



TOWN OF WILSON'S MILLS  
**SUBDIVISION CONSTRUCTION PLAN  
APPLICATION**

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

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**PROCESS INFORMATION:**

**Submissions:** A construction plan is intended to provide a full and complete set of engineered drawings necessary for final permitting and construction. All plans for review by the Development Compliance Officer must conform to any applicable provision of the WMDO. Two (2) paper copies and a digital copy of the plans must be submitted for review along with a complete application and fees.

**Review:** Per the Wilson's Mills Development Ordinance (WMDO), the Technical Review Committee (TRC) is charged with reviewing all subdivision construction plans for their compliance and consistency with an approved Preliminary Plat (if applicable) and the intent of the WMDO and other adopted plans and policies.

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

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**GENERAL INFORMATION:**

- \_\_\_\_\_ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- \_\_\_\_\_ Two (2) paper copies of the plans at a scale not less than 1 inch = 50 feet (digital copies of the plan sheets should be emailed after submission of paper copies).
- \_\_\_\_\_ Remittance of associated fee(s)\* to accompany this application. (*\*See Town of Wilson's Mills fee schedule*)
- \_\_\_\_\_ Vicinity map & north arrow on all sheets.
- \_\_\_\_\_ Layout standards, certificates & details from all appropriate governmental agencies.
- \_\_\_\_\_ Proposed name of subdivision which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within the Town's jurisdiction.
- \_\_\_\_\_ The application must be signed by the owner or by an authorized agent of the property.

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**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 Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR TOWN USE ONLY**

Date Received: \_\_\_\_\_ Application #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Planning Department 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**

- \_\_\_\_\_ Location of existing and proposed utilities, including easements associated with both
- \_\_\_\_\_ Property boundaries with dimensions
- \_\_\_\_\_ Depiction or description of natural features on and immediately adjoining the site, including streams and other water bodies, steep slopes, areas covered by tree canopy, etc.
- \_\_\_\_\_ Existing cemeteries or burial grounds
- \_\_\_\_\_ Location of adjacent streets/roads including existing right-of-way and/or easement(s)
- \_\_\_\_\_ Location of existing structures, bridges, culverts, etc.
- \_\_\_\_\_ Location of adjoining properties and both the current zoning designation and use of these properties
- \_\_\_\_\_ Names and addresses of adjoining property owners
- \_\_\_\_\_ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

### **Cover & Site Plan Sheet Information**

- \_\_\_\_\_ Site data information (i.e. zoning, land use, tax pin number, setbacks, acreage).
- \_\_\_\_\_ Development calculations & illustrations of density, lot lines, sizes & dimensions, & impervious surface area calculations.
- \_\_\_\_\_ Location of sidewalks and pedestrian ways;
- \_\_\_\_\_ Proposed plan & illustration of useable and natural open space areas per WMDO & means of ownership & maintenance.
- \_\_\_\_\_ Location, description and height of all retaining walls & fences;
- \_\_\_\_\_ Property lines & setback lines;
- \_\_\_\_\_ Watercourse, land use & screening buffer areas;
- \_\_\_\_\_ Landscaping & Street Tree plan
- \_\_\_\_\_ Location & dimensions of all easements on & abutting the property;
- \_\_\_\_\_ Location of all Special Flood Hazard Areas (if applicable);
- \_\_\_\_\_ Location and design of proposed streets including cross-sections in accordance with the Wilson's Mills Technical Standards & Specifications Manual, centerline profile(s), and the proposed right-of-way
- \_\_\_\_\_ Location of existing and proposed stormwater detention, retention, collection, and conveyance facilities
- \_\_\_\_\_ Location of existing structures and either proposed structures or proposed building envelopes
- \_\_\_\_\_ Location of existing and proposed driveways and/or streets (not for individual lots)
- \_\_\_\_\_ Location of adjoining properties and both the current zoning designation and use of these properties
- \_\_\_\_\_ Number of stories and overall height of all existing and proposed structures (not required for single-family lots)
- \_\_\_\_\_ Location of existing and proposed dumpster and means for trash collection
- \_\_\_\_\_ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

### **Street & Traffic Information**

- \_\_\_\_\_ Location and design of proposed streets including cross-sections in accordance with the Wilson's Mills Technical Standards & Specifications Manual or NCDOT with centerline profile(s), and the proposed right-of-way
- \_\_\_\_\_ Street and/or right-of-way locations with street sections & names;
- \_\_\_\_\_ Provisions & designs of all on & off site roadway improvements;

- \_\_\_\_\_ All traffic control signage
- \_\_\_\_\_ Plan-profile drawings at a scale of 1 inch = 50 feet showing street grades & cross sections.
- \_\_\_\_\_ Other information determined by the Development Compliance Officer as necessary to evaluate the request.

**Utility & Grading Information**

- \_\_\_\_\_ A grading plan showing existing and proposed contours demonstrating both positive drainage characteristics and smooth grade transitions to avoid abrupt “v” ditches, swales and other disruptions to the landscape, particularly between dwellings. The use of crawl-space construction techniques in detached residential structures and professional landscape design is required to meet this characteristic of site development.
- \_\_\_\_\_ Location of existing and proposed stormwater detention, retention, collection, and conveyance facilities
- \_\_\_\_\_ Linear footage of all storm drainage facilities;
- \_\_\_\_\_ Detailed storm water, grading & erosion control information;
- \_\_\_\_\_ Detailed water & sewer information;
- \_\_\_\_\_ Tree Save Areas & protection measures.
- \_\_\_\_\_ All other infrastructure system details per the Town of Wilson’s Mills Specifications, Johnston County or NCDOT or utility provider.
- \_\_\_\_\_ Other information determined by the Development Compliance Officer as necessary to evaluate the request.