



2013 TOWN OF ROLESVILLE DEVELOPMENT REVIEW PROCESS

Town of Rolesville Planning Department
502 Southtown Circle
Rolesville, NC 27571

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PURPOSE

The purpose of this document is to provide guidance to individuals or companies submitting plans that require detailed staff review and/or Town Board approval involving residential and commercial development proposals and re-zonings.

PROCESS AND PROCEDURE

Step 1: Preliminary Discussion

All development proposals have the option of obtaining staff comments and review before any process is started. Staff is willing to meet and discuss proposals and/or accept proposals and return preliminary comments. This is not mandatory but is recommended in order to clarify any major concerns before the official process is started. Please see the associated fee schedule for costs.

Step 2: Initial Submission

Plans shall first be submitted to the Town of Rolesville staff for review by the Technical Review Committee (TRC) (see tentative review and deadline time schedule). This submittal requires:

- Ten (10) copies on 11x17 size paper
- Six (6) copies on 22x34 (or greater) size paper
- A digital copy of the plans in PDF format (sent to Rolesville via email or on CD/DVD)

The following documents and detailed sheets (in this order) shall be submitted to assist staff in their review:

- Sheet 1: Cover sheet showing name of development and general vicinity map
- Sheet 2: Site data sheet
- Sheet 3: Existing Conditions Plan (showing existing property lines, streams, wetlands, special flood hazard areas, tree lines, full topography, etc.)
- Sheet 4: Soils map
- Sheet 5: Preliminary Plan (showing lots, lot sizes in square feet and acres, sidewalks, handicap ramps, right-of-ways, listed pavement widths, existing road infrastructure improvements, stream protection or riparian areas, etc.)
- Sheet 6: Open Space and Greenways Plan (highlighting stream protection or riparian areas, preserved open space areas, trails, recreational areas, ponds, etc.)
- Additional documents and forms:
 - Transportation Impact Analysis (TIA) if development is over 100 lots
 - Stormwater Tool Worksheet
 - Development Review Application form

All documentation listed above shall be simultaneously submitted to the following location:

Town of Rolesville
Planning Department
502 Southtown Circle (Physical) or PO Box 250 (Mailing)
Rolesville, NC 27571

Town Staff will be responsible for distributing these plans to the TRC members for general comments. The general makeup of the TRC contains the Town Engineer, City of Raleigh Public Utilities, Wake County Environmental Services staff, EMS Chief, Chief of Police, Fire Chief, Town Board Representative, Planning Board representative, Parks and Recreation Advisory Board representative, and Planning Director.

Step 3: Technical Review Committee and Staff Consideration

Once all plans have been submitted to the appropriate parties within the required timeframe, then the TRC will meet to discuss the plan and decide whether the project meets all specifications and is ready for consideration by the Planning Board. If corrections are needed, the TRC will provide the developer or applicant with a list of all deficiencies that must be corrected prior to the plan being forwarded to the Planning Board. Plans with deficiencies and concerns will not be forwarded for Planning Board consideration until the matters are resolved under the next review by the TRC. The Planning Director will have the authority to withhold any plans from the Planning Board agenda till all items of concern are corrected.

Step 4: Planning Board Consideration

After obtaining TRC approval, the developer shall return the revised drawings and submit any other applications plus related materials. All plan revisions must be submitted to town hall by the deadline (see timeline schedule) in order to make the next Planning Board agenda. This submittal requires:

- Fourteen (14) copies on 11x17 size paper
- One (1) copy on 22x34 (or greater) size paper
- A digital copy of the plans in PDF format (sent to Rolesville via email or on CD/DVD)

All Planning Board meetings are held on the fourth (4th) Monday (see schedule) of each month and begin at 7:00 pm in the Town of Rolesville Council Chambers. The Planning Board will then take up the matter, discuss it, and will either make a recommendation to the Town Board for approval or denial and/or recommend any suggested changes or additions. The Planning Board shall also have the authority to table any proposal for further discussion until the next meeting or until further information is presented as the Board deems necessary.

Step 5: Town Board Consideration and Public Hearing

Once the Planning Board has made a formal recommendation to the Town Board on a given development proposal and/or rezoning case, the Town Board will then consider such recommendation. In general, the Town Board shall hear such items on the first (1st) Monday of each month at the regular work session meeting. Understand that public hearings will have to be called for by the Town Board and properly advertised. Due to the deadlines of the local newspaper (The Wake Weekly), all public hearing advertisements must be submitted by Monday at noon for that week's newspaper. Advertisement of the public hearings must be made for two (2) consecutive weeks. Public hearings are only held at the Town Board's regular business meetings held on the third (3rd) Tuesday of each month. (see the schedule) The Town Board will take up the matter, discuss it, and will either vote to approve or deny the requests based upon the proposal's compliance with Rolesville's adopted plans and policies.

Step 6: Construction Drawing Review

Following the Board of Commissioners approval of the subdivision plans and/or rezoning, the developer or applicant is to submit the following construction drawing copies:

- Fourteen (14) copies on 11x17 size paper
- One (1) copy on 22x34 (or greater) size paper
- A digital copy of the plans in PDF format (sent to Rolesville via email or on CD/DVD)

The following items will need to be submitted:

- Existing Conditions Plan (showing existing properties, streams, wetlands, special flood hazard areas, tree lines, full topography, etc.)
- Site layout Plan (showing lots, building envelopes, lot sizes, sidewalks, right-of-ways, listed pavement widths, existing road infrastructure improvements etc.)
- Soils map
- Water and Sewer Utilities Plan (showing the horizontal and vertical service profiles)
- Storm Drainage Master Plan (showing the entire drainage basin of water flowing onto and off of the development)
- Storm Drainage Plan (showing all stormwater devices and how they will connect to exiting facilities and how they will effect adjacent parcels)
- Grading and Erosion Plan (which will eventually be reviewed by Wake County Environmental Services)
- Landscaping Plan (entrance way design and any trees on collector streets)
- Standard Details for all infrastructure (For Utilities: use City of Raleigh Public Utilities Handbook with Rolesville Fire Hydrant Details. For Streets: use NC DOT standards)

The plans will be reviewed by Town Staff, Town Engineer, Wake County Environmental Services staff, and City of Raleigh Public Utilities Staff for compliance with infrastructure standards. There may be additional fees associated with these reviews.

Once plans have been approved four (4) sets of signed approved construction drawings shall be submitted to Town of Rolesville staff.

Step 7: Pre-Construction Meeting

Following the approval of construction drawings and before utilities installation is started, a Pre-Construction Meeting shall be held. All of the infrastructure and site contractors (water, sewer, streets and stormwater) should be present and meet with Town Staff and Contract Inspectors and Engineers. The process and those to be contacted will be explained and discussed at this time.

Step 9: Final Plat Recordation

After the infrastructure has been installed, inspected, and approved, the final plat, officially subdividing the tract of land into individual lots, can be recorded. At this time, all associated impact fees such as water and sewer acreage, capacity, and/or open space, shall be paid. Three (3) paper copies of the plat shall be submitted to Town Hall for preliminary review to make sure all is correct. This plat will also have to be reviewed by Wake County Environmental Services and City of Raleigh Public Utilities. The City of Raleigh Public Utilities requires a copy of the approved construction drawings submitted with the paper copy of the plat.

Step 10: Pre-Building Meeting

After all infrastructure installation and inspection is completed and final plat recorded, a Pre-Building Meeting shall be held. All builders shall be present to meet with Town Staff and Contract Engineers and Inspectors. The building permit application process, inspection process, and associated fees will be explained and discussed at this time.



DEVELOPMENT PLAN REVIEW APPLICATION

Town of Rolesville Planning Department - 502 Southtown Circle - PO Box 250 - Rolesville, NC 27571 - 919.554.6517

Date of Submittal: _____

Name of Project: _____

Owner of Property: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Developer: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Design Engineering Company: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Type of Development (check one)

- Sketch Plan - Site Plan
- Major Subdivision Preliminary Plat (Standard Subdivision)
- Major Subdivision Preliminary Plat (Conservation Subdivision)
- Construction Drawings

Total Acreage of Property To Be Developed: _____ Total Number of Phases: _____

Total Number of Lots: _____ Average Square Footage of Lot: _____

Smallest Developable Lot Square Footage: _____ Largest Developable Lot Square Footage: _____

I, as owner, developer, engineer, and/or agent, understand that I am responsible for all applicable review fees due upon submittal of these plans. I understand that no review will take place until all review fees have been paid. I have read all information within the Development Review Procedures Packet and understand the process and my requirements with the proposal.

Signature

Date