



Master Plan / Preliminary Plan Requirement Checklist

The Master Plan (or Preliminary Plan for Major Subdivisions) shall be drawn to the following specifications and shall contain or be accompanied by the information listed below. No processing or review of a Master Plan or Preliminary Plan will proceed without all of the information required for Sketch Plan review in addition to the information listed below:

- Plat book or deed book references.
- Names of adjoining property owners (or subdivision or developments of record) with plat book and/or deed book reference.
- The boundary, as determined by survey, of the area to be developed with:
 - All bearings, curve data and distances on outside boundaries and street centerlines;
 - Street centerlines tied to the boundary;
 - The location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract.
 - At least one corner tied to the NC grid with grid coordinates provided where at least one of two control monuments needed are within 2,000 feet of the boundary. Otherwise, boundary should be tied to the nearest street intersections.
 - Locations of intersecting property boundary lines of adjoining properties;
- Site calculations including total acreage of tract, acreage in open space and other non-residential uses, total number and acreage of parcels, and total number of housing units.
- Original contours at intervals of not greater than 2 feet for the entire area to be subdivided/developed and extending into adjoining property for a distance of 100 feet at all points where street rights-of-way connect to the adjoining property and 10 feet at all other points of common project boundaries. At least two contours per map should be labeled. Wake County or Town of Wendell digital topography may be used to satisfy this requirement but should be field-verified by the applicant's consultant to ensure accuracy. This requirement may be waived by the Administrator for developments smaller than 1 acre or where insufficient topographic changes warrant such information.
- Building elevations required for all Major Site Plans.
- The location of:
 - proposed buildings

- parking and loading areas
 - streets and alleys with total right-of-way dimensions; right-of-way width dimensions from center lines of existing public streets; and existing and proposed street names
 - lots
 - detailed plans of parks, recreation and open space
 - site reservations (e.g., school sites)
 - property lines and building setback lines
 - tentative lot dimensions
 - building restriction areas (i.e. flood hazard areas, buffer locations, watershed protection districts, and/or jurisdictional wetlands)
 - location, dimension, and type of all easements (existing and proposed)
 - proposed size of utility mains, extensions and services
- Environmental Survey Requirements in accordance with Section 16.3.
 - Calculations of proposed impervious cover.
 - Typical cross-sections of proposed streets and alleys. Cross-sections shall include the following information: right-of-way widths, pavement widths, curb and gutter profile, planting strip widths and locations, sidewalk widths and locations, underground utilities' widths and locations, and building setbacks.
 - The proposed limits of construction for all proposed development activity.
 - Illustrative Landscape/Tree Plan showing general location and massing of proposed landscape material.
 - Phase lines (if applicable).
 - Certification statements.
 - Floodplain Development Permit and Certification application with supporting documentation as required by the Wendell Flood Damage Prevention Ordinance (if applicable; see Chapter 6). (Application must be prepared for review, although not necessarily approved at the time of submittal of the Master Plan/Preliminary Plan documents.)
 - Certificate of Appropriateness for historic properties (if applicable).
 - Traffic Impact Analysis (if applicable; see Section 16.11, Traffic Impact Analysis).

* Submittal of estimated payment-in-lieu of dedicated open space must be made at the time of master plan/preliminary plat approval (if applicable).

For more information contact: Wendell Planning Department at 919.365.4448