

# Preliminary Subdivision Plan Application



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

**Development Services Customer Service Center** | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495 | efax 919-996-1831  
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When submitting plans, please check the appropriate review type and include the Plan Checklist document.

<b>Office Use Only:</b> Transaction #		Project Coordinator		Team Leader	
<b>PRELIMINARY APPROVALS</b>					
<input type="checkbox"/> Subdivision *		<input type="checkbox"/> Conventional Subdivision		<input type="checkbox"/> Compact Development	
<input type="checkbox"/> Conservative Subdivision					
*May require City Council approval if in a Metro Park Overlay or Historic Overlay District					
If your project has been through the Due Diligence process, provide the transaction #:					
<b>GENERAL INFORMATION</b>					
Development Name					
Proposed Use					
Property Address(es)					
Wake County Property Identification Number(s) for each parcel to which these guidelines will apply:					
PIN Recorded Deed		PIN Recorded Deed		PIN Recorded Deed	
PIN Recorded Deed		PIN Recorded Deed		PIN Recorded Deed	
What is your project type?					
<input type="checkbox"/> Single family		<input type="checkbox"/> Townhouse		<input type="checkbox"/> Subdivision in a non-residential zoning district	
<input type="checkbox"/> Other (describe):					
<b>OWNER/DEVELOPER INFORMATION</b>					
Company Name			Owner/Developer Name		
Address					
Phone		Email		Fax	
<b>CONSULTANT/CONTACT PERSON FOR PLANS</b>					
Company Name			Contact Name		
Address					
Phone		Email		Fax	



GENERAL REQUIREMENTS	TO BE COMPLETED BY APPLICANT		OFFICE USE ONLY		
	YES	N/A	YES	NO	N/A
1. Applicant must contact a Planner to determine if a Pre-Application Conference is required prior to application submittal	<input type="checkbox"/>				
2. Filing fee for plan review – payments may be made by cash, Visa, Mastercard, or check made payable to the City of Raleigh (no fee for infill recombination)	<input type="checkbox"/>				
3. Preliminary Subdivision Plan Application must be completed and signed by the property owner	<input type="checkbox"/>	<input type="checkbox"/>			
4. Applicant must complete and print page 1 and 2 of the Preliminary Subdivision Plan Application to the plan cover sheet (not applicable for infill recombination)	<input type="checkbox"/>	<input type="checkbox"/>			
5. I have referenced the Preliminary Subdivision Plan Checklist, and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City	<input type="checkbox"/>				
6. Provide the following plan sheets:	<input type="checkbox"/>				
a) Cover sheet, to include general notes, owner's name, contact's name, phone number, mailing address, email address	<input type="checkbox"/>				
b) Existing conditions sheet	<input type="checkbox"/>	<input type="checkbox"/>			
c) Proposed Subdivision Plan	<input type="checkbox"/>				
d) Proposed Grading and Stormwater Plan	<input type="checkbox"/>	<input type="checkbox"/>			
e) Proposed Utility Plan, including Fire	<input type="checkbox"/>	<input type="checkbox"/>			
f) Proposed Tree Conservation Plan	<input type="checkbox"/>	<input type="checkbox"/>			
g) Proposed Landscaping	<input type="checkbox"/>	<input type="checkbox"/>			
h) Transportation Plan	<input type="checkbox"/>	<input type="checkbox"/>			
7. Ten (10) sets of proposed plans to engineering scale (1"=20', 1"=100', etc.) and date of preparation. For re-submittals only, include all revision dates.	<input type="checkbox"/>				
8. Plan size must be 18" x 24" or 24" x 36"	<input type="checkbox"/>				
9. A vicinity map no smaller/less than 1"=500' and no larger than 1"=1000' to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the preliminary plan	<input type="checkbox"/>				
10. Include sheet index and legend defining all symbols with true north arrow, with north being at the top of the map	<input type="checkbox"/>				
11. Digital copy of only the plan and elevations – label the CD with the plan name, case file number, and indicate how many times the plan has been resubmitted for review	<input type="checkbox"/>				
12. Wake County School form, if dwelling units are proposed	<input type="checkbox"/>	<input type="checkbox"/>			
13. Preliminary stormwater quantity and quality summary and calculations package	<input type="checkbox"/>	<input type="checkbox"/>			
14. For secondary tree conservation areas, include two (2) copies of the tree cover report completed by a certified arborist, North Carolina licensed landscape architect, or North Carolina registered forester	<input type="checkbox"/>	<input type="checkbox"/>			