



PRELIMINARY SUBDIVISION SUBMITTAL CHECKLIST FOR COMPLETION

Submit required documentation to:
 Wake County Planning Department/Subdivision Administration
 PO Box 550 Wake County Office Building
 Raleigh, NC 27602-0550 336 Fayetteville Street, Downtown Raleigh
 Contact Subdivision Administration at (919) 856-6216 for additional information.

For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed		Staff use only	
√ or n/a		APPLICABLE SUBMITTAL REQUIREMENT	√ or n/a
	1.	Evidence of the legal creation of the parcel, or combination of parcels, proposed to be subdivided (copy of most recently recorded plat or deed describing parcel plus: copy of County-approved plat describing same parcel and recorded after 5/17/1976; or plat or deed describing same parcel and recorded on or before 5/17/1976; [see Register of Deeds])	
	2.	Application for Preliminary Subdivision Plan Approval form [12 copies] [attached]	
	3.	Checklist of Applicable Standards for Preliminary Subdivision Plans (filled out) [1 copy] [attached]	
	4.	Preliminary subdivision plan showing the following information for an area including and within 100 feet of the site [14 copies on 24" x 36" paper at a scale of not less than 1"=400' FOLDED , plus 5 copies on 8.5" x 11" or 11" x 17" paper]:	
	a.	Existing and proposed property lines, with measured distances [number all proposed lots; identify open space parcels and their intended use; identify future development sites; show area and dimensions for all proposed parcels; show name or owner and Book of Maps or Deed Book reference for existing adjoining parcels]. Show gas and all other utility easements. Show building setbacks.	
	c.	Zoning districts - boundaries and names and notation of existing land uses and intensity of the use	
	e.	Names of existing and approved subdivisions and other developments (note Book of Maps/Page reference for subdivisions), and names of owners of other parcels	
	f.	Outline of existing and proposed roadways (show width and surface material), bikeways (show width and surface material), and walkways (show width and surface material) - plus associated access rights-of-way and easements [including proposed widening or extensions] (show width) [Label roadways as public or private; note any access restrictions; note any future right-of-way]	
	g.	Location of existing and proposed water lines, fire hydrants, community wells and water towers (show capacity) - plus associated utility easements (show width) [Note water service provider], and/or notation of lots proposed to be served by individual on-site wells	
	h.	Location of existing and proposed sewer lines and pump stations/treatment facilities (show capacity) - plus associated easements (show width) [Note sewer service provider], and/or notation of lots proposed to be served by on-site sewage disposal systems	
	j.	Notation and computation of the amount of impervious surface coverage (sq. ft. and as % of total site area)	
	k.	Topographic contours (at intervals of not more than 5 feet)	
	m.	Location, type, and relevant dimensions/capacities of stormwater management structures and other devices (if in a water supply watershed or if stormwater management is required) - plus associated easements (show width) [see Wake County Stormwater Management Ordinance]	
	q.	Inset map showing site's location relative to County's municipalities and major roads	
	r.	Title block showing name and address of current parcel owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, title "Preliminary Subdivision Plan - [Name of subdivision]", and identification of subdivision type as "cluster", open space or "lot-by-lot"	
	5.	Licensed soil scientist's preliminary report <u>and</u> delineation map demonstrating each proposed lot's suitability for service by on-site wastewater system (if such service proposed) [3 copies] [see attached report requirements]. This delineation map must show the proposed lot line(s) layout.	
	6.	Traffic Impact Analysis (3 copies). Also include 3 additional large scale maps. (if applicable)	
	7.	Check for \$1000.00 processing fee for Traffic Impact Analysis (if applicable)	
	8.	Check for \$1000.00 application fee, made out to "Wake County"	

Notes: All documents and maps submitted as required become the property of Wake County.
 The Wake County Unified Development Ordinance is on the web at www.wakegov.com
 All application fees are non-refundable.
 The File Number should be used on all correspondence subsequent to application acceptance.

Staff Use

Application accepted as complete _____ Date _____