



MINOR SUBDIVISION APPLICATION CHECKLIST

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 STANDARDS (ORDINANCE REFERENCE)	√ or n/a
	1. Name of Project	
	2. Property lines	
	3. 'Minor Subdivision' in title block	
	4. All requirements for GS 47-30	
	5. Acreage of all lots	
	6. Residual acreage of all lots	
	7. Zoning districts - boundaries and names. Show any zoning line and list acreage in each zoning district.	
	8. Building setback table for appropriate zoning district	
	9. Notation of the amount of impervious surface coverage proposed (sq. ft. and as % of total site area). List calculation information.	
	10. Outline of existing structures (note whether or not to remain; show setbacks of structures to remain from nearest existing or proposed property lines)	
	11. Maximum impervious must be shown on each lot.	
	12. All roads labeled as public or private	
	13. All roads labeled as new, existing, or extended	
	14. Tree and Vegetation Protection Zone (16-12)	
	15. Provide the following note: "Impervious surface coverage shall not exceed _____ % of the subdivision. Impervious surface limits will be strictly enforced into perpetuity."	
	16. Soil Scientist or Wake County Environmental Services Certification.	
	17. Submit two (2) copies of a complete soils report and soils delineation map from Soil Scientist, if applicable.	
	18. Submit completed Wake County Environmental Services Improvement Permit Application with the appropriate fees (see below), if applicable	
	a. \$246 for re-check existing septic system	
	b. \$446 for each new septic system	
	c. \$446 for each new well permit	
	d. \$846 for each new well and septic system	
	19. Appropriate impoundment or watercourse buffers as required for appropriate zoning and/or overlay district (See Wake County UDO Articles 3-72, 3-73, 3-74, 10-22, 11)	
	20. Show, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils [contact GIS Dept.] [Adjust FEMA boundaries and flood hazard soils to conform to topography if necessary - contact Environmental Services Dept.]	

