



TOWN OF CARY

Development Services
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DEVELOPMENT PLAN SUBMITTAL CHECKLIST

A good first submittal will include the following elements, which are generally required for most development plans for sites and subdivisions. Each project is unique—not all the items listed below are necessarily required for your project, and items not listed here may be required based on the specifics of your plan.

SUBMITTAL CHECKLIST

- Annexation Petition (required if any portion of the property is outside of Town Limits)
- Special Use Application (if applicable)
- Date attended Pre-Application Meeting: _____ (required for all major development plans and Preliminary Development Plans associated with rezoning)
- Nutrient Control Plan
- Stormwater Calculations
- Stormwater Drainage Plan
- Plan Sheets** - provide the following plan sheets in the order shown below:
- Cover Sheet, including:
 - Proposed modifications to regulations
 - Summary of revisions (for revisions to existing approved plans)
 - Must reference what is being changed, AND
 - Indicate the related sheet that shows the change(s)
- Existing Conditions with Certified Tree Survey
- Site Layout Plan
- Erosion Control Plan
- Grading Plan
- Utilities Plan & Profile
- Road Profiles
- Greenway Plan & Profile (if required per PRCR Master Plan)
- Landscape Plan
- Lighting Plan
- Interior Floor Plan (for non-residential site plans only)
- Building Elevations
 - Including architectural overlays that address all standards

PREPARING YOUR PLANS

Prepare your plans before you apply using the following guidelines:

- Each plan sheet must be individually numbered and named
- Number each page sequentially and name it so it can be easily identified, for example:
 - 001. Cover
 - 002. EC1 Existing Conditions
 - 002. C1 Site Plan
 - 004. C2 General Notes

HOW TO APPLY

Visit our online plan review portal to submit your application and plans (search “online plan review” at www.townofcary.org).

Payment of applicable filing or application fees is required prior to accepting development plans for review.

For more, contact us at (919) 469-4046 or DevelopmentSupport@townofcary.org.