



## Site Development Plan Checklist

Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | [planning@rolesville.nc.gov](mailto: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
<b>COVER SHEET</b>		
1. Project name (shall not duplicate an existing name)	YES	
2. Application reference number (request Pre-submittal, or add placeholder SDP-YR-XX) on all sheets.	YES	
3. Date (original submittal and all revisions located in a table)	YES	
4. Address + Location (distinguish if within Town limits, Town ETJ, or Wake County)	ALL	
5. Vicinity map with north arrow.	ALL	
6. Sheet index, preferably with 1-X numbering along with typical Sheet identifiers (ie C-5.00)	ALL	
7. Overall development map (if part of larger project) with project area clearly identified	C00.02	
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	C02.01	
9. If located in the floodplain, provide correct Flood Insurance Rate Map (FIRM) panel number and date	C02.01	
10. Contact information for Property owner, applicant/representatives, and all consultants	C00.00	
11. Professional seal	ALL	
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.)		N/A
13. List any Conditions of Approval or Development Agreement stipulations that apply to property or project (ie Conditional Rezoning, Special Use Permit, etc.)		N/A
<b>EXISTING CONDITIONS AND/OR DEMOLITION PLAN SHEET(S) **RECENT SURVEY RECOMMENDED**</b>		
1. Dimensions, scale, and north arrow	C01.01	
2. Professional seal	C01.01	
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	C01.01	
4. Property lines and Property Identification Number (PIN) of site and adjacent properties	C01.01	
5. Zoning districts (of site and Adjacent properties to confirm bufferyard requirements)	C01.01	
6. Register of Deeds Book of Maps or Deed Book/Page reference for site and Adjacent properties		
7. Adjacent property owner information	C01.01	
8. Owner information for the parcel of the project location	C01.01	
9. Adjacent streets (name, right-of-way width, clarify if NCDOT or Town)	C01.01	
10. Existing Land use (of site and adjacent properties)	C02.01	
11.		
12. Any existing features located within the right-of-way	C01.01	
13. Setbacks – LDO Section 3 per Zoning District	C01.01	
14. Existing building footprint(s) with square footage and number of stories		NO
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.	C01.01	
16. Existing recorded open space or common areas (including easements)		N/A

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

**SITE PLAN SHEET(S)**

1. Scale and north arrow	C02.01	
2. Base information to remain (clearly distinguish between existing and proposed conditions)	C02.01	
3. Building Setback lines per the zoning district – LDO Section 3	C02.01	
4. Flood protection zones (if applicable)	C02.01	
5. Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries	C02.01	
6. Distances between buildings, as applicable per zoning district – LDO Section 3		N/A
7. Parking calculations (vehicle, handicapped, guests, and bicycle) – LDO Section 6.4	C02.01	

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

**EROSION CONTROL PLAN SHEET(S)**

1. Scale and north arrow	C06.03	
2. Limits of land disturbance	C06.03	
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.	C06.03	
4. Impervious surfaces (label and provide calculations)	C02.01	
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5	C01.01	

6. Retaining walls labeled with top and bottom of wall elevations (wall detail required for construction drawings)		N/A
7. Stormwater ponds, bioretention facilities, etc.		N/A
8. Preliminary storm drainage features and easements		N/A
9. Erosion control features defined by notes and/or a legend		N/A
10. Tree protection fencing location (reference detail location if on separate sheet)		N/A
11. Label critical root zones – LDO Section 6.2.4		N/A
12. Erosion Control design shall meet Wake County standards. Please reference the Wake County Sediment and Erosion Control Construction Checklist	C06.03	
<b>GRADING AND DRAINAGE PLAN SHEET(S)</b>		
1. Scale and north arrow	C03.01	
2. Grading (contours at 2-foot intervals); Clearly distinguish between existing and proposed contours; Contours should be labeled regularly enough to follow drainage patterns	C03.01	
3. Proposed infrastructure including streets, sidewalks, greenways, retaining walls (labeled with top and bottom elevations), ponds, storm sewer, and utilities	C03.01	
4. Utility or other easements (type, size, and whether public or private); 20' PDE shall be required around outfall from ROW		N/A
5. Existing vegetation (types and locations) – LDO Section 6.2.4.5	C03.01	
<b>UTILITY PLAN SHEET(S)</b>		
1. All utilities (shown underground); Storm sewer should be clearly depicted separately from sewer and water – LDO Section 4.1.2	C04.01	
2. Dimensions, scale, and north arrow	C04.01	
3. Above-ground utilities and equipment (screened and with details) – LDO Section 6.2.4 and 9.2.6		N/A
4. Tree protection fencing location (reference detail location if on separate sheet)		N/A
5. Sewer and water design are to meet the City of Raleigh Public Utility standards	C04.01	
<b>Lighting Plan</b>		
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:	E-011	
1. Title of project	YES	
2. Professional seal	YES	
3. Dimensions, scale, and north arrow	YES	
4. All proposed and existing buildings on the site	YES	

**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.

<b>TO BE COMPLETED BY APPLICANT</b>	<b>YES</b>	<b>N/A</b>
5. Pedestrian and vehicular areas	YES	
6. Other above-ground improvements	YES	
7. The horizontal location of all proposed and existing outdoor lighting fixtures, including pole and wall-mounted fixtures	YES	
8. Mounting heights of each fixture	YES	
9. Overall height of each pole above grade	YES	
10. Location of externally illuminated signs and associated fixtures	YES	
11. The location of all architectural and landscape lighting fixtures	YES	
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	YES	
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.	YES	
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.	YES	
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.	YES	
16. The manufacturer's cut sheets (specifications) for each proposed fixture must be submitted.	YES	

17. A lighting fixture schedule that presents the following information: Fixture type, including the manufacturer's product identification catalog number and fixture mounting height.		N/A
18. Any other information required to ensure compliance with LDO Section 6.6 lighting design standards		N/A
19. Note: Residential lighting improvements (such as flood lights or landscape lighting) <b>not subject site plan or subdivision plan</b> , for single-family (detached and attached), two-family dwellings, or multiple family dwellings such as apartments or condos does not require a lighting plan.		N/A
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:		
a. A tree and/or vegetative survey <b>preferred to be prepared by a Certified Arborist</b> (LDO Section 6.2.4.5B)		N/A
b. Demonstration of no disturbance within a Tree critical root zone (CRZ), as defined in LDO.		N/A
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).		N/A
d. Barriers shall be accompanied by temporary signs labeling the critical root zone (CRZ).		N/A
e. Graphically identify a location plan and boundary line survey of the property.	YES	
f. Graphically identify the size, location, and species of trees.	YES	
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.		N/A
h. Graphically identify each tree to be saved or removed.		N/A
i. Demonstration of compliance with all Vegetation Preservation standards (LDO Sec. 6.8.4.5C.	YES	
j. Tree protection fencing location (reference detail location if on separate sheet)	YES	
Landscape plan <b>shall be prepared by a licensed Landscape Architect</b> . 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	YES	
2. Dimensions, scale, and north arrow	YES	
3. Professional seal	YES	
4. All required open space including the size of each area and which open space type - LDO 6.2	YES	
5. Indigenous or native vegetation to remain		N/A
6. Identify all LDO required landscaping	YES	
7. Vehicle use areas including parking, aisles, and driveways	YES	
8. Roadways and access points	YES	
9. Plant spacing and native status	YES	
10. Overhead and underground utilities	YES	
11. Tree coverage calculations and areas, with samples, if applicable to the changes proposed	YES	
12. Existing vegetation to remain (with critical root zones shown) – LDO Article 6.2.4.5		N/A
13. Tree protection fencing location (reference detail location if on separate sheet)	YES	
14. Proposed landscaping (meeting minimum size and species mixing requirements)	YES	
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)	YES	
16. Landscape buffers (labeled with slope, required width, required plantings, and required fencing, walls, or berms) - LDO Article 6.2.2	YES	
17. Stream buffers		N/A
18. Samples of existing vegetation in required buffers (with critical root zones) – LDO Article 6.2.4.5		N/A
19. Street trees (with calculations) per LDO Section 6.2.2.2		N/A
20. Screening (with height, details, cross-sections, etc.) – LDO Article 6.8.8	YES	
21. Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts	YES	
22. Planting details (for trees, shrubs, and groundcover)	YES	
23. Fences, walls and/or berms (with height and details) – LDO Article 6.5		N/A

Commented [ML3]: Change to Preservation/Landscape Plan

#### 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:	YES	
a. Nonresidential building design standards – LDO Article 6.8.2		

b. Single family design guidelines – LDO Article 6.8.5 (Note consent statement required on application and final plat)		
c. Multifamily design standards – LDO Article 6.8.6		
d. Industrial design standards – LDO Article 6.8.7		
2. Drawings must be to scale and have a graphic scale	A-200	
3. Building elevations with total building height and finish floor elevations labeled	A-200	
4. All building materials must be labeled	A-202	
5. Building façade width and width of materials on the façade shall be labeled	A-202	
<b>WAKE COUNTY FIRE ADDITIONAL REQUIREMENTS (AS APPLICABLE)</b>		
<i>Note: This area applies to subdivisions only. The information below shall be included in addition to all information noted above.</i>		
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.	C02.01	
2. No vertical obstructions within 13 ft 6 inches of the road surface which includes – trees, brush, gates	C02.01	
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		N/A
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.		N/A
5. Turning radius and grade shall meet DOT specifications. Turning radius for traffic circles may be adjusted with approval if mountable curbs installed.		N/A
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		N/A
<b>NCDOT ADDITIONAL REQUIREMENTS (AS APPLICABLE)</b>		
<i>The information below shall be included in addition to all the information noted above:</i>		
1. The project does NOT restrict any existing accesses for other properties		N/A
2. All shifting tapers are appropriate for the posted speed limit		N/A
3. Turn lanes are shown per STD 1205.05	YES	
4. 50' of full width deceleration is provided		N/A
5. Lane continuity has been assured	YES	
6. All work is shown within the ROW; All work outside of ROW has the appropriate easement shown	YES	
7. For NCDOT submittals, driveway radius should be 20' minimum and 50' maximum		N/A
8. If an existing guardrail is being modified, it is clearly labeled and defined (length/offset)		N/A
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		N/A
10. Driveway Permit submitted; please include Permit # if submitted:		N/A
11. Interior Stem is protected (100' minimum)		N/A
12. Driveway radius ties into tangent in front of the project's property	YES	
13. Driveway turn out grades meet NCDOT standards		N/A
14. Driveway is not in Functional Area of Intersection		N/A
15. Above ground utility appurtenances are placed as close to the ROW as possible	YES	
16. All storm drainage crosses 90 degrees to the roadway		N/A
17. All drainage structures are not under the pavement unnecessarily	YES	
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	YES	
19. All hazards are outside of the clear recovery area or outside the proposed ROW Landscaping		N/A
20. Turn lanes are required if AADT is over 4,000 and at the NCDOT District Engineer's discretion		N/A
21. Turn lanes are required by the TIA; a copy of the TIA shall be provided		N/A
22. Plans shall be approved by the Division Roadside Engineer, 919-816-8290		N/A
23. Traffic Signal Plans shall be approved by the Division Traffic Engineer, 919-536-4000		N/A
24. Wedging detail is provided when applicable		N/A
25. All details for work with the ROW along DOT roadways are NCDOT details.	YES	