



# 2020 TOWN OF WENDELL COMMERCIAL DEVELOPMENT REVIEW PROCEDURES POLICY



Town of Wendell Planning Department  
15 E. Fourth St.  
Wendell, NC 27591

Phone: 919.365.4448  
Fax: 919.365.1462  
www.townofwendell.com

## **PURPOSE**

The purpose of the following policy document is to provide guidance to individuals or companies submitting plans involving commercial development that require detailed staff and TRC review. *(Note that required number of plans may change depending on the project and its required approval process. Please contact Wendell Planning Staff for required number of copies for each submittal.)*

## **PROCESS AND PROCEDURE**

### **Step 1: Pre-Submittal Meeting**

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. A pre-submittal meeting is required in order to clarify any major concerns before the official process is started. Please call 919.365.4448 to schedule a meeting with the Town of Wendell and Wake County.

### **Step 2: Sketch Plan Submittal**

Sketch plans shall first be submitted to the Town of Wendell for review by the Planning Administrator. This is an informal review designed to aid in the master plan development process. Please reference Section 16.4 of the UDO for sketch plan requirements. All plans are reviewed using Bluebeam software.

This submittal requires:

- ☐ One electronic copy or email link of all plans submitted in PDF format

### **Step 3: Submission as a Master Plan/Preliminary Plan**

The applicant will, after sketch plan review, then have the opportunity to revise plans and provide more detail as a preliminary plat submission. This submission will be reviewed by Staff and the Technical Review Committee (TRC). **Please see fee schedule for costs (please note that there is a \$1,000 upfront fee for our third party engineering review. Any unused funds will be returned at the completion of the project).** Requirements for the Master Plan/Preliminary Plan can be found in section 16.5 of the UDO. The applicant shall be responsible for any submittals directly to NCDOT. All plans are reviewed using Bluebeam software.

This submittal requires:

- ☐ One electronic copy or e-mail link of all plans submitted in PDF format

## **Step 4: TRC Review**

The TRC members will review plans and return comments to Staff. Staff will distribute all comments to the applicant and TRC members prior to the TRC meeting. The applicant is expected to address those comments, generally technical in nature, at the TRC meeting. Comments will be answered verbally by the applicant at the meeting but should be addressed in written form as well. The comments should be reflected on the amended plan, as appropriate, and three printed copies and one digital copy of the corrected and approved plan should be submitted to the Town for its files. The TRC generally meets the second week of each month. Please see submittal schedule for meeting dates.

## **Step 5: Construction Document Review**

Following TRC review of the Master Plan/Preliminary Plan, the applicant is to submit four (1) set of construction documents on paper and one set on CD in PDF format to the Town of Wendell. Requirements for construction documents can be found in section 16.6 of the UDO. The plans will be reviewed by TRC members for compliance with infrastructure standards (see fee schedule) and will make any recommended additions and/or corrections and return the comments. CORPUD will not review or re-review any plans except those submitted through the Town of Wendell. All plans are reviewed using Bluebeam software.

The applicant shall be responsible for submitting construction documents directly to Wake County for stormwater and erosion control. Contact Wake County for applicable fees.

Once plans have been approved by the Town Staff, CORPUD and the Town Engineer, Staff will notify Wake County Environmental Services of zoning and engineering approval so that the applicant/developer may obtain a grading and land disturbance permit.

Once all corrections have been made and sign-off blocks added, the applicant shall submit one set of plans for signature by CORPUD, Wake County Environmental Services, and the Town of Wendell. After signature approval from the three agencies, two (2) copies of the signed approved construction drawings and one digital copy shall be submitted to the Town of Wendell staff for distribution to the Public Works. One (1) copy will need to be sent directly to CORPUD (Town Engineer will use the digital copy). In addition, one (1) set should be submitted to Wake County Environmental Services.

## **Step 6: Pre-Construction Meeting**

Following the approval of construction drawings and before utility installation is started, a Pre-Construction Meeting shall be held. All of the infrastructure and site contractors (water, sewer, streets, etc.) should be present and meet with Town Staff and CORPUD, and others. Policies for inspections, costs, bonds, etc. will be discussed at this meeting.

The applicant will schedule a separate pre-construction conference with Wake County Environmental Services to discuss grading, stormwater, erosion control, etc.

## **Step 7: As-Built Drawings**

Two (2) copies and one copy on CD in PDF format shall be submitted to Town of Wendell Staff for review. Please contact CORPUD for their as-built drawing requirements. These drawings will be mailed directly to CORPUD and will not be couriered by Town Staff. Once approved, two (2) copies and one digital copy should be submitted to the Town of Wendell as file copies. The applicant will be responsible for submitting required documents directly to Wake County Environmental Services.

## Step 8: Final Plat Approval

After all the infrastructure has been installed, inspected and approved, the final plat, officially subdividing the tract of land into individual lots, may be submitted for review. Staff will review the plan for conformance with the approved preliminary plat. Requirements for the final plat submittal are outlined in section 16.7 of the UDO. CORPUD will review the plan and verify easement dedication. CORPUD requires a copy of the approved construction drawings to be submitted with the paper copy of the final plat. CORPUD will not review or re-review any plans except those submitted by the Town of Wendell. Wake County Environmental Services and the Town Engineer will also review the plat. Contact Wake County for certifications required on the plat. All plans are reviewed using Bluebeam software.

This submittal requires:

- ☐ One (1) copy on 24x36 size paper for initial review

## Step 9: Final Plat Recordation

After addressing Staff, CORPUD and Wake County comments, the final plat is ready for recordation. Staff will not sign the final plat for recordation until all outstanding fees have been paid. The applicant should submit three mylars for signature by the various agencies. The applicant should return two copies of the recorded mylar and two paper copies. Staff will courier one of the paper copies to CORPUD and one of the mylars to Wake County Environmental Services.

This submittal requires:

- ☐ Two (2) mylars after recordation

## Step 11: Pre-Building Meeting

Around the time the final plat is recorded, a Pre-Building Meeting shall be held. All builders shall be present to meet with Town Staff and Contract Engineers/Inspectors prior to the release of any building permits. The application process, inspection process, and associated fees will be explained and discussed at this time.

Other approvals and permits by state and local agencies may be needed on a case-by-case basis.

The Wendell Unified Development Ordinance is available on the town's website at [www.townofwendell.com/departments/planning/development](http://www.townofwendell.com/departments/planning/development). For this and other planning related documents, visit [www.townofwendell.com](http://www.townofwendell.com) and navigate to the Planning Department page.

All submittals shall be accompanied by the Development Plan Review Application form and payment for any related fees. Plans shall be submitted to the following location:

Town of Wendell  
Planning Department  
15 E. Fourth St.  
Wendell, NC 27591



## Commercial Plan Review Application

Town of Wendell Planning Department – 15 E. Fourth St. – Wendell, NC 27591 –  
919.365.4448

Type of Review: (check one)

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Sketch Plan                | <input type="checkbox"/> As-Built's |
| <input type="checkbox"/> Preliminary Plan/Site Plan | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Construction Drawings      |                                     |

Submittal Date: \_\_\_\_\_ ☐ Original Submittal ☐ Revision (#\_\_\_\_\_) )

Name of Project: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Developer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Design Engineering Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Wake Co. PIN#(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

Is Property in Corporate Limits: \_\_\_\_\_ Acreage to be Developed: \_\_\_\_\_

Total Number of Phases: \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_

Lots within 100-Year Floodplain: \_\_\_\_\_ Acreage of Open Space: \_\_\_\_\_

*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

### Office Use Only

Review Fee Received By: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Date \_\_\_\_\_

