



Site Development Plan Checklist

Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | planning@rolesville.nc.gov

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
COVER SHEET		
1. Project name (shall not duplicate an existing name)	C0.1	
2. Application reference number (request Pre-submittal, or add placeholder SDP-YR-XX) on all sheets.	C0.1	
3. Date (original submittal and all revisions located in a table)	C0.1	
4. Address + Location (distinguish if within Town limits, Town ETJ, or Wake County)	C0.1	
5. Vicinity map with north arrow.	C0.1	
6. Sheet index, preferably with 1-X numbering along with typical Sheet identifiers (ie C-5.00)	C0.1	
7. Overall development map (if part of larger project) with project area clearly identified	C0.1	
8. Site data table including: Property Identification Numbers (PIN) for all properties, Zoning (Current and Proposed if a Rezoning), Watershed, River Basin, Current Use(s), Proposed Use(s), Current Impervious, Proposed Impervious, Parking Data per use, Tree Coverage Data, Building Height, and Building Square Footage(s) and/or residential density and unit data per housing type	C0.1	
9. If located in the floodplain, provide correct Flood Insurance Rate Map (FIRM) panel number and date	C0.1	
10. Contact information for Property owner, applicant/representatives, and all consultants	C0.1	
11. Professional seal	C0.1	
12. Application reference numbers of previous approvals including Rezoning, Final Plat, etc. Existing and Proposed Conditions related to the development (Special use permits, conditional zonings, etc.)	C0.1	
13. List any Conditions of Approval or Development Agreement stipulations that apply to property or project (ie Conditional Rezoning, Special Use Permit, etc.)		X
EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**		
1. Dimensions, scale, and north arrow	C0.2	
2. Professional seal	C0.2	
3. Site size, metes and bounds of property boundary, with north arrow, scale (in graphic and list format), and measurable graphic of larger site showing context of area of proposed change	REF-Survey	
4. Property lines and Property Identification Number (PIN) of site and adjacent properties	C0.2	
5. Zoning districts (of site and Adjacent properties to confirm bufferyard requirements)	C0.2	
6. Register of Deeds Book of Maps or Deed Book/Page reference for site and Adjacent properties	C0.2	
7. Adjacent property owner information	C0.2	
8. Owner information for the parcel of the project location	C0.2	
9. Adjacent streets (name, right-of-way width, clarify if NCDOT or Town)	C0.1	
10. Existing Land use (of site and adjacent properties)	C0.2	
11.		
12. Any existing features located within the right-of-way	C0.2	
13. Setbacks – LDO Section 3 per Zoning District	C2.0	
14. Existing building footprint(s) with square footage and number of stories		X
15. 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.	C0.2	
16. Existing recorded open space or common areas (including easements)		X

17. Topographic contours, contours shall extend 100' past property limits	C0.2	
18. Water features (name and location), stream buffers, drainage ways, wetlands, and other environmental features	C0.2	
19. Existing vegetation (with general description and location)	C0.2	
20. Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)	C1.1	
21. Dimensions, scale, and north arrow	C0.2	

SITE PLAN SHEET(S)

1. Scale and north arrow	C2.0	
2. Base information to remain (clearly distinguish between existing and proposed conditions)	C2.0	
3. Building Setback lines per the zoning district – LDO Section 3	C2.0	
4. Flood protection zones (if applicable)		X
5. Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries	C2.0	
6. Distances between buildings, as applicable per zoning district – LDO Section 3	C2.0	
7. Parking calculations (vehicle, handicapped, guests, and bicycle) – LDO Section 6.4	C0.1	

Last Revised: November 30, 2022

TO BE COMPLETED BY APPLICANT

	YES	N/A
8. Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size, and pavement type labeled) – LDO Section 6.4.4	C2.0	
9. Handicap aisles, spaces, signage, and accessible routes to main entrance are labeled & dimensioned	C2.0	
10. Bicycle parking location (with rack details) – LDO Section 6.4.7	C2.0	
11. Sight distance triangles – LDO Section 9.2 (10'x70' on all Collector roads and NCDOT required driveway permits)		X
12. Sidewalks, walkways, and trails dimensioned, and material noted – LDO Section 9.2	C2.0	
13. ADA ramps are shown; directional crossings shall be provided at intersections	C2.0	
14.		
15. Trash handling and recycling facilities (with required screening and details) – LDO Section 6.2.4	C2.0	
16. Show all fire lanes and access routes, as applicable		X
17. Utilities (existing and proposed) (above ground utilities to be screened, with details) – LDO Section 6.2.4 & 6.8.8	C3.0	
18. ROW and streets are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2	C2.0	
19. Easements are labeled and dimensioned; Public vs. Private should be clearly defined – LDO Section 9.2.4	C2.0	
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)		X
21. Radii labeled for all intersections, or a typical label included	C2.0	
22. Tree protection fencing location with details and standard notes – LDO Section 6.2.4 & 6.2.5	C1.1	
23. Stream buffers, drainage ways, wetlands, wetland buffers w/ necessary setbacks – LDO Section 4.2.9	C1.1	
24. Open space and Greenways (dedicated or reserved) and any proposed improvements within them – LDO Section 6.2.1	C2.0	
25. Landscape buffer locations and widths – LDO Section 6.2.2	C2.0	
26. Location of grass strip– LDO Section 6.2.2.2.D		X
27. Location of any proposed monument or ground signs – LDO Section 6.1.2		X
28. If a multi-tenant complex, a Master Sign Plan shall be submitted as a separate document – LDO Section 6.1.2.J		X
29. Other site features unique to the proposed use	C2.0	

EROSION CONTROL PLAN SHEET(S)

1. Scale and north arrow	C1.1	
2. Limits of land disturbance	C1.1	
3. Grading (contours at 2-foot intervals within 100 feet of developed area). Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns.	C1.1	
4. Impervious surfaces (label and provide calculations)	C0.1	
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5	C1.1	

6. Retaining walls labeled with top and bottom of wall elevations (wall detail required for construction drawings)		X
7. Stormwater ponds, bioretention facilities, etc.	C4.0	
8. Preliminary storm drainage features and easements	C4.0	
9. Erosion control features defined by notes and/or a legend	C1.1	
10. Tree protection fencing location (reference detail location if on separate sheet)	C6.1	
11. Label critical root zones – LDO Section 6.2.4		X
12. Erosion Control design shall meet Wake County standards. Please reference the Wake County Sediment and Erosion Control Construction Checklist	C1.0	
GRADING AND DRAINAGE PLAN SHEET(S)		
1. Scale and north arrow	C4.0	
2. Grading (contours at 2-foot intervals); Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns	C4.0	
3. Proposed infrastructure including streets, sidewalks, greenways, retaining walls (labeled with top and bottom elevations), ponds, storm sewer, and utilities	C4.0	
4. Utility or other easements (type, size, and whether public or private); 20' PDE shall be required around outfall from ROW	C4.0	
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5	C4.0	
UTILITY PLAN SHEET(S)		
1. All utilities (shown underground); Storm sewer should be clearly depicted separately from sewer and water – LDO Section 4.1.2	C3.0	
2. Dimensions, scale, and north arrow	C3.0	
3. Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6	C3.0	
4. Tree protection fencing location (reference detail location if on separate sheet)	C6.1	
5. Sewer and water design are to meet the City of Raleigh Public Utility standards	C3.0	
Lighting Plan		
A lighting plan is required per LDO Section 6.6.F. It shall be prepared, signed, and sealed by a licensed engineer. It shall be of an engineered scale that is easily legible and include the following:	A1.01	
1. Title of project	A1.01	
2. Professional seal	A1.01	
3. Dimensions, scale, and north arrow	A1.01	
4. All proposed and existing buildings on the site	A1.01	

Commented [ML1]: Residential prelim subdivision plat would need a street lighting plan. Nonresidential (like Wallbrook) does not require a lighting plan.

Commented [ML2]: Prelim subdivision needs just street lighting locations, type of pole, and voltage. Does not need to be prepared by a professional at this time. Note that this will be an expectation at site plan review. fixture details (height and style, not necessarily the actual detail.

TO BE COMPLETED BY APPLICANT	YES	N/A
5. Pedestrian and vehicular areas	C2.0	
6. Other above-ground improvements	C2.0	
7. The horizontal location of all proposed and existing outdoor lighting fixtures, including pole and wall-mounted fixtures	A1.01	
8. Mounting heights of each fixture	A1.01	
9. Overall height of each pole above grade	A1.01	
10. Location of externally illuminated signs and associated fixtures	A1.01	
11. The location of all architectural and landscape lighting fixtures	A1.01	
12. Lighting plans shall be specified and calculated in maintained footcandles (FC). Measurements of light levels shall be taken at finished grade with an accurate and calibrated light meter – LDO 6.6.F.3	A1.01	
13. The plan must include a footcandle plan that provides typical footcandle contours and a point photometric grid that indicates footcandle levels measured at grade across the site. Maximum, average, and minimum site foot-candles, uniformity ratio (average and minimum), and depreciation factors also are required. The plan must show initial horizontal illuminance values in foot-candles for the area to be illuminated. These values must be calculated at grade and include contributions from all onsite fixtures.	A1.01	
14. The plan must plot foot-candles of illumination at ground level to the nearest tenth of a foot-candle, and at horizontal grid intervals of no more than ten feet.	A1.01	
15. The plan shall show illumination level at the lot line (or perimeter of a development, if applicable) to ensure maximum illumination levels are not exceeded.	A1.01	
16. The manufacturer's cut sheets (specifications) for each proposed fixture must be submitted.	A1.01	

17. A lighting fixture schedule that presents the following information: Fixture type, including the manufacturer's product identification catalog number and fixture mounting height.	A1.01	
18. Any other information required to ensure compliance with LDO Section 6.6 lighting design standards	A1.01	
19. Note: Residential lighting improvements (such as flood lights or landscape lighting) not subject site plan or subdivision plan , for single-family (detached and attached), two-family dwellings, or multiple family dwellings such as apartments or condos does not require a lighting plan.		X
Preservation plan (LDO 6.2.4.5.C.) – This can also be on the landscape plan sheet, but Staff would suggest this be its own plan sheet as it must include all the following:	REF-Tree Pres.	
a. A tree and/or vegetative survey preferred to be prepared by a Certified Arborist (LDO Section 6.2.4.5B)	REF-Tree Pres.	
b. Demonstration of no disturbance within a Tree critical root zone (CRZ), as defined in LDO.	REF-Tree Pres.	
c. Protect critical root zones (CRZ) from encroachment and damage; restrict access by installing a barrier to keep materials, people, or equipment out of the critical root zoned (CRZ).	REF-Tree Pres.	
d. Barriers shall be accompanied by temporary signs labeling the critical root zone (CRZ).	REF-Tree Pres.	
e. Graphically identify a location plan and boundary line survey of the property.	REF-Tree Pres.	
f. Graphically identify the size, location, and species of trees.	REF-Tree Pres.	
g. Graphically identify areas where trees, vegetation, and soils are to be protected and preserved and areas where trees, vegetation, and soil are to be removed or modified.	REF-Tree Pres.	
h. Graphically identify each tree to be saved or removed.	REF-Tree Pres.	
i. Demonstration of compliance with all Vegetation Preservation standards (LDO Sec. 6.8.4.5C.	REF-Tree Pres.	
j. Tree protection fencing location (reference detail location if on separate sheet)	C6.1	
Landscape plan shall be prepared by a licensed Landscape Architect . Refer to LDO Section 6.2.4.2 for a complete of the Landscape Plan review requirements. The plan shall include the following:		
1. Title of project	C5.0	
2. Dimensions, scale, and north arrow	C5.0	
3. Professional seal	C5.0	
4. All required open space including the size of each area and which open space type - LDO 6.2	C0.1	
5. Indigenous or native vegetation to remain	REF-Tree Pres.	
6. Identify all LDO required landscaping	C5.0	
7. Vehicle use areas including parking, aisles, and driveways	C5.0	
8. Roadways and access points	C5.0	
9. Plant spacing and native status	C5.0	
10. Overhead and underground utilities	C5.0	
11. Tree coverage calculations and areas, with samples, if applicable to the changes proposed	C5.0	
12. Existing vegetation to remain (with critical root zones shown) – LDO Article 6.2.4.5	REF-Tree Pres.	
13. Tree protection fencing location (reference detail location if on separate sheet)	C6.1	
14. Proposed landscaping (meeting minimum size and species mixing requirements	C5.0	
15. Detailed Plant list (keyed to plan and showing what requirement each plant will fulfill, caliper size and height of plants, condition of root ball, common name and botanical name, number of each plant)	C5.0	

Commented [ML3]: Change to Preservation/Landscape Plan

16. Landscape buffers (labeled with slope, required width, required plantings, and required fencing, walls, or berms) - LDO Article 6.2.2	C5.0	
17. Stream buffers	C5.0	
18. Samples of existing vegetation in required buffers (with critical root zones) – LDO Article 6.2.4.5	REF-Tree Pres.	
19. Street trees (with calculations) per LDO Section 6.2.2.2	C5.0	
20. Screening (with height, details, cross-sections, etc.) – LDO Article 6.8.8	C5.0	
21. Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts	C5.0	
22. Planting details (for trees, shrubs, and groundcover)	C5.0	
23. Fences, walls and/or berms (with height and details) – LDO Article 6.5		X

ARCHITECTURAL DRAWINGS

1. Compliance with Applicable Standards: Please refer to the specific standards that may apply to your project. Applicants are required to demonstrate compliance with the applicable standards as follows:	A2.10	
a. Nonresidential building design standards – LDO Article 6.8.2	A2.10	
b. Single family design guidelines – LDO Article 6.8.5 (Note consent statement required on application and final plat)		X
c. Multifamily design standards – LDO Article 6.8.6		X
d. Industrial design standards – LDO Article 6.8.7		X
2. Drawings must be to scale and have a graphic scale	A2.10	
3. Building elevations with total building height and finish floor elevations labeled	A2.10	
4. All building materials must be labeled	A2.10	
5. Building façade width and width of materials on the façade shall be labeled	A2.10	

WAKE COUNTY FIRE ADDITIONAL REQUIREMENTS (AS APPLICABLE)

Note: This area applies to subdivisions only. The information below shall be included in addition to all information noted above.

1. Access roads shall be a minimum of 20 ft wide of an all-weather surface capable of withstanding-imposed loads of fire apparatus- unless the town LDO specifies different requirements.		
2. No vertical obstructions within 13 ft 6 inches of the road surface which includes – trees, brush, gates		
3. Any dead end which exceeds 150 ft in length shall have a 60 ft hammerhead turnaround provided. A temporary turnaround shall be used in phase construction where a dead end is temporary		
4. Cul-de-sac width shall be a minimum of 96 ft diameter or a radius of 48 ft. The Fire Chief can request or adjust this minimum according to responding apparatus requirements for emergency scene operations.		
5. Turning radius and grade shall meet DOT specifications. Turning radius for traffic circles may be adjusted with approval if mountable curbs installed.		
6. Any entrance gate shall have a means for emergency vehicle access and shall not decrease roadway width to below required widths or height for emergency vehicles		

NCDOT ADDITIONAL REQUIREMENTS (AS APPLICABLE)

The information below shall be included in addition to all the information noted above:

1. The project does NOT restrict any existing accesses for other properties	C2.0	
2. All shifting tapers are appropriate for the posted speed limit		X
3. Turn lanes are shown per STD 1205.05		X
4. 50' of full width deceleration is provided		X
5. Lane continuity has been assured		X
6. All work is shown within the ROW; All work outside of ROW has the appropriate easement shown		X
7. For NCDOT submittals, driveway radius should be 20' minimum and 50' maximum		X
8. If an existing guardrail is being modified, it is clearly labeled and defined (length/offset)		X
9. Guardrails provided where warranted and details are included, including length of need calculations, deflection area with no hazard or sidewalk, GRUE is MASH compliant per NCDOT standards; location of guardrail shall be behind sidewalk where applicable		X
10. Driveway Permit submitted; please include Permit # if submitted: _____		X
11. Interior Stem is protected (100' minimum)		X
12. Driveway radius ties into tangent in front of the project's property		X
13. Driveway turn out grades meet NCDOT standards		X

14. Driveway is not in Functional Area of Intersection		X
15. Above ground utility appurtenances are placed as close to the ROW as possible	C3.0	
16. All storm drainage crosses 90 degrees to the roadway		X
17. All drainage structures are not under the pavement unnecessarily		X
18. Catch basins shall be provided at the end of the curb and gutter; 5' is provided after a catch basin, before the end of the curb		X
19. All hazards are outside of the clear recovery area or outside the proposed ROW Landscaping		X
20. Turn lanes are required if AADT is over 4,000 and at the NCDOT District Engineer's discretion		X
21. Turn lanes are required by the TIA; a copy of the TIA shall be provided		X
22. Plans shall be approved by the Division Roadside Engineer, 919-816-8290		X
23. Traffic Signal Plans shall be approved by the Division Traffic Engineer, 919-536-4000		X
24. Wedging detail is provided when applicable		X
25. All details for work with the ROW along DOT roadways are NCDOT details.	C6.2	

