

# Preliminary Subdivision Plan Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



**INSTRUCTIONS:** Use this checklist as a guide for Preliminary Subdivision review submittal requirements (UDO Section 10.2.5).

## MAILED NOTIFICATION REQUIREMENTS

Mailed notification must be submitted with all preliminary subdivision applications. Mailed notice submission requirements include the following:

- Stamped, unsealed envelopes each containing a notification letter addressed to all property owners within 100' of subject parcel(s)
- A copy of the completed notification letter
- A copy of the list of all property owners within 100', with the address and PIN of each property
- A copy of a map showing all properties to be notified

**NOTE:** [Click here to download the letter template](#) and other helpful information.

GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT				
	YES	N/A			
1. <b>Cover sheet and/or second sheet:</b> include project name and location; copy of applications, site data table ( <i>include Property Identification Numbers (PINs), Zoning, Overlay District(s)</i> ), number of proposed lots, residential density and unit data; general notes; sheet index and legend defining symbols; contact information for owner, applicant, and all consultants; vicinity map no smaller than 1"=500" and no larger than 1"=1000'; and adopted zoning conditions (if any)	<input type="checkbox"/>				
2. <b>Existing conditions sheet:</b> including, but not limited to - graphic scale; site size with meets and bounds; setbacks/ build-to lines; existing structures; utilities and easements; topography, infrastructure ( <i>adjacent streets with names and r/w width, sidewalks, water, and sewer</i> ); built improvements ( <i>structures, driveways, alleys</i> ); and vegetation	<input type="checkbox"/>				
3. <b>Demolition plan:</b> Clearly indicate items to be removed	<input type="checkbox"/>				
4. <b>Proposed subdivision plan:</b> including but not limited to – north arrow and graphic scale; show and distinguish between existing and proposed conditions ( <i>structures, streets, driveways, etc.</i> ); proposed property lines; setback/build-to lines; proposed streets, streetscape; sidewalks, walkways, trails; parking information ( <i>UDO Section 7.1.2</i> ); amenity area ( <i>UDO Section 1.5.3</i> ); open space and/or greenways ( <i>UDO Section 2.5</i> ); transition protective yard ( <i>UDO Section 7.2.4</i> ); Site Data ( <i>Zoning, Housing Type (UDO Section 2.1.2), # of Lots, Proposed use(s), Parking data, open space calculations</i> ); Building Type ( <i>UDO Section 1.4</i> ); Setback/Build-to; transitional protective yard type ( <i>UDO Section 7.2.4.A</i> ); street protective yard type ( <i>UDO Section 7.2.4.B</i> )	<input type="checkbox"/>				

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GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT				
	YES	N/A			
5. <b>Proposed grading plan:</b> including but not limited to - Limits of land disturbance; grading; stream buffers with labels; labeled impervious surfaces (and calculations); tree protection fencing information; retaining walls with top and bottom of wall; stormwater ponds, bioretention facilities, etc.	<input type="checkbox"/>	<input type="checkbox"/>			
6. <b>Proposed stormwater information:</b> include preliminary stormwater quantity and quality summary and calculations information. If not required, provide notes indicating such and reference UDO section on front cover	<input type="checkbox"/>	<input type="checkbox"/>			
7. <b>Proposed Utility Plan:</b> All utilities (shown underground); above ground utilities and equipment with required screening ( <i>UDO Section 7.2.5.D.</i> ); include Fire	<input type="checkbox"/>	<input type="checkbox"/>			
8. <b>Lighting Plan:</b> Pole mounted fixture locations and details (with height labeled to top of fixture; building mounted fixture locations; graphics and notes conveying compliance with UDO Section 7.4 (If applicable).	<input type="checkbox"/>	<input type="checkbox"/>			
9. <b>Proposed tree conservation plan:</b> for secondary tree conservation areas, include two copies of the tree cover report completed by a certified arborist, NC licensed landscape architect, or NC registered forester. If not required, provide notes indicating such and reference UDO section on front cover	<input type="checkbox"/>	<input type="checkbox"/>			
10. <b>Proposed landscape plan:</b> ( <i>UDO Section 7.2</i> ) including but not limited to – existing vegetation to remain; proposed landscaping meeting minimum size and species mixing requirements; plant list; label yard types; show and label parking lot landscaping ( <i>UDO Section 7.1.7.</i> ) include existing and/or proposed parking lot light fixtures	<input type="checkbox"/>	<input type="checkbox"/>			

**NOTE: Revisions to previously approved preliminary subdivisions must contain the following minimum information:**

REQUIREMENTS FOR REVISIONS TO EXISTING SUBDIVISIONS Applicant to provide the following plan information:	APPLICANT				
	YES	N/A			
1. Provide documentation showing Development Services Staff have approved the proposed site plan changes as a revision	<input type="checkbox"/>				
2. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision	<input type="checkbox"/>				
3. List date of previously approved subdivision plan.	<input type="checkbox"/>				
4. Cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets	<input type="checkbox"/>				
5. Provide updated site data table including number of proposed lots, open space calculations, etc.	<input type="checkbox"/>	<input type="checkbox"/>			
6. Provide documented history of impervious surfaces with dates	<input type="checkbox"/>	<input type="checkbox"/>			