

# Preliminary Subdivision Plat (PSP) Checklist

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**Disclaimer: This checklist does not cover all codified requirements but is intended to provide some guidance based on the best practices. Where applicable, requirements are referenced within the [Town of Rolesville Land Development Ordinance](#) and/or other State Ordinances. For items marked "YES", instead of a "Check", please place the sheet number the requirement is shown.**

#	TO BE COMPLETED BY APPLICANT	YES	N/A
<b>COVER SHEET</b>			
1.	Project name / Title / Dimensions / Scale / north arrow	✓	
2.	Project number and submittal type (will be given at first review; place PSP-YR-XX as a placeholder on cover sheet)	✓	
3.	Date (original submittal and space for at least 3 re-submittals located in a table) – ideal location is center of sheet	✓	
4.	Location (Address if available, general description otherwise, and if within town limits or ETJ, county, and state)	✓	
5.	Vicinity map with north arrow.	✓	
6.	Sheet index numbered numerically (1,2,3...) – number of described sheets shall match number of sheets in plan set. User shall easily and rapidly be able to discern from Sheet Index what the sheet number is, then find it in plan set.	✓	
7.	Overall development map (if part of larger project) with project area clearly identified as a sub-part of (larger project)	✓	
8.	Site data table including: Property Identification Numbers (PIN) for all properties, Book of Maps/Deed reference, Zoning/Overlay District, Watershed / River Basin, Current Use(s), Proposed Use (if known), Current Impervious, Proposed Impervious (if known), Parking Data (residential only), Tree Coverage Data, and/or residential density and unit data per housing type	✓	
9.	If located in the floodplain, provide correct Flood Insurance Rate Map (FIRM) panel number and date	✓	
10.	Contact information for owner, applicant, and all consultants	✓	
11.	Professional seal	✓	
13.	Application references of previous approvals/entitlements; if Rezoning, Special Use Permit, or Variance conditions etc., list them verbatim by reference in title text box.	✓	
14.	Signature Block space for: Town of Rolesville; _____	✓	
<b>ALL OTHER SHEETS</b>			
1.	PSP-YR-XX reference in a common, out of the way, but visible spot, font size sufficient to be easily observed.	✓	
2.	Revision Dates in an orderly Date table with side banner bar or other common location on all sheets.	✓	
<b>EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**</b>			
1.	Title of project / Dimensions / Scale / north arrow	✓	
2.	Professional seal	✓	
3.	Site size, metes & bounds of property boundary, Location Map (showing context of area of disturbance)	✓	
4.	Property lines and Property Identification Number (PIN) of site and adjacent properties	✓	
5.	Zoning districts (of site and adjacent properties to confirm buffer requirements)	✓	
6.	Register of Deeds book and page number for any adjacent platted subdivisions	✓	
7.	Adjacent property owner information	✓	
8.	Owner information for the parcel of the project location	✓	
9.	Existing street names	✓	
10.	Existing Land use (of site and adjacent properties)	✓	
11.	Existing building footprint(s) with square footage and number of stories	✓	✓

12.	Existing infrastructure: loading areas, parking, driveways, alleys, streets, sidewalks, dumpsters, lighting, septic tanks, drain fields, wells, hydrants (within 500 feet of site), water meters, culverts (other subsurface features), utility or other easements (type, size, and whether public or private), railroads, cemeteries, etc.	✓	
13.	Existing recorded open space or common areas (including easements)		✓
14.	Topographic contours, contours shall extend 100' past property limits	✓	
15.	Water features (name and location), stream buffers, drainage ways, wetlands, and other environmental features	✓	
16.	Existing vegetation (with general description and location)	✓	
17.	Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)		✓
18.	Dimensions, scale, and north arrow	✓	

**SITE LAYOUT SHEET(S)**

1.	Title of project / Dimensions / Scale / north arrow	✓	
2.	Base information to remain (clearly distinguish between existing and proposed conditions)	✓	
3.	Blocks (Letters A, B, C) & Lot Numbers (1,2,3) for every lot to be created (inc. Open Space, Amenity)	✓	
3.	Building Setback minimum dimensions per the zoning district – LDO Section 3	✓	
4.	Flood protection zones (if applicable)		✓
5.	Single-family detached/attached - Provide lot typicals including drive location	✓	
6.	Building separation dimensions for Single-family attached dwelling buildings – LDO Section 3	✓	
7.	Parking calculations (vehicle, handicapped, guests, and bicycle) – LDO Section 6.4	✓	
8.	On street and off-street parking locations (customer, visitor, guest, amenity parking, etc. as applicable)	✓	
9.	Handicap aisles, spaces, signage, and accessible routes to main entrance - labeled and dimensioned	✓	
10.	Bicycle parking location (with rack details) – LDO Section 6.4.7	✓	
11.	Sight distance triangles – LDO Section 9.2 (10'x70' on all Collector roads and NCDOT required driveway permits)	✓	
12.	Sidewalks, walkways, and trails dimensioned, and material noted – LDO Section 9.2	✓	
13.	ADA ramps are shown; directional crossings shall be provided at intersections	✓	
14.	Trash handling and recycling facilities (with required screening and details) – LDO Section 6.2.4		✓
15.	Show all fire lanes and access routes, as applicable	✓	
16.	Utilities (existing and proposed) (above ground utilities to be screened, with details) – LDO Section 6.2.4 & 6.8.8	✓	
17.	ROW and streets are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2	✓	
18.	Easements are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2.4	✓	
19.	Per CORPUD – Call out water and sewer line easements as "New XX' [width] City of Raleigh Sanitary Sewer Easement and New City of Raleigh Water Line Easement"	✓	
20.	Public street centerlines should include bearing and distance information including curve radii (minimum centerline radii are defined by terrain classifications per NCDOT Subdivision Roads Minimum Construction Standards)	✓	
21.	Radii labeled for all intersections, or a typical label included	✓	
22.	Tree protection fencing (TPF) location with details and standard notes – LDO Section 6.2.4 & 6.2.5	✓	
23.	Stream buffers, drainage ways, wetlands, and wetland buffers with necessary setbacks – LDO Section 4.2.9	✓	
24.	Open space and greenways (dedicated or reserved) and any proposed improvements within them – LDO Section 6.2.1	✓	
25.	Landscape buffer locations and widths – LDO Section 6.2.2	✓	
26.	Location of grass strip– LDO Section 6.2.2.2.D	✓	
27.	Location of Proposed Easement for future monument or ground signs – LDO Section 6.1.2	✓	
28.	Other site features unique to the proposed use and/or property	✓	

#	TO BE COMPLETED BY APPLICANT	YES	N/A
<b># EROSION CONTROL PLAN SHEET(S)</b>			
1.	Title of project / Dimensions / Scale / north arrow		
2.	Limits of land disturbance		
3.	Grading (contours at 2-foot intervals w/in 100 FT of developed area). Last Revised: April 10, 2023 existing & proposed contours' Label Contours regularly enough to follow drainage patterns		N/A

4.	Impervious surfaces (label and provide calculations)		
5.	Areas of Existing vegetation (types and locations) – LDO Section 6.2.4.5		
6.	Retaining walls – Label top & bottom of wall elevations (wall detail required for construction drawings)		
7.	Stormwater ponds, bioretention facilities, etc.		
8.	Preliminary storm drainage features and easements		N/A
9.	Erosion control features defined by notes and/or a legend		
10.	Tree protection fencing (TPF) location (reference detail location if on separate sheet)		
11.	Label critical root zones – LDO Section 6.2.4		
12.	Erosion Control design shall meet Wake County standards. Please reference the Wake County Sediment and Erosion Control Construction Checklist		
#	<b>GRADING AND DRAINAGE PLAN SHEET(S)</b>		
1.	Title of project / Dimensions / Scale / north arrow	✓	
2.	Grading (contours at 2-foot intervals); Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns	✓	
3.	Proposed infrastructure including streets, sidewalks, greenways, retaining walls (labeled with top and bottom elevations), ponds, storm sewer, and utilities	✓	
4.	Utility or other easements (type, size, and whether public or private); 20' PDE shall be required around outfall from ROW	✓	
5.	Existing vegetation (types and locations) – LDO Section 6.2.4.5	✓	
#	<b>UTILITY PLAN SHEET(S)</b>		
1.	Title of project / Dimensions / Scale / north arrow	✓	
2.	All utilities (shown underground); Storm sewer should be clearly depicted separately from sewer and water – LDO Section 4.1.2	✓	
3.	Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6	✓	
4.	Tree protection fencing (TPF) location (reference detail location if on separate sheet)	✓	
5.	Sewer and water design are to meet the City of Raleigh Public Utility Department standards	✓	
6.	Per CORPUD – Call out water and sewer line easements as “New XX’ [width] City of Raleigh Sanitary Sewer Easement and New City of Raleigh Water Line Easement”	✓	
7.	FYI – While Full and Complete Lighting Plan demonstrating compliance with LDO Section 6.6 is reviewed as part of Construction Infrastructure Drawings, it is helpful if the general location of Street Light Poles can be shown to at least allow Town Staff the opportunity to discuss location, spacing, and number before the energy company has committed to a layout.	✓	

#	TO BE COMPLETED BY APPLICANT	YES	N/A
<b>PRESERVATION PLAN SHEET(S)</b>			
1	Before a Vegetative Preservation Plan can be created, a tree and/or vegetative survey per LDO 6.2.4.2.A.12 must be performed so as to identify the areas and specific Trees that are to be Preserved/retained. Vegetative Preservation (LDO 6.2.4.5) compliance shall be demonstrated on a Sheet(s). The Plan Sheet / drawing shall include and/or show/demonstrate at a minimum:	✓	
2.	Title of project / Dimensions / Scale / north arrow	✓	
3.	A (existing condition) tree and/or vegetative survey <b>preferred to be prepared by a Certified Arborist</b> (LDO 6.2.4.2.A.12.)	✓	
4.	Tree protection fencing (TPF) location via icon/key/legend (LDO 6.2.4.5.B.8.- 10.)	✓	
5.	Critical Root Zones (CRZ) of all Preserved Trees clearly noted (measured dashed circumference)	✓	
6.	Graphics and Calculations of maximum 25% disturbance of any trees CRZ (LDO 6.2.4.5.B.11.)	✓	
7.	Add note: “The CRZ shall remain free of all building materials, refuse, and debris” (LDO 6.2.4.5.B.12.)	✓	
8.	All vegetation preservation standards of LDO Section 6.2.4.5.C. (Preservation Plan) clearly Identify where trees, vegetation, and soils are to be protected and preserved / to be removed or modified. (ie, Preserved area vs. Removed area). LDO 6.2.4.5.C.7.)	✓	
9.	Tabular calculations/demonstration of Preserved and Removed/Disturbed areas in square feet, acres, and percentage. ( LDO 6.2.4.5.C.8.)	✓	
10	Critical Root Zones (CRZ) of all Preserved Trees clearly noted (measured dashed circumference)	✓	
11	Graphic demonstration of CRZ protection from encroachment and damage; preferred method is to restrict access by via a physical barrier; provide typical of such barrier; on drawing indicate intention of each CRZ Barrier via icon/key/legend. (LDO 6.2.4.5.C.2.)	✓	
12	Barriers shall be accompanied by temporary Signs labeling the CRZ; provide typical exhibit/example. (LDO 6.2.4.5.C.2.)	✓	