

**TOWN OF CARY
Planning Department**

Submit to the Inspections and Permits Department, P.O. Box 8005, Cary, NC 27512

Fees Effective: July 1, 2009

For office use only:

Method of Payment: CASH ___ CHECK ___ CREDIT CARD ___ Amount: \$ _____ P&Z HTE# _____

File Number _____ Plans Received _____

SUBMITTAL DEADLINE IS THURSDAY AT 5:00PM

TO BE FILLED OUT BY APPLICANT/AGENT (Print or Type Only)

Name of Project: _____

Location: _____ Real ID#: _____

Project Description/Revisions being made:

Number of units/square footage Allowed: _____ Proposed: _____

Property Owner(s): _____ Phone: _____

Address: _____ Fax: _____ E-mail: _____

All site plans shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.

PLAN PREPARED BY:

<input type="checkbox"/> Engineer	<input type="checkbox"/> Architect	<input type="checkbox"/> Surveyor	<input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Other:
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Firm: _____ Phone: _____

Address: _____ Fax: _____ E-mail: _____

Contact Person: _____ Phone: _____ E-mail: _____

TYPE OF PLAN REVIEW REQUESTED: *Please Circle One*

Site Plan Subdivision Plan Sketch Plan Reuse/Redevelopment

CLASSIFICATION OF REQUESTED REVIEW: *Please Circle One*

Minor Major Town Council Other, (Please specify) _____

Site Acreage: _____ Building Sq. Ft: _____ Required/Proposed Parking Spaces: ____/____

No. of Buildings: _____ Average Lot Size: _____ Minimum Lot Size: _____

Area in flood plain? Yes ___ No ___ Is all the property inside the town limits? Yes ___ No ___

Are you requesting a reduction in buffer/streetscape widths and/or parking? Yes ___ No ___

Is denuded area greater than one acre? Yes ___ No ___ If yes then NPDES Discharge Permit is required

Is denuded area greater than 12,000 sq. feet? Yes ___ No ___ If yes then erosion control plan is required

SITE & SUBDIVISION PLAN PACKAGE CHECKLIST
PLEASE SUBMIT IN THE INSPECTIONS & PERMITS DEPARTMENT

FILE NUMBER _____ PLANS RECEIVED _____
FEE \$ _____ DATE PAID _____

REQUIRED ITEMS ON ALL SUBMITTALS (Incomplete plans will not be processed)

- Ten set of plans (All Plan Sheets must be 24"X36" in size)
- Building Design Requirements if applicable as determined at pre-submittal meeting (Must include façade overlays and associated calculations)
- Site Design Review Guidelines (These Guidelines may be found on the Town's website)
- Site Layout Plan (include a readable vicinity map)
- Phasing Plan
- Grading Plan
- Utilities Plan
- Soil Erosion Control Plan
- Stormwater Drainage Plan
- Road Improvement plans per the Comprehensive Transportation Plan (if required)
- Road Profiles
- Nitrogen Control Plan/Stormwater Calculations
- Building Elevations
- Floor Plans (Site Plans Only)
- Landscape Plan
- Entry Feature Specifications
- Lighting Plan
- Material/Color Samples (*Board*) –Site Plans Only
- Tree Survey (*only if site contains buffers/streetscapes or other tree save areas*)
- Traffic Report Analysis (If required, draft must be complete prior to submittal)
- Electronic copy of all documentation submitted, including Plan Set

Was there a pre-submittal discussion with Town staff regarding this project? Yes No
If yes, with whom? _____

Meeting Date: _____

Pre-submittal meetings are required on all new plan submittals.

If property is subject to conditional use zoning, the site layout sheet must list all zoning conditions and the plans must comply with all conditions.

OWNERS STATEMENT:

I, _____, acting as agent for the owner/developer hereby submit the attached site plan for review. I understand that failure to address any item listed above shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review.

Signature

_____/_____/_____
Date