkbox"/>
3. Show reference for all existing sanitary sewer easements and possibly water easements	<input type="checkbox"/>	<input type="checkbox"/>
4. Show fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>
5. If a private distribution system is proposed, the master backflow device must be shown	<input type="checkbox"/>	<input type="checkbox"/>
6. Show water/sewer services with sizes	<input type="checkbox"/>	<input type="checkbox"/>
7. Show size and location of meters	<input type="checkbox"/>	<input type="checkbox"/>
8. No structures/landscaping on City of Raleigh Sanitary Sewer Easements	<input type="checkbox"/>	<input type="checkbox"/>
9. Show location and make and model number of backflow preventers for buildings	<input type="checkbox"/>	<input type="checkbox"/>
10. Show location of grease traps	<input type="checkbox"/>	<input type="checkbox"/>
11. If a pool is proposed, show connection or make a note of connection to storm	<input type="checkbox"/>	<input type="checkbox"/>
12. All building parts must be within 300' of a hydrant	<input type="checkbox"/>	<input type="checkbox"/>
PLANNING AND ZONING REQUIREMENTS		
1. Landscape plan needs to show all vegetation to meet street protective yards, transitional protective yards, and vehicular surface area (VSA) planting requirements	<input type="checkbox"/>	<input type="checkbox"/>
2. Description of vegetation to be retained and removed in areas of both voluntary and mandatory preservation	<input type="checkbox"/>	<input type="checkbox"/>
3. Show vegetation and planting calculations for Resource Management buffers	<input type="checkbox"/>	<input type="checkbox"/>
4. 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	<input type="checkbox"/>	<input type="checkbox"/>
5. Calculations for open space requirements shown in tabular form, and open space shown in plan view	<input type="checkbox"/>	<input type="checkbox"/>
6. Calculations for street protective yards, transitional protective yards, and VSA must be shown and completed separately for each one	<input type="checkbox"/>	<input type="checkbox"/>
7. Open Space requirements are to be based on City Code Section 10-2103(d)	<input type="checkbox"/>	<input type="checkbox"/>

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8. For subdivision or cluster development, provide the quotient calculations per City Code 10-3071 (5)	<input type="checkbox"/>	<input type="checkbox"/>
9. Setbacks, height, parking, buffers in Metro Parking Overlay District	<input type="checkbox"/>	<input type="checkbox"/>
10. 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	<input type="checkbox"/>	<input type="checkbox"/>
11. Survey of existing conditions with building uses and square footage	<input type="checkbox"/>	<input type="checkbox"/>
12. Parking layout and calculations, location of any off-site parking	<input type="checkbox"/>	<input type="checkbox"/>
13. Cumulative expansion calculations of building square footage & vehicular surface area since 1/1/87	<input type="checkbox"/>	<input type="checkbox"/>
14. If applicable, plat map with all subdivision/recombination, easements and dedications	<input type="checkbox"/>	<input type="checkbox"/>
15. Open Space Type - Indication of whether open space is to be calculated based on tree preservation or new tree plantings in accordance with City Code Section 10-2103(d). An existing tree survey is required, if the open space acreage is based on tree preservation	<input type="checkbox"/>	<input type="checkbox"/>
16. Landscape plans showing requirements of City Code Chapter 10, Section 10-2082 and 10-2103(d)	<input type="checkbox"/>	<input type="checkbox"/>
17. For subdivision or cluster development, provide the quotient calculations per City Code 10-3071 (5)	<input type="checkbox"/>	<input type="checkbox"/>
18. 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	<input type="checkbox"/>	<input type="checkbox"/>
19. 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	<input type="checkbox"/>	<input type="checkbox"/>
20. Adjacent property zoning and specific land uses	<input type="checkbox"/>	<input type="checkbox"/>
21. DOD and PBOD open space requirements are met	<input type="checkbox"/>	<input type="checkbox"/>
GRADING AND 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, private drainage easements	<input type="checkbox"/>	<input type="checkbox"/>
2. Hydrologic features include ditches, drainage swales, channels, and watercourses and plans should include flow direction arrows	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
4. Stormwater networks must be shown identifying inlets, culverts, swales, ditches, and channels	<input type="checkbox"/>	<input type="checkbox"/>
5. Preliminary two and ten year stormwater runoff quantities entering and leaving the site at each discharge point for pre- and post- development conditions	<input type="checkbox"/>	<input type="checkbox"/>
6. 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	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide drainage divide maps (pre- and post- development) identifying discharge points, drainage areas, and BMP treatment areas	<input type="checkbox"/>	<input type="checkbox"/>
8. Right of Way or Roadway improvements must be shown on the plans	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify private drainage easements	<input type="checkbox"/>	<input type="checkbox"/>
10. If the property is in a watershed protection overlay area, provide detailed impervious surface area calculations and establish how you meet the watershed requirements	<input type="checkbox"/>	<input type="checkbox"/>
11. 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%	<input type="checkbox"/>	<input type="checkbox"/>
12. Provide preliminary nitrogen loading & reduction calculations & computation of any offset fees (buydown) to be paid	<input type="checkbox"/>	<input type="checkbox"/>
13. Permanently Preserved Undisturbed Open Space when included in nitrogen calculations is considered to be a BMP and must be identified on all plans	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify permits that will be required from appropriate agencies for any impacts to buffers and wetlands	<input type="checkbox"/>	<input type="checkbox"/>
TREE CONSERVATION REQUIREMENTS		
1. Tree conservation plan sheet 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	<input type="checkbox"/>	<input type="checkbox"/>
2. Tree Conservation Areas need to be shown on the grading plan with the tree protection fence location	<input type="checkbox"/>	<input type="checkbox"/>

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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 (two copies) or the information needs to be on the tree conservation plan sheet	<input type="checkbox"/>	<input type="checkbox"/>
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 architect, or North Carolina registered forester (two copies)	<input type="checkbox"/>	<input type="checkbox"/>
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 (two copies)	<input type="checkbox"/>	<input type="checkbox"/>
3. Most recent aerial photo (two copies)	<input type="checkbox"/>	<input type="checkbox"/>
TRANSPORTATION SERVICES REQUIREMENTS		
1. Show the ROW and pavement widths, street widths, sidewalk, curb and gutter, medians, median openings, curb radii	<input type="checkbox"/>	<input type="checkbox"/>
2. Show the location of all opposing driveways surrounding the site	<input type="checkbox"/>	<input type="checkbox"/>
3. Label street type or ramp type entrances	<input type="checkbox"/>	<input type="checkbox"/>
4. Show driveways and vehicular surface area on plan	<input type="checkbox"/>	<input type="checkbox"/>
5. Show the actual street names, if known. Show state road number, if applicable and type of road (collector, thoroughfare, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
6. Indicate on the plan whether the existing streets are asphalt, concrete, gravel or dirt	<input type="checkbox"/>	<input type="checkbox"/>
7. All handicap ramps must be shown and labeled and must meet the placement requirements of Engineering Standard 20.11.	<input type="checkbox"/>	<input type="checkbox"/>
8. Vertical alignment of streets only when deemed necessary by the Transportation Director to properly determine the safety of proposed streets or driveways	<input type="checkbox"/>	<input type="checkbox"/>
9. Show typical street sections for all public and private streets included with this plan. Use Engineering Standard 20.31 & 20.32 for pavement designs for all proposed street type entrances, residential, collector, and commercial streets	<input type="checkbox"/>	<input type="checkbox"/>
10. Show existing and proposed curb and gutter, storm sewers, drainage structures, driveway pipes, water mains, sanitary sewer mains, etc. on the site plan	<input type="checkbox"/>	<input type="checkbox"/>
11. Proposed private streets, dimensions and curb treatments	<input type="checkbox"/>	<input type="checkbox"/>
12. Slope easements must be shown, labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
13. Existing and proposed ROW must be dimensioned and labeled	<input type="checkbox"/>	<input type="checkbox"/>
14. Sight triangles must be shown and labeled including any structures within them	<input type="checkbox"/>	<input type="checkbox"/>
15. 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	<input type="checkbox"/>	<input type="checkbox"/>
16. Show existing and proposed parking areas, bay dimensions and aisle dimensions	<input type="checkbox"/>	<input type="checkbox"/>
17. Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width	<input type="checkbox"/>	<input type="checkbox"/>
18. Provide internal traffic circulation details	<input type="checkbox"/>	<input type="checkbox"/>
19. 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."	<input type="checkbox"/>	<input type="checkbox"/>
20. Label the existing property lines "E.I.P."	<input type="checkbox"/>	<input type="checkbox"/>
21. Show the proper location of sidewalk (BOC to ROW < 12.5 feet), sidewalk located 1.0 foot inside	<input type="checkbox"/>	<input type="checkbox"/>
22. ROW, BOC to ROW > 12.5 feet, sidewalk located 4.0 feet inside ROW	<input type="checkbox"/>	<input type="checkbox"/>
23. Cul-de-sacs must be dimensioned (Back of Curb with ROW radius)	<input type="checkbox"/>	<input type="checkbox"/>
24. Copies of previous Board of Adjustment Action, Special Use Permit or Certificate of Appropriateness, if	<input type="checkbox"/>	<input type="checkbox"/>
25. Proposed square feet/acres and number of feet of Right-of-Way dedicated	<input type="checkbox"/>	<input type="checkbox"/>
GREENWAY REQUIREMENTS		
1. When greenway is required to be reserved or dedicated, it is measured in accordance with City Code 10-3022	<input type="checkbox"/>	<input type="checkbox"/>
2. Greenway is required to be reserved or dedicated in accordance with the City Master Greenway Plan as contained in the Raleigh Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>

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SOLID WASTE SERVICES REQUIREMENTS		
1. In a solid waste inspections statement on the front cover of the plans, developers must acknowledge that they have reviewed and are in compliance with the requirements set forth in the Solid Waste Design	<input type="checkbox"/>	<input type="checkbox"/>
2. In the solid waste inspections statement it must be indicated whether they plan to use a private hauler or the City of Raleigh Solid Waste Services (SWS) to handle trash needs. Also, indicate the page where necessary SWS requirements are shown in the plans. They are typically shown on the landscape page or its own SWS	<input type="checkbox"/>	<input type="checkbox"/>
3. A copy of the Solid Waste Design Manual may be obtained from the City of Raleigh website	<input type="checkbox"/>	<input type="checkbox"/>
4. Site plans for all single-family townhome developments must show or indicate in the Solid Waste Inspections statement how standard 96-gallon residential individual roll-out refuse containers will be stored and made available by residents at the curb	<input type="checkbox"/>	<input type="checkbox"/>
5. If refuse containers are going to be stored in garages, this must be indicated or stated in the SWS Inspections statement on the front cover of the plans as well as in the plans	<input type="checkbox"/>	<input type="checkbox"/>
6. Occupant must be able to roll carts to street with no obstructions or topographic features that would hamper the resident from rolling the cart to the curb – at least 3' horizontal clearance	<input type="checkbox"/>	<input type="checkbox"/>
7. In the case of attached dwellings, designs that allow carts to be brought to the nearest curb are shown in Section A-8 (page 6) of the Solid Waste Design Manual	<input type="checkbox"/>	<input type="checkbox"/>
8. All carts serving individual units are to be brought to the curb of the nearest public right-of-way or alley, or to the curb of an accessible private drive that meets circulation standards otherwise noted in the Solid Waste Design Manual	<input type="checkbox"/>	<input type="checkbox"/>
9. Alleys used for solid waste collection vehicles that serve individual residential units must be a minimum 16' in width. Inside curb radii must be a minimum 30'	<input type="checkbox"/>	<input type="checkbox"/>
10. All alleys to be traversed by solid waste collection vehicles must meet the residential street standard of 6" sub- base and 2.5" asphalt surface course	<input type="checkbox"/>	<input type="checkbox"/>
11. Alleys should extend through a block between public streets, and avoid 90-degree or acute angled turns	<input type="checkbox"/>	<input type="checkbox"/>
12. Where a rear alley is not provided for solid waste vehicles, direct vehicular access to all small-lot or attached single-family homes (cluster home or townhome developments) for the purpose of collection	<input type="checkbox"/>	<input type="checkbox"/>
13. Direct vehicular access to all small-lot or attached single-family homes can be provided either by a design that allows each unit occupant to roll the carts to the public or private street	<input type="checkbox"/>	<input type="checkbox"/>
14. Direct vehicular access to all small-lot or attached single-family homes can be provided by Multiple 96-gallon standard City residential solid waste carts and may be stored in a common area which is accessible directly to the public or private street	<input type="checkbox"/>	<input type="checkbox"/>
15. Direct vehicular access to all small-lot or attached single-family homes can be provided either by the development or may provide for a common collection facility (dumpster) in accordance with Section C. of the Solid Waste Design Manual	<input type="checkbox"/>	<input type="checkbox"/>
16. Any design other than those mentioned in the Solid Waste Design Manual must be approved by the Solid Waste Services Director	<input type="checkbox"/>	<input type="checkbox"/>
17. Site plans for all single-family townhome developments must show designated pad for dumpster or compactor or a specific alternate plan must be reviewed and approved in writing by the Solid Waste	<input type="checkbox"/>	<input type="checkbox"/>
18. Non-attached single family homes can provide a 6 X 6 pad on the side of the house (at least 5 ft from the front of the house for storage of the refuse and recycling containers. If the home has a driveway, this can be done by extending the driveway	<input type="checkbox"/>	<input type="checkbox"/>
19. If the pad for storage of the 96 gallon City of Raleigh cart and recycling bin is not provided for non-attached single family homes, developers must make sure the topography on the side of the house such that the 96 gallon container can be rolled to the side or rear of the house	<input type="checkbox"/>	<input type="checkbox"/>
20. Site plans for all multi-family or group housing developments that require a dumpster or compactor shall also show a designated pad for residential recycling facilities, which must be a minimum 8' deep x 12' wide and allow enough room for (6) 35-gallon containers. These areas must be screened and located in accordance with C-4, C- 7 and C-8	<input type="checkbox"/>	<input type="checkbox"/>
21. Collection devices must not be located in any street yard, transitional protective yard or tree protection area required by City Code Section 10-2082.5, 10-2082.9 or 10- 2082.12, or in any open space area required by Section 10- 2103(d) in group housing developments, or in any regulated floodway	<input type="checkbox"/>	<input type="checkbox"/>