



**Planning, Development
& Inspections**

TEL (PLANNING) 919 856 6310
TEL (INSPECTIONS) 919 856 6222

A Division of Community Services
P.O. Box 550 • Raleigh, NC 27602
www.wakegov.com

COMMERCIAL MAJOR AND MINOR SUBMITTAL REQUIREMENTS

1.	Submit a site plan showing the following information for an area including and within 50 feet of the site at a scale of not less 1"=400',
a.	Vicinity (location) map, indicate nearest cross street(s)
b.	Scale of plan
c.	Date of first submission
d.	Name and location of proposed development
e.	Proposed location and type of water supply (well, community water, public eater, etc.)
f.	Proposed location and type of waste disposal (septic tank, package plant, public sewer, etc)
g.	Proposed driveway locations (driveway entrance permits form NC Division of Highways)
h.	Tax map and parcel or PIN number
i.	Investigate soil types on the site; if flood hazard soils exist, show the soils on the site plan; show wetlands on site
j.	Amount of graded or disturbed area in square feet
k.	Street address (call 856-6210)
l.	Minimum lot area for zoning district and applicable side yards
m.	Zoning district
2.	Show all other structures on the property
3.	Provide buffer yards as per Article 16 of the Unified Development Ordinance
a.	Identify and note on site plan the zoning district and use of adjacent properties, including property across the road
b.	If use is vacant, assume maximum yield given current zoning
c.	Provide FAR (Floor Area Ratio); show calculations
d.	Provide intensity of existing use: commercial/industrial = square footage divided by site acreage; residential = dwelling unit per acre
e.	Provide intensity of proposed use
f.	Show detailed landscaping on plan – identify type of screening (type)
g.	Provide the following notes on the plan: <ul style="list-style-type: none"> • Final zoning and site improvement inspection shall be required to verify site plan compliance be done before a Certificate of Compliance is issued by Wake County Building Inspections • Deteriorated or dead screening shall be repaired or replaced within six months • No permanent construction can occur within buffer yards • Septic tanks, septic drain lines are prohibited in required bufferyards. stormwater retention and detention facilities, storage tanks for any purpose, utility substations, and buildings housing utility substations and buildings housing utility commodities or equipment are also prohibited in required bufferyards.
4.	Provide compliance with stream buffers as per Article 11 of the Unified Development Ordinance
5.	Show existing easements
6.	Provide parking as per Article 15 of the Unified Development Ordinance
a.	Indicate the number of spaces required, and the number of spaces provided. Parking Space and travelway design standards, as well as number of spaces required, can be found under Article 15 of the Unified Development Ordinance.
b.	Provide for delivery areas as needed as per Article 15 of the Unified Development Ordinance
c.	Provide screening and planting as per Article 16 of the Unified Development Ordinance
7.	Indicate percent of impervious coverage (existing and proposed) on site; show calculations and identify areas
8.	Identify all signs – type, size and location (separate sign permit required)
9.	Provide projected traffic generations and types of vehicles
10.	Indicate number of employees and hours of operation including days of the week
11.	Indicate height and size of all new or existing structures
12.	If applicable, provide "limits of site plan"; these limits may ultimately be a survey line for a future subdivision or the parcel, the use within the site plan limits must be self-sufficient relative to zoning regulations. Likewise, residual acreage must comply with applicable zoning regulations. Show any proposed long range or phased development plans.



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13.	Detail the proposed use as much as possible. For example: type of office or enterprise and type of materials to be warehoused must be indicated. How is this proposed use a public necessity? What is impact on surrounding neighborhood and adjacent properties?
14.	Note on plans type of wastewater disposal and water supply that will serve the property
15.	If applicable: Submit Environmental Services application and fees for wastewater at www.wakegov.com/permitportal . (reference this case number in the Description Box)
16.	Minor Commercial review fee \$100
17.	Major Commercial review fee \$500

Notes:

- All documents and maps submitted as required become the property of Wake County.
- The Wake County Unified Development Ordinance are on the web at www.wakegov.com
- All application fees are non-refundable.
- Permit Portal www.wakegov.com/permitportal

The File Number should be used on all correspondence subsequent to application acceptance