



TOWN OF WILSON'S MILLS
**MAJOR SUBDIVISION
REVIEW PROCESS
APPLICATION**

Planning Department
PO Box 448, Wilson's Mills, NC 27593
Phone: (919) 938-3885 Fax: (919) 938-1121

PROCESS INFORMATION:

Major Subdivision Submissions: It is required that every applicant for a Major Subdivision meet with the Development Compliance Officer prior to the submittal of an application. The purpose of this meeting is to provide clarification and assistance in the preparation and submission of plans for approval.

Sketch Plan: It is required that the applicant provide a Sketch Plan to the Development Compliance Officer prior to or at the pre-application meeting. The provision of a sketch plan will allow the Development Compliance Officer an opportunity to review the proposal before the applicant expends funds on the preparation of a Preliminary Plat/Site Development Plan.

Preliminary Plat/Site Development Plan: Upon review of a Sketch Plan, a Preliminary Plat/Site Development Plan for a proposed Major Subdivision may be submitted and shall be prepared by a registered architect, engineer, landscape architect, and/or land surveyor licensed in the State of North Carolina. Such submittal shall be prepared in accordance with the standards set forth by the Planning Department, Wilson's Mills Development Ordinance (WMDO) and applicable state standards.

Submissions: All plans for review by the Development Compliance Officer must conform to any applicable provision of the WMDO. Two (2) paper copies of the plans and a digital copy must be submitted for review along with a complete application, including fees. (*See Town of Wilson's Mills fee schedule.*)

Review Process: All submittals shall be reviewed by the Development Compliance Officer for compliance with the WMDO. Upon complete review by the Development Compliance Officer, the Planning Board shall review the Preliminary Plat/Site Development Plan for Major Subdivisions for compliance with the applicable requirements of the WMDO.

Permit validity. Approval shall be valid for two (2) years from the date of approval.

APPLICANT INFORMATION:

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Plan Preparer: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PROJECT INFORMATION:

Proposed Land Use (Specific): _____

Project Name: _____

Project Address / Location: _____

Number of lots/units: _____ Zoning District: _____

Size of Property (in acres): _____ Johnston Co. Tax PIN #: _____

Special Flood Hazard Area: _____ Yes _____ No (*if Yes, a Floodplain Development Permit may be required*)

Watershed Information: _____ Critical _____ Protected

Project Impervious Surface Area (sf): _____ Town Jurisdiction: _____ In-Town Limits _____ ETJ

ACKNOWLEDGEMENT:

I / we do hereby certify that all information given above is true, complete and accurate to the best of my / our knowledge. I also authorize the Town of Wilson's Mills or a contractor on behalf of the Town to conduct a site inspection to insure compliance to this application.

Applicant Print Name

Applicant Signature

Date

REQUIRED PLAN INFORMATION:

All plans shall be prepared by a registered architect, engineer, landscape architect, and/or land surveyor licensed in the State of North Carolina for the work in which the professional is trained and licensed to perform.

EXISTING CONDITIONS SHEET(S):

As part of the Preliminary Plat/Site Development Plan submittal, an existing conditions map should be provided to identify existing developed conditions and natural features including, but not limited to, the following:

- _____ Property boundaries with dimensions
- _____ Existing & adjacent streets and rights of way and their widths
- _____ Existing easements and their widths
- _____ Existing structures (dimensions and setbacks)
- _____ Driveways & curb cuts
- _____ Generalized depiction or description of natural features on and immediately adjoining the site including streams, wetlands and other water bodies, steep slopes, large stands of mature trees, etc.
- _____ Location of all special flood hazard areas
- _____ Existing topography
- _____ Location & names of adjoining properties and both the existing zoning designation and land use of these properties

SITE PLAN SHEET(S):

The Preliminary Plat/Site Development Plan is intended to provide a detailed two-dimensional drawing that illustrates all the following site features of the proposed development:

- _____ Site data information (i.e. name and address of owner & developer, zoning, land use, tax pin number, setbacks, acreage).
- _____ Proposed lot locations, lot lines and setbacks
- _____ Location of existing and proposed streets with widths and cross-sections
- _____ Location of proposed sidewalks, pedestrian ways and open space areas
- _____ Location of proposed stormwater facilities
- _____ Conceptual location and size of all landscaping, street trees & buffer areas
- _____ Development calculations including but not limited to: density, impervious surface, etc. in sufficient detail to show compliance with the WMDO.
- _____ Generalized depiction or description of natural features on and immediately adjoining the site including streams, wetlands and other water bodies, steep slopes, large stands of mature trees, etc.
- _____ Location of all special flood hazard areas
- _____ Conceptual location of subsurface utilities. Detailed engineering drawings for water and sewer facilities are typically not required for Preliminary Plat/Site Development Plan plans unless specifically requested by the utility provider or plan reviewer.
- _____ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

ADDITIONAL REQUIRED INFORMATION:

- _____ **Administrative Review Fees.** Remittance of associated fee(s)* to accompany this application.
(*See Town of Wilson's Mills fee schedule)

PLANNING DEPARTMENT USE ONLY

Date Received: _____ Complete: Y N

Fees Paid: Y N Amount: _____

Reviewed By:
Engineer _____ Comments Sent: Y N
DCO _____ Comments Sent: Y N

Approved/Denied By: _____ Date: _____

Letter sent on _____ by _____