



MORRISVILLE UDO ADMINISTRATIVE MANUAL



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Table of Contents

PART 1. INTRODUCTION	1-5
1.1. Purpose	1-5
1.2. For Help in Using this Manual	1-5
1.3. Development Review Process Chart	1-5
PART 2. APPLICATION REVIEW PROCEDURES	2-1
2.1. Introduction	2-1
2.2. Standard Review Procedures.....	2-1
2.2.1. Pre-Application Conference	2-1
2.2.2. Application Submittal and Acceptance	2-1
2.2.3. Staff Review and Action.....	2-2
2.2.4. Public Meeting Notice	2-2
2.2.5. Planning and Zoning Board Review and Recommendation	2-2
2.2.6. Planning and Zoning Board or Town Council Review and Decision.....	2-3
2.2.7. Post-Decision Actions.....	2-3
2.3. Common Application Procedures	2-3
2.3.1. Site Plan Approval.....	2-4
2.3.2. Subdivision Approval.....	2-4
2.3.3. Construction Plan Approval / Stormwater Management Permit.....	2-5
2.3.4. Payment in Lieu of Public Improvements, Performance Guarantees, and Maintenance Guarantees.....	2-5
2.3.5. Pre-Construction Conference, Notice, and Report.....	2-6
2.3.6. Building Permit.....	2-7
2.3.7. Inspections during Development.....	2-7
2.3.8. Stormwater Final Inspection and As-Built Plans	2-8
2.3.9. Certificate of Compliance/Occupancy	2-8
2.3.10. Sign Permit.....	2-8
2.4. Additional Application Procedures	2-8
2.4.1. Annexation.....	2-8
2.4.2. Bulletin Drawing	2-9
2.4.3. Comprehensive Plan Amendment	2-10
2.4.4. Conceptual Master Plan Approval.....	2-11
2.4.5. Floodplain Development Permit.....	2-12
2.4.6. Food Truck Permit.....	2-12
2.4.7. Grave Removal.....	2-12
2.4.8. Interpretation	2-13
2.4.9. Plot Plan	2-13
2.4.10. Retaining Wall.....	2-13
2.4.11. Right-of-Way Encroachment Agreement	2-14
2.4.12. Riparian Buffer Development Review.....	2-15
2.4.13. Road Closure.....	2-15
2.4.14. Road Renaming	2-16
2.4.15. Site-Specific Development Plan Designation.....	2-16
2.4.16. Special Event Permit	2-16
2.4.17. Special Use Permit	2-17
2.4.18. Telecommunications Facility Approvals.....	2-17
2.4.19. Unified Development Ordinance Amendments.....	2-17
2.4.20. Zoning Compliance Letter	2-18
2.4.21. Transportation Impact Analysis.....	2-19
2.5. Procedures for Flexibility, Variances, and Appeals	2-19
2.5.1. Administrative Adjustment	2-19
2.5.2. Administrative Appeal	2-20
2.5.3. Alternative Equivalent Compliance	2-20

2.5.4. Alternative Standards	2-21
2.5.5. Development Agreement	2-21
2.5.6. Variance	2-21

PART 3. OUTSIDE AGENCY PERMITS AND APPROVALS 3-1

3.1. Local Agency and Utility Approvals	3-1
3.1.1. Wake County Erosion and Sedimentation Control Regulations	3-1
3.1.2. Wake County Road Name Approvals	3-1
3.1.3. Town of Cary Water and Sewer Approvals	3-1
3.1.4. Other Utilities	3-1
3.2. State Agency Permits and Approvals	3-2
3.2.1. NCDOT Driveway Permits, Right-of-Way Encroachment Agreements, Street Design	3-2
3.2.2. North Carolina Department of Environmental Quality Permits and Approvals	3-2
3.3. Raleigh-Durham International Airport	3-4
3.3.1. RDU Sample Avigation Easement	3-4

PART 4. APPENDICES 4-6

4.1. Town Documents Related to Land Development	4-6
4.1.1. Comprehensive Plan	4-6
4.1.2. Regulations and Guidelines	4-7
4.1.3. Brochures, Examples, and Miscellaneous Agreements/Petitions	4-8
4.2. Contacts	4-8
4.2.1. Town of Morrisville Contacts	4-8
4.2.2. Outside Agency Contacts	4-8
4.3 Plant Lists	4-10
4.3.1. General	4-10
4.3.2. Required Species Diversity	4-10
4.3.3. Recommended Trees and Shrubs	4-2
4.3.4. Non-Woody Plant Material	4-1
4.3.5. Prohibited Plants	4-2
4.4 Applications, Permits, and forms	4
4.4.1. Development Application	4
4.4.2. Annexation Petition	4
4.4.3. Assessment Inquiry Request Form	4
4.4.4. Food Truck Permit Request Form	4
4.4.5. Home Occupation Permit Request Form	4
4.4.6. Performance Guarantee Release/Reduction Request Form	4
4.4.7. Sign Permit Application	4
4.4.8. Special Event Permit Request Form	4
4.4.9. Street Vendor Permit Request Form	5
4.4.10. Stockpiling Permit Application	5
4.4.11. Telecommunication Application	5
4.4.12. Zoning Compliance Letter Request Form	5
4.5 Checklists	6
4.5.1. Site Plan Approval	6
4.5.2. Concurrent Construction and Site Plan Approval	17
4.5.3. Preliminary Subdivision Plat Approval (Type 1 or Type 2)	28
4.5.4. Construction Plan Approval for a Type 1 or 2 Preliminary Subdivision Plat	36
4.5.5. Construction Plan Approval for Infrastructure Projects	45
4.5.6. Administrative Adjustment	50
4.5.7. Administrative Appeal	50
4.5.8. Alternative Equivalent Compliance	51
4.5.9. Alternative Standards (EDCM)	52
4.5.10. Bulletin Drawing	52
4.5.11. Comprehensive Plan Amendment	53
4.5.12. Annexation	53
4.5.13. Conceptual Master Plan Approval	54

4.5.14	Development Agreement	55
4.5.15	Final Plat	55
4.5.16	Food Truck Permit	58
4.5.17	Floodplain Development Permit	58
4.5.18	Interpretation	58
4.5.19	Mural	59
4.5.20	Plot Plan.....	60
4.5.21	Retaining Wall.....	61
4.5.22	Riparian Buffer Development Review.....	61
4.5.23	Riparian Buffer Variance	62
4.5.24	Structures in the Right-of-Way Encroachment Agreement.....	63
4.5.25	Rezoning.....	63
4.5.26	Sign Permit	64
4.5.27	Site-Specific Development Plan Designation.....	66
4.5.28	Special Event Permit	66
4.5.29	Special Use Permit	67
4.5.30	Stormwater Variance	69
4.5.31	Street Vendor	70
4.5.32	Telecommunications Facility Collocation/Modification	70
4.5.33	Telecommunications Facility New Tower.....	71
4.5.34	Variance Submittal.....	78
4.6	Fee Schedules	80
4.6.1	Application and Inspections Fee Schedule.....	80
4.7	Certifications and Approval Blocks	80
4.7.1	Acceptance of Public Dedication.....	80
4.7.2	Certificate of Approval of the Design and Installation of Streets, Public Utilities, and Other Required Improvements.....	80
4.7.3	Certificate of Approval for Recording	80
4.7.4	Review Officer Certification.....	81
4.7.5	Tree Preservation Certificate.....	81
4.7.6	Certificates of Ownership	82
4.7.7	Cross Access Agreement	83
4.7.8	Exempt Plat Certification	84
4.7.9	Review Officer Certification Surveyor's Certificate and Seal Certifying the Following	84
4.7.10	Town of Cary	84
4.8	Final Plat Standard Easement Blocks.....	85
4.8.1	Conservation Easement.....	85
4.8.2	Entry Monument/Signage and Landscape Easement	85
4.8.3	Private Access Easement	85
4.8.4	Private Open Space.....	85
4.8.5	Private Retaining Wall Easement.....	85
4.8.6	Public Access Easement.....	85
4.8.7	Public Greenway Easement.....	86
4.8.8	Public Sidewalk Easement.....	86
4.8.9	Public Utility Easement.....	86
4.8.10	Sight Triangle Easement.....	86
4.8.11	Storm Drainage Easements	86
4.8.12	Stormwater Control Measure and Access Easement	87
4.9	Review Schedules.....	88
4.9.1	Planning and Zoning Board Quasi-Judicial Decision Review Schedule	88
4.9.2	Staff Decision Review Timeframes	89
4.9.3	Town Council Decision Review Schedules.....	90
4.10	Transportation Impact Analysis	97
4.10.1	Content of the Analysis.....	97
4.10.2	Analysis Standards.....	99
B.	Annual Growth Rate.....	99
H.	Modifications to Analysis Standards.....	4-2

PART 1. INTRODUCTION

1.1. PURPOSE

This Administrative Manual is intended to assist the day-to-day use and administration of the Morrisville Unified Development Ordinance (UDO). Its primary objective is to provide developers, design professionals, property owners, and other potential applicants for development approval information and guidance concerning the review procedures for applications called for by the UDO, as well as for other approvals related to UDO applications or the land development process.

Persons interested in information about development review procedures and submittal requirements should make sure they are using the most recent versions of the UDO and this manual.

Something to Know

This manual, including the checklists, is not a substitute for the UDO, but rather a guide for the users of the UDO. Where any provision in this manual, including conflicts with a provision in the UDO or the Town's Code of Ordinances, the provision in the UDO or Code of Ordinances governs.

1.2. FOR HELP IN USING THIS MANUAL

For assistance in obtaining or using this Administrative Manual, or to get a general understanding of the development review procedures and schedules described in the manual, contact the Morrisville Planning Department during business hours (Monday through Friday, 8:00 am to 5:00 pm – though closed Fridays at noon during the summer).

Physical Address: Morrisville Planning Department
260 Town Hall Drive, Suite B
Morrisville, NC 27560

Mailing Address: Planning Department
100 Town Hall Drive
Morrisville, NC 27560

Telephone: 919.463.6210

Website www.morrisvillenc.gov

For help in obtaining and understanding detailed information about specific review procedures and submittal requirements, or about UDO standards and how they may affect your development proposal, contact and arrange an appointment with the appropriate Town staff or outside agency contacts listed in Part 4.2, Contacts.

1.3. DEVELOPMENT REVIEW PROCESS CHART

The Town of Morrisville Development Review Process Chart located on the next two pages is a general overview of the development review process. The chart identifies the various steps in the development review process from project inception to completion.

Town of Morrisville Development Review Process Chart



4.

BUILDING PERMIT**A Pre-Submittal Meeting**

- Set up meeting with Inspections.
- Confirm all required approvals and permits have been issued.
- Confirm addresses have been recorded.

B Application Preparation & Submittal

- Submit complete application, forms, and fees in accordance with prior approvals and the State Building Code.
- Submit preliminary flood elevation certificate.
- Submit plot plans for residential lots.

C Staff Review and Revisions

- Review by town staff and other review agencies for compliance.
- Revisions by applicant.

D Approvals

- Action by Inspections Department.
- Action by Planning Department.
- Action by Engineering Department.
- Action by the Fire Department.
- Action by the Town of Cary.

5.

PRE-CONSTRUCTION CHECK IN**A1 Pre-Construction Meeting #1**

- Set up meeting with Engineering.
- Meet with Morrisville and Cary staff.

A2 Pre-Construction Meeting #2

- Set up meeting with Wake County Erosion Control.
- Issuance of Grading Permit from Wake County.

B Notification of the Start of Construction

- Submit a notification of the start of construction at least 24 hours prior to starting construction.

C Pre-Construction Report

- Provide a list of existing deficiencies in existing information on or next to the development.

Note: The developer is held for any damages not included in the report.

D Tree Protection Fencing

- Request Planning Department to inspect tree protection fencing.

6.

INSPECTIONS DURING DEVELOPMENT**A Required Inspections**

- Request Engineering Department for stormwater and infrastructure.
- Request Fire Department for Fire Code.
- Request Inspections Department for Building Code.
- Request Planning Department for landscaping, lighting, building exterior, and other site plan elements after installed.
- Request Town of Cary water and sewer inspections.
- Request Wake County Erosion Control Inspections.

Note: 48 hours notice required for many inspections. If deficiencies found, re-inspections are required.

7.

FINAL INSPECTIONS**A As-Built**

- Submit as-built plans and calculations for stormwater management facilities to Stormwater Engineer.
- Submit as-built plans to Engineering Technician.
- Provide Stormwater Maintenance and Landscaping Securities.

B Final Inspections

- Request Engineering Department for stormwater and infrastructure.
- Request Fire Department for Fire Code.
- Request Inspections Department for Building Code.
- Request Planning Department for landscaping, lighting, building exterior, and other site plan elements.

Note: Same inspection notice requirements as Step 6. No temporary Certificate of Compliance/Occupancy (CO) will be issued.

C Certificate of Compliance/Occupancy

- Move into structure.
- Complete any unfinished work per maintenance guarantees and agreements.
- Close-out grading permit with Wake County.

PART 2. APPLICATION REVIEW PROCEDURES

2.1. INTRODUCTION

A summary of the development review procedures is located in Table 2.3 of the UDO. This table lists the various types of development review procedures authorized by the UDO and, for each procedure, indicates whether it involves a pre-application conference, the role various Town review authorities play, and when a public comment session or public hearing is required (and the type of hearing).

Something to Know

These standard review procedures apply only to applications authorized by the UDO, and not to applications for a Building Permit or Certificate of Compliance/ Occupancy or any of the other development-related applications addressed in Part 4.

2.2. STANDARD REVIEW PROCEDURES

Many steps in the development review procedures are essentially the same no matter what type of application is being reviewed. These are set forth in Section 2.4, Standard Review Procedures, of the UDO and summarized below.

2.2.1. Pre-Application Conference

- A pre-application conference provides an opportunity for a prospective applicant and Town staff to:
 - Review applicable submittal requirements and review steps and schedules;
 - Identify the required review fees;
 - Discuss the scope, features, and potential impacts of the proposed development;
 - Explore opportunities or needs for approval of deviations from UDO standards;
 - Identify the need for other related approvals; and
 - Identify primary contacts for the applicant and Town staff.
- See Section 2.4.2 in the UDO for specific application procedures.

Things to Know

- *Discussions at the pre-application conference are not binding on the Town or on the prospective applicant.*

2.2.2. Application Submittal and Acceptance

- Applications are submitted on the Town's online portal.
- Applications are submitted and reviewed in accordance with the submittal and review schedules in this Manual.
- A completed application and fee schedule are required. See Part 4 for all applications and fee schedules.
- All review fees are required when submitting an application.
- On receiving an application, the Town has two business days to determine whether the application is complete.
- An applicant is notified in writing if the application is deficient or accepted for review.
- See Section 2.4.3 in the UDO for specific application procedures.

Things to Know

- *Some applications can be submitted and reviewed concurrently.*
- *Application fees are nonrefundable unless an application is withdrawn before the application is accepted for review.*
- *If the applicant fails to resubmit an application within 30 days after being first notified of submittal deficiencies, the application submittal is considered abandoned.*
- *If a Transportation Impact Analysis is required, it must be submitted with the development application or prior to the development application.*

2.2.3. Staff Review and Action

- Staff enter comments in Energov for the applicant in accordance to the review schedules in this Manual.
- The applicant must revise the plans and resubmit within 6 months of receiving written comments or the application is considered withdrawn from the review process. A onetime 30-day extension can be granted.
- If an application is subject to staff review and a final decision, the applicant will receive a decision (approval, approval with conditions, or denial) on the application.
- If an application is subject to a staff recommendation, the Planning Department prepares a written staff report that addresses the application's compliance.
- See Section 2.4.4 in the UDO for specific application procedures.

Things to Know

- The Town coordinates the Town of Cary application review.
- While all applications must be submitted within 6 months of receiving comments, it is strongly recommended to submit revised plans in accordance to the published review schedules.

2.2.4. Public Meeting Notice

- Public notices are provided in accordance with Table 2.4.5.B.1 in the UDO. Not all applications require a public meeting notice.
- Depending on the application type, the public notice may be:
 - Posted on the proposed development site;
 - Mailed to the owners of properties that abut or are within 500 feet of the proposed development site; and/or
 - Published in the local newspaper.
- See Section 2.4.5 in the UDO for specific application procedures.

Things to Know

- An applicant wishing to defer a public comment session or public hearing to a subsequent meeting must come to the noticed meeting and submit a written request for deferral with reasons directly to the board. The board has an option of either granting or denying the request.
- The applicant is responsible for providing up-to-date and accurate mailing lists and postage.
- Anyone wishing to speak at a public meeting must sign-up to speak prior to the start of the meeting.

2.2.5. Planning and Zoning Board Review and Recommendation

- If an application is subject to a recommendation by the Planning and Zoning Board following a public comment session, the Board hears the applicant's presentation and the staff report, then holds a public comment session on the application to hear comments from any other interested person or organization.
- If an application is subject to Planning and Zoning Board review and a final decision, the applicant will receive a decision on the application.
- If an application is subject to a Planning and Zoning Board recommendation, the Planning Department will update the staff report to reflect the decision.
- See Section 2.4.6 in the UDO for specific application procedures.

Things to Know

- The Board may continue the public comment session to a subsequent meeting. [Note: Doing so will extend the review period beyond that shown on the review schedules.]
- Before the Planning and Zoning Board takes action on a request, the applicant may request an opportunity to make minor revisions to the application. [Note: Doing so will extend the review period beyond that shown on the review schedules and cost the applicant additional fees.]

2.2.6. Planning and Zoning Board or Town Council Review and Decision

- If an application is subject to a final decision by the Town Council with a general public hearing, the Town Council:
 - Hears the staff report at their briefing meeting;
 - Holds a public hearing at a subsequent meeting and hears the applicant's presentation; and
 - Adopts a motion.
- If an application is subject to a final decision by the Planning and Zoning Board or Town Council with a quasi-judicial hearing, the respective Board:
 - Opens the quasi-judicial hearing;
 - Hears the staff report and evidence submitted by the applicant;
 - Closes the quasi-judicial hearing;
 - Adopts a motion.
- See Section 2.4.7 in the UDO for specific application procedures.

Things to Know

- The Town Council may continue the public hearing to a subsequent meeting. [Note: Doing so will extend the review period beyond that shown on the review schedules.]
- Some applications are presented at more than one Town Council briefing meeting.
- If the application requires a quasi-judicial hearing (e.g., Variances, Appeal, Special Use Permit), the hearing is conducted as a more formal evidentiary hearing. This means that the hearing's primary purpose is to receive sworn testimony and evidence that is competent and material to the application being heard.
- The applicant, Town staff, or other affected party has the right to ask questions of any other person testifying at the hearing or to rebut any testimony or evidence presented by such person.
- Before any action on a request, the applicant may request an opportunity to make minor revisions to the application that directly respond to specific requests or suggestions by Town staff or a Board. [Note: Doing so will extend the review period beyond that shown on the review schedules and cost the applicant additional fees.] Any major revisions require a new application to be submitted.

2.2.7. Post-Decision Actions

- Within ten calendar days after a final decision on an application, a written copy of the decision is provided to the applicant.
- If the review involves a quasi-judicial hearing, the Planning Department also must provide a written copy of the decision to the owner(s) of the application site and any person who has submitted a written request for a copy of the decision before its effective date.
- A party aggrieved or adversely affected by a final application decision by the Planning and Zoning Board or Town Council may seek review of the decision in the courts in accordance with applicable State law.
- A party aggrieved by any other final application decision by Town staff may appeal the decision in accordance with Section 2.5.22, Administrative Appeal, in the UDO.
- See Section 2.4.8 in the UDO for specific application procedures.

2.3. COMMON APPLICATION PROCEDURES

The development review procedures described below are those through which nearly all development proposals must pass before the proposed development can be constructed and occupied or otherwise used. They include Site Plan Approval, Construction Plan Approval, Stormwater Management Permit, Building Permit, Pre-Construction Stormwater Management Meeting, Inspections, and Certificate of Compliance/Occupancy. The procedures for Performance and Maintenance Guarantees overlay the above procedures and generally extend to one year after completion of a development.

2.3.1. Site Plan Approval

- Site Plan Approval by the Planning Director is required for any of the following developments, unless specifically exempted in the UDO:
 - Development in accordance with a valid Planned Development (PD) Plan/Agreement;
 - Development in accordance with a valid Conceptual Master Plan Approval;
 - Development in accordance with a valid Special Use Permit approval;
 - Development of any principal use designated in UDO Table 4.2.4, Principal Use Table, as permitted with Site Plan Approval by Town staff;
 - Accessory uses and structures; and
 - Temporary uses and structures.
- See Section 2.5.7 in the UDO for specific application procedures.

Things to Know

- Where a Site Plan Approval application is submitted concurrently with a Construction Plan Approval application, the applicant benefits from a more streamlined review, but incurs greater up-front costs in preparing detailed plans and the risk of greater costs that might be involved if such plans have to be substantially revised multiple times. A Transportation Impact Analysis is required for site plans.
- Combined Site Plan and Construction Plan applications will pay both fees, outlined in the fee schedule, for each application but will receive an additional review included in the fees.
- Any changes to a site plan after it is accepted for review will likely cost the applicant additional time and fees.
- Site Plan Approval expires if no significant work is done pursuant to the approval within two years after the date of approval.
- Staff decisions on a Site Plan Approval application may be appealed to the Planning and Zoning Board through the Administrative Appeal procedure.

2.3.2. Subdivision Approval

A. Preliminary Plat Approval

- There are two types of preliminary plat subdivision approvals: Type 1 and Type 2. The following summarizes these two types of subdivisions:
 - A Type 1 Subdivision is any preliminary plat proposing single-family detached, attached, or duplex dwellings not voluntarily complying with Section 5.9.7 of the Unified Development Ordinance.
 - A Type 2 Subdivision is any preliminary plat proposing single-family detached, attached, or duplex dwellings voluntarily complying with Section 5.9.7 of the Unified Development Ordinance.
- See Section 2.5.6 in the UDO for specific application procedures.

Things to Know

- A Type 1 or Type 2 Subdivision Preliminary Plat Approval expires if no significant work is done in two years.
- If a development requires payment in lieu of providing required public recreation area, the payment is due to the Town before recording the approved Final Plat.
- Final Plats expire if the applicant fails to record the plat within 30 days after the approval.
- Recorded Final Plats do not expire.

B. Final Plat Approval

- The final step in the Subdivision Approval process is the final plat recordation.
- See Section 2.5.6 in the UDO for specific application procedures.

C. Determination of Subdivision Exclusion

- An application for a Determination of Subdivision Exclusion must meet one of the activities specifically listed as excluded from the definition of “subdivision” in the UDO.
- See Section 2.5.6 in the UDO for specific application procedures.

2.3.3. Construction Plan Approval / Stormwater Management Permit

- Construction Plan Approval is required for any development that involves construction of infrastructure and utility improvements, grading, or other land disturbance.
- A Stormwater Management Permit is required for any development or redevelopment except the following:
 - Development or redevelopment that cumulatively disturbs less than one acre (Single-family detached, duplex and manufactured homes) or one-half acre (Single-family attached, multifamily, non-residential, and local government projects) and is not part of a larger common plan of development or sale (whether or not the larger development occurs in phases over time);
 - Development or redevelopment that is exempt from the permit requirements of Section 404 of the federal Clean Water Act (primarily ongoing farming and forestry activities); and
 - Local government development of public road projects that meet the riparian buffer regulations in Article 6 of the UDO and that, to the maximum extent practicable, minimize built-upon area, divert runoff from surface waters, and implement stormwater best management practices.
- See Sections 2.5.8 and 7.2 in the UDO for specific application procedures.

Things to Know

- An application for Construction Plan Approval must be submitted and reviewed concurrently with any required application for a Stormwater Management Permit.
- The operation and maintenance agreement must be recorded at the Register of Deeds and performance securities with cash escrow must be posted before the issuance of a Stormwater Management Permit.
- Construction Plan Approval remains valid as long as any associated Site Plan Approval or Stormwater Management Permit remains valid.
- A Stormwater Management Permit expires if no substantial work is done pursuant to the permit within one year after the date of approval, or within a single-one-year extension, if granted.

2.3.4. Payment in Lieu of Public Improvements, Performance Guarantees, and Maintenance Guarantees

A. Payment in Lieu of Construction of Public Street Improvements

- In lieu of providing all or a portion of required public improvements, the Planning Director or Town Council, as appropriate, can grant a request to provide a cash payment equal to 150 percent of the estimated full cost of completing the installation of the required improvements.
- See Section 8.1.3 in the UDO for specific application procedures.

B. Performance Guarantees

- The holder of the performance guarantee is required to complete a Request for Performance Guarantee Release/Reduction form to release or reduce the guarantee after the public infrastructure improvements, stormwater device, and/or landscaping have been completed in accordance with approved plans and specifications.
- No performance guarantee for public infrastructure improvements shall be reduced to less than 30 percent of the full amount of the performance guarantee until all guaranteed public infrastructure improvements have been completed by the owner or developer.
- No performance guarantee for required private site improvements, such as replacement trees, buffer screening, and landscaping, shall be reduced to less than 75 percent of the full amount of the performance

Things to Know

- The amount of a performance guarantees and payments in lieu of public improvements are 150 percent of the estimated full cost of completing the construction or installation of the required public improvements or landscaping.
- The Town Council may waive or reduce the amount of a performance guarantee where the improvements are being installed with federal funds or in other circumstances where there is third-party assurance of their completion.

guarantee, until all guaranteed private site improvements, replacement trees, buffer screening, and landscaping have been completed by the owner or developer.

- See Section 8.1.4 & 7.4.4 in the UDO for specific application procedures.

C. Maintenance Guarantees

- The Town requires the submittal of a maintenance security prior to the acceptance of the BMP as-builts.
- Stormwater management maintenance guarantees are a one-time cash payment equal to 30 percent of the total estimated construction cost of the BMPs approved under the permit.
- Maintenance guarantees for public infrastructure improvements and landscaping shall be in an amount equal to at least 20 percent of the full actual cost of installation.
- See Section 8.2.2 in the UDO for specific application procedures.

Things to Know

- Stormwater management maintenance guarantees are held in perpetuity.
- The Town may require a higher maintenance guarantee on determining it is necessary to cover the costs of greater than usual damage or deterioration that might be expected to result from on-going construction activities in the development.
- The Town Council may waive or reduce the amount of a maintenance security where alternative means of ensuring proper maintenance of the improvements or landscaping are used.

2.3.5. Pre-Construction Conference, Notice, and Report

A. Pre-Construction Conference

- The developer sets up a pre-construction conference with Engineering at least three days before starting construction.
- The purpose of such conference is to ensure the scope of work and the corresponding method of construction and testing are acceptable and noting when site inspections are required to be conducted by Town staff in accordance with the Engineering Design and Construction Manual.
- A primary point of contact shall be established at the Pre-construction conference.

Things to Know

- The primary point of contact will serve as the direct contact for all project related correspondence and will be responsible for disseminating information to sub-contractors and other project partners as necessary.
- If the developer fails to provide notice of existing infrastructure deficiencies, such deficiencies may be deemed as construction damage for which they will be held responsible.

B. Pre-Construction Notice

- The developer must submit a Notification of Construction to Engineering staff at least 24 hours before starting such activity, if they intend to:
 - Start development work in a public street right-of-way (including sidewalks), public utility or drainage easement, public greenway easement, or a private street easement, or on public property;
 - Mount a public curb, sidewalk, shoulder, or easement to access a development site; or
 - Engage in blasting activities.

C. Pre-Construction Report

- The developer must submit a report describing the location and condition (through photographs and/or videos) of any deficiencies in existing infrastructure and features on and adjacent to the work site.

2.3.6. Building Permit

- Building Permits are approved and issued by the Building Official in accordance with review procedures and construction standards in the State Building Code.
- No Building Permit may be issued for a structure unless and until all UDO-required approvals for development associated with the structure have been obtained.
- An application for a Building Permit must be consistent with any prior Conditional Rezoning, Planned Development Rezoning (PD Plan/Agreement), Conceptual Master Plan Approval, Site Plan Approval, Construction Plan Approval, and Stormwater Management Permit for development containing the structure(s) for which the Building Permit is sought.
- See Section 2.5.13 in the UDO for related application procedures.

Things to Know

- The Town uses the Building Permit approval procedure as a last pre-construction check to ensure the structure and associated development comply with the UDO and all other applicable Town regulations and requirements.
- A Building Permit expires if the work authorized by the permit has not started within six months after its issuance.

2.3.7. Inspections during Development

- Engineering staff inspects the construction of engineered infrastructure such as stormwater controls, public infrastructure improvements, and engineered private improvements.
- Planning staff inspects vegetation and landscaping for compliance with plans and specifications associated with applicable buffer, screening, and landscaping standards. It also inspects development for compliance with UDO standards not covered by Engineering inspections such as open space, access and circulation, building organization and design, parking and loading, and exterior lighting.
- Inspections staff inspects various stages (e.g., footings, framing) and elements (e.g., electrical, mechanical) of structural development.
- If an inspection indicates a failure to construct or install improvements, landscaping, or building elements in accordance with approved plans and specifications and application regulations, or to control off-site contamination from construction activities and equipment, the Town may issue a Stop Work Order or civil penalty. Such order or penalty remains in effect until the appropriate Town staff has re-inspected the deficiencies and found them corrected.

Things to Know

- All inspections require at least 48-hour notice.
- The contractor is responsible for arranging engineering, planning, and building code related inspections.
- The Town may issue a Stop Work Order or civil penalty.

2.3.8. Stormwater Final Inspection and As-Built Plans

- When all required stormwater management facilities and practices for a development have been completed, the applicant must submit actual “as-built” plans and calculations for review showing the final “as-constructed” design.
- See Section 7.2.3.D in the UDO for specific application procedures.

2.3.9. Certificate of Compliance/Occupancy

- Certificates of Compliance/Occupancy are approved and issued by the Building Official in accordance with review procedures and construction standards in the State Building Code.
- A Certificate of Compliance/Occupancy is required before a structure being developed under a Building Permit may be occupied or used for its authorized purpose.
- The Town also uses the Certificate of Compliance/Occupancy approval procedure as a final check that the completed structure and associated development complies with the UDO and all other applicable Town regulations and requirements before it may be occupied or otherwise used.
- See Section 2.5.14 in the UDO for related application procedures.

Things to Know

- No Certificate of Compliance/Occupancy can be issued for associated structures, and no performance guarantee for the stormwater management facilities and practices may be released, until Engineering staff has conducted a final inspection for the stormwater management facilities/practices and approved as-built plans of them.
- If any required plantings have not yet been installed, the applicant must obtain Planning staff approval of a performance guarantee ensuring such installation before the Certificate of Compliance/Occupancy may be issued.
- All temporary erosion control measures and tree protection fencing shall be removed prior to the issuance of any Certificates of Compliance/Occupancy.
- Town staff must approve any deviations from the approved plans, such as changes in the field. Failure to receive approval may delay the issuance of a Certificate of Compliance/Occupancy.

2.3.10. Sign Permit

- A Sign Permit is required before any sign may be erected, installed, constructed, altered, or moved unless exempt from sign regulations in the UDO.
- Some signs may also require a separate building permit.
- See Section 2.5.12 in the UDO for specific application procedures.

Something to Know

A Sign Permit expires if the approved signage is not erected, installed, constructed, altered, or moved within six months after the date the permit is issued.

2.4. ADDITIONAL APPLICATION PROCEDURES

2.4.1. Annexation

A. General

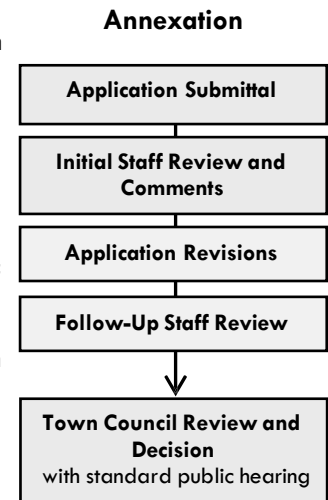
- Annexation is the process by which the Town extends its corporate boundaries. State law sets out separate procedures and criteria for annexations initiated by a municipality and annexation initiated by a petition by the owner(s) of land proposed for annexation. The Voluntary Annexation procedure in the Administrative Manual pertains only to annexation by petition, or voluntary annexations.

Something to Know

Upon approval of an application for a project located outside of the Town corporate limits, an annexation must be submitted prior to submitting any additional applications.

B. Voluntary Annexation Procedure

- The owner(s) of the area proposed for annexation submits a signed petition requesting annexation to the Town Council. The owner(s) must record a boundary survey prior to annexation.
- The Town Council directs the Town Clerk to check the sufficiency of the petition and schedules a hearing on the petition.
- If the petition is sufficient, the Town Clerk certifies the petition as such and submits it to Planning staff, who distributes it to all appropriate Town staff for review and comment.
- Planning staff prepares a staff report that addresses whether the petition meets statutory requirements.
- Planning staff has notice of the petition and hearing published in a local newspaper at least 10 days before the hearing.
- The Town Council holds a hearing to receive comments from interested parties, discusses the petition and staff report, and adopts an ordinance annexing the area or a resolution declining to annex the area.
- The basis for the Town Council's decision is whether the petition meets the requirements of state law. Those include requirements that the area proposed for annexation be contiguous to current corporate boundaries or if it is not contiguous, that it be no more than three miles from the Town's primary corporate limits and be located so the Town can provide it the same services as provided within the primary corporate limits.
- Once annexed, the area and its owners and occupants are subject to the same debts, laws, ordinances, and regulations—and entitled to the same privileges and benefits—as other parts of the town.



2.4.2. Bulletin Drawing

A. General

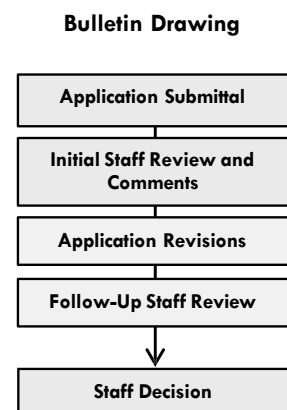
- All development is required to be constructed in accordance with an approved Plan. Minor deviations, such as changes in the field, must be reviewed and approved by the Town through the submittal of a detailed bulletin drawing and corresponding reports and/or calculations.

Things to Know

- This process is for minor deviations only.
- The Town can require an applicant to submit an application for a Minor Modification to approved Construction Plan.

B. Bulletin Drawing Approval Procedure

- A licensed professional such as a Professional Engineer or Landscape Architect registered in the state of North Carolina submits a Bulletin Drawing application.
- Engineering staff distributes the application to all appropriate Town staff and outside agencies for initial review and comment.
- Engineering staff notifies the applicant of any compliance deficiencies identified by the initial staff review and invites the applicant to discuss them with staff and revise the applications as necessary to address them.
- If the applicant submits a revised application, planning staff forwards it to appropriate Town staff and/or outside agencies for follow-up review and comments.
- Based on final staff review comments, Engineering staff decides to approve the applications, approve with conditions, or deny them.



- The basis for the staff decision is whether each application, by itself or with proposed conditions, complies with all applicable standards of the UDO, all other applicable Town regulations and State and federal laws, and all requirements and conditions of approval for any prior development permit or approval.
- Engineering staff provides the applicant written notice of the decision, which clearly states reasons for a denial or for any conditions of approval.
- All development is required to be constructed in accordance with an approved Construction Plan application.

2.4.3. Comprehensive Plan Amendment

A. General

- The Morrisville Comprehensive Plan consists of all plans and policies adopted by the Town Council to address the town's growth and development. These include the Land Use Plan, Town Center Plan, McCrimmon Transit Small Area Plan, other small area plans, Transportation Plan, Parks and Recreation Master Plan, and other functional plans related to public infrastructure and services.
- All of these Comprehensive Plan components were developed and reviewed with substantial public input and thus should be viewed as reflecting goals, objectives, policies, and directions desired by a substantial majority of the residents, property owners, business owners, and employers in Morrisville. As such, they generally are not intended to be revised except in the context of a periodic and comprehensive review. Nevertheless, conditions may unexpectedly change and unanticipated opportunities may arise that justify adjustments to the components of the Comprehensive Plan.
- Anyone, including any resident or owner of property in Morrisville, Town Council, Planning and Zoning Board, or Planning Director, can initiate a Comprehensive Plan Amendment application request.

Things to Know

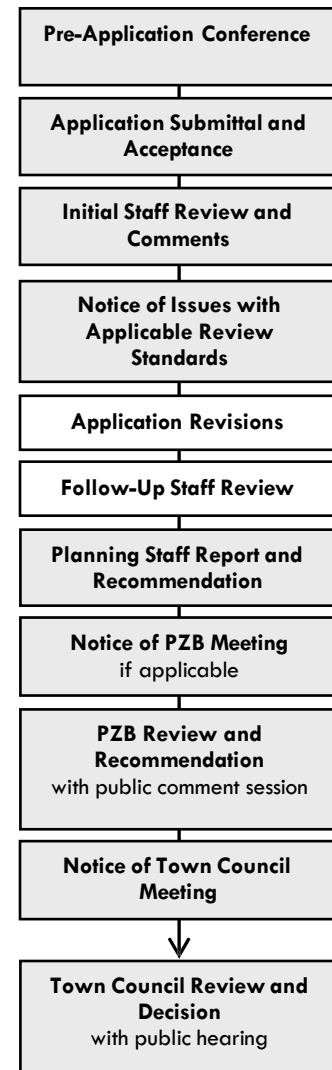
- Comprehensive Plan Amendments are processed quarterly.
- It is up to the discretion of the Town as to whether to agree to initiate a Comprehensive Plan Amendment application.

B. Comprehensive Plan Amendment Review Procedure

- An application to amend the Comprehensive Plan is submitted.
- Planning staff distributes the application to all appropriate Town staff and outside agencies for initial review and comment.
- Planning staff notifies the applicant of any compliance deficiencies identified in the initial staff review and invites the applicant to discuss them with staff and revise the application as necessary to address them.
- Planning staff prepares a staff report and includes a recommendation to adopt the amendment as proposed, adopt a revised amendment, or deny the amendment. Planning staff sends the application and staff report to the Planning and Zoning Board (PZB).
- If the application proposes to change the land use classification pertaining to specific properties, Planning staff also posts a notice of the PZB meeting on the reclassification site and mails the notice to owners of the affected properties and of properties within 500 feet of the affected properties.
- If the application proposes to change the road classification of a specific road, Planning staff posts a notice of the PZB meeting on the road with the proposed change.

- The PZB hears a presentation of the staff report and comments from other interested parties. The Board then discusses the application and staff report and adopts a motion to recommend that the Town Council adopt the amendment as proposed, adopt a revised amendment, or deny the amendment.
- Planning staff notices the Town Council meeting at which the application will be presented in the local newspaper.
 - If the application proposes to change the land use classification pertaining to specific properties, Planning staff posts a notice of the Town Council meeting at which the application will be presented on the reclassification site and mails notice to owners of properties within 500 feet of the site.
 - If the application proposes to change the road classification of a specific road, Planning staff posts a notice of the Town Council meeting on the road with the proposed change.
- The Town Council hears a presentation of the staff report and PZB recommendation, and comments from other interested parties. It then discusses the application and staff report and adopts an ordinance approving the amendment as proposed or approving a revised amendment, or a resolution denying the amendment.
- In making its decision, the Town Council considers whether the extent to which the proposed amendment:
 - Is required by changed conditions;
 - Addresses a demonstrated community need;
 - Would result in a logical and orderly development pattern;
 - Would promote economic development and the well-being of Morrisville citizens; and
 - Would significantly enhance the natural environment—including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

Comprehensive Plan Amendment



2.4.4. Conceptual Master Plan Approval

- This procedure is intended to provide developers of relatively large and/or phased developments the option to submit a conceptual master plan to the Town Council for review and approval and thereby have a subsequent site plan for the development to go through the Site Plan Approval procedure.
- Conceptual Master Plan Approval may be applied for only if the proposed development involves a site at least five acres in area, or a total gross floor area of at least 100,000 square feet or phasing of development over a three to five-year period.
- See Section 2.5.4 in the UDO for specific application procedures.

Something to Know

Conceptual Master Plan Approval expires if no application for Site Plan Approval and/or Type 2 Subdivision approvals is submitted within five years after the date of approval.

2.4.5. Floodplain Development Permit

- A Floodplain Development Permit is required before any development within a Floodplain Overlay (FO) District, including any alteration or relocation of watercourses.
- See Section 2.5.9 in the UDO for specific application procedures.

Something to Know

Before a Certificate of Compliance/Occupancy is issued for development subject to a Floodplain Development Permit, the applicant must submit a final "as-built" elevation certificate.

2.4.6. Food Truck Permit

- All food trucks are required to obtain a food truck permit prior to operating in the Town of Morrisville.
- See Section 4.4.5.B.2 in the UDO for specific application procedures.

Something to Know

A Food Truck Permit must be kept in the food truck at all times.

2.4.7. Grave Removal

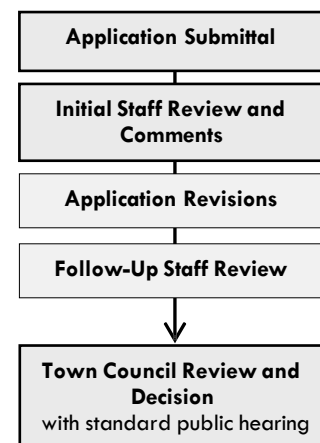
A. General

- State law (N.C.G.S. 65-106) grants the Town Council authority to approve the disinterment, removal, or reinterment of graves by any owner of property in Morrisville that contains an abandoned cemetery. (N.C.G.S. 65-106 provides separate procedures for the disinterment, removal, or reinterment of graves by a government agency with County Commissioners approval, of graves on land owned by electric or lighting companies and proposed as a reservoir site, and of graves in church cemeteries by church authorities.)

B. Grave Removal Approval Procedure

- The property owner submits an application for Grave Removal to Planning staff for completeness review.
- The property owner provides 30 days written notice of the application and hearing on it to the next of kin of the persons buried in the graves (if known or reasonably knowable),
- Notice of the public hearing is published for four successive weeks in a local newspaper, with the first publication not less than 30 days before the proposed disinterment, removal, or reinterment of the graves.
- The Town Council holds a public hearing to hear comments from interested parties, discusses the application and comments, and decides whether to approve the application.
- If the Town Council approves the application, the property owner may conduct the approved disinterment, removal, or reinterment of graves under the supervision of the Wake County Department of Environmental Services (if the graves are located in Wake County) or the Durham County Environmental Health Division (if the graves are located in Durham County).
- Within 30 days after completing the removal and reinterment, the person conducting the removal and reinterment must record a written certificate of removal facts with the office of the Register of Deeds for the county from which the remains were removed and the county in which they were reinterred.
- The certificate must include the full name (if known) of each person whose grave was moved, a precise description of the site from which and to which the remains were moved, the name of the party effecting the removal, and a brief description of the

Grave Removal Procedure



statutory basis for the removal and reinternment. (See N.C.G.S. 65-106 for full and detailed requirements.)

2.4.8. Interpretation

- The UDO may need to be interpreted in terms of how it applies to a particular, often unanticipated, circumstance.
- The Planning Director is responsible for all interpretations of the zoning and subdivision provisions in the text of the UDO, as well as for interpretation of zoning district boundaries on the Official Zoning Map.
- The Town Engineer is responsible for all interpretations of riparian buffer, stormwater management, and engineering provisions in the text of the UDO.
- The Building Official is responsible for all interpretations of Building Code provisions as they relate to the UDO, including interpretations relating to issuance of a Certificate of Compliance/Occupancy.
- See Section 2.5.15 in the UDO for specific application procedures.

Something to Know

All written interpretations obtained through this procedure are maintained by Planning staff and are binding on subsequent determinations by Town staff in applying the same provision of the UDO in the same circumstances, unless the interpretation is reversed or modified on appeal by the Planning and Zoning Board or a court of law.

2.4.9. Plot Plan

- A plot plan is required when a new attached single family, duplex, detached single family, or manufactured home dwelling or an addition to an existing dwelling is proposed. A plot plan is also required for decks and porches.
- A plot plan allows staff to determine if regulations such as setbacks, proposed grades and erosion control are met.
- The applicant submits a building permit with the plot plan to the Inspections Department.
- A plot plan shall include all items on the checklist (see 4.5.19). A link to the example is located in Part 4.1.3.

Things to Know

- Final plot plans must be signed and sealed by a North Carolina licensed land surveyor.
- The final plot plan requirement may be waived by the Planning Director for decks and porches that either do not encroach into a setback or where staff can visually determine setback requirements are met.
- Certificates of Compliance/Occupancy will not be issued without a final plot plan.

2.4.10. Retaining Wall

A. General

- The Town requires all retaining walls or structures functioning in a similar fashion, with an exposed vertical face (finished grade to top of wall) of 4 feet (48 inches or 1219 mm) shall be designed under the responsible charge of a registered design professional.
- The 2012 North Carolina Building Code, Section 1807.2.5 includes requirements for the design and construction of retaining walls associated with Commercial Development. Specifically: Retaining systems providing a cumulative vertical relief greater than 5 feet (1524 mm) in height within a horizontal separation distance of 50 feet (15 m) or less, including retaining walls or mechanically stabilized earth walls, shall be designed under the responsible charge of a registered design professional. Retaining systems shall meet the requirements of Section 1610. Testing and inspection reports shall comply with Section 1704.1.2 and shall verify:
 - Foundation support system is adequate for the intended site conditions;
 - Measurement of the quality of construction materials for conformance with specifications;
 - Determination of similarity of actual soil conditions to those anticipated in design; and

- Examination of backfill materials and any drainage systems for compliance with plans and specifications.

B. Retaining Wall Review Procedure

1. Design and Submittal Requirements

- The submittal of a standalone set of construction plans with corresponding design calculations and specifications for the retaining wall system, prepared and sealed by a Professional Engineer registered in the state of North Carolina.
- This submittal must note the minimum required soil testing and quality assurance inspections that would be provided during earthwork and wall construction operations.
- No structural component of any retaining wall can be located within a right-of-way, perimeter or streetyard buffer, or easement.
- Tie backs must be shown on the plans. Railings, guardrails, traffic barriers, etc., must be installed along the edges of retaining wall structures as identified on the approved construction plans and the corresponding retaining wall plans.

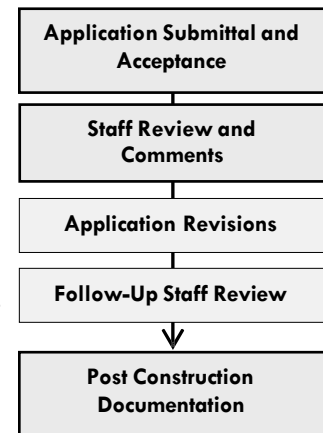
Things to Know

- These requirements apply to all commercial construction, which include retaining walls and grades falling within the criteria described in NCBC 1807.2.5 and those others deemed necessary by the Town.
- The Town may apply the above criteria to residential projects where retaining walls impact public use, public or private access areas, span across property lines, or as deemed necessary by the Town.

2. Construction Requirements

- Construction of retaining walls may proceed only after the Town has reviewed and issued a Released for Construction letter. This release for construction does not represent a full technical review of the submittal, and it is the Engineer of Record's responsibility to ensure all design parameters and construction techniques specified within the documents are in accordance with Federal, State, and Local code requirements and industry standards to protect the health, safety, and welfare of the public.
- The owner shall be required to engage inspection and testing services, including independent laboratories, to provide quality assurance and testing services throughout the construction of all retaining walls.
- Testing and inspection services shall only be performed by qualified and experienced technicians and engineers. At a minimum, quality assurance testing must include foundation soil inspection, soil and backfill testing, verification of design parameters, and observation of construction for general compliance with design drawings and specifications.

Retaining Walls



3. Post Construction

- On completion of retaining wall(s) construction, the Engineers will be required to submit a certification report along with field inspection reports and test results to the Town, certifying that retaining walls are constructed per the engineered drawings, in compliance with Section 1807.2.5 of the NC Building code.

2.4.1.1. Right-of-Way Encroachment Agreement

- This procedure allows accessory structures to be located in a public street right-of-way maintained by the Town.
- It is most commonly used to allow a residential subdivision to locate a subdivision identification sign, fountain, or other identifying feature for the subdivision in the median of a principal entrance street into the subdivision.

- See Section 2.5.24 in the UDO for specific application procedures.

2.4.12. Riparian Buffer Development Review

- State law requires the establishment of vegetated buffers along surface waters within the Neuse River Basin and the Jordan Lake watershed. The NC Environmental Management Commission delegates authority to protect and maintain these riparian buffers to the Town through the UDO.
- Riparian Buffer Development Review is required before any development activity is permitted in a riparian buffer.
- See Section 6.5 in the UDO for specific application procedures.

Things to Know

- Buffer determination should occur prior to pre-application meetings.
- Buffer determinations typically expire after 5 years.
- Any impacts to buffers require prior Town approval.
- Requests for buffer impact approvals should be made early in the review process.
- Not all requests can be granted.

2.4.13. Road Closure

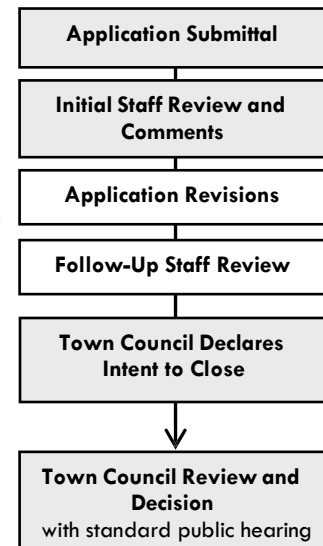
A. General

- State law sets out a procedure for permanently closing public streets and alleys in municipalities—irrespective of whether the street or alley has actually been opened to use or accepted for maintenance by the Town. No street or alley under the control of NCDOT may be closed without NCDOT's approval.

B. Road Closure Procedure

- The Town Council adopts a resolution declaring its intent to close the street or alley and calling a public hearing on the question.
- Planning staff post notice of the proposed closing and hearing in at least two places along the street or alley, mail a copy of the resolution to the owners of property adjoining the street or alley (as shown on county tax records) by registered or certified mail, and have the resolution published once a week for four successive weeks in a local newspaper. If the street or alley is under the control of NCDOT, Planning staff also mails a copy of the resolution to NCDOT.
- The Town Council holds a hearing to hear comments on the proposed closing from interested parties.
- Based on the hearing comments and its discussion of the question, the Town Council decides whether to adopt an order closing the street or alley.
- The basis for the Town Council's decision is whether closing the street or alley is not contrary to the public interest, and would not deprive any individuals owning property near the street or alley, or in the subdivision in which the street or alley is located, a reasonable means of ingress and egress to their property.
- If the closing is approved, Planning staff files a certified copy of the Town Council's order (or court's judgment in the case of an appeal) in the office of the Register of Deeds of the county in which the road or alley is located.

Road Closure Procedure



Things to Know

- Any person aggrieved by the closing of the street or alley (including NCDOT) may appeal the Town Council's order to the courts within 30 days after adoption of the order.
- When a public street or alley is closed, the owners of adjoining properties are presumed to acquire all right, title, and interest in the right-of-way from their frontage up to the centerline of the right-of-way (though the adjoining property owners may jointly agree to some other division of the right-of-way by filing a plat showing the division).

2.4.14. Road Renaming

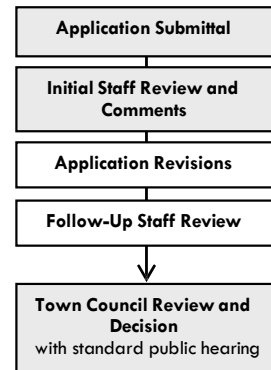
A. General

- Planning Department staff must take the request to the Town Council in the event that the renaming of a public road within the Town's limits or Extraterritorial Jurisdiction is necessary for consistency reasons or to support the public health, safety, and welfare of its citizens.

B. Road Renaming Procedure

- Planning Staff must notify property owners adjacent to, and potentially affected by, the road name change of the rationale for the renaming and the location, time, and date of the public hearing to be held before the Town Council. Planning Staff should also notify and coordinate with any jurisdictions in which the road may cross into, if applicable.
- Planning Staff shall prepare a staff report for Town Council.
- Town Council shall hear the information and any testimony to be given at the public hearing and then make their decision on the road name change.
- If approved, Planning Staff shall assign new addresses as needed and notify the applicable county jurisdiction, postmaster, school districts, and utility companies.

Road Renaming Procedure



2.4.15. Site-Specific Development Plan Designation

- This procedure is intended to comply with State law requiring local governments to provide a procedure involving a public hearing in cases where the applicant pursues a development permit or approval that includes a “site-specific development plan.”
- A site-specific development plan designation establishes a vested right to the development shown on the plan in accordance with state law.
- See Section 2.5.21 in the UDO for specific application procedures.

Things to Know

- Some types of development approvals can be designated as a site-specific development plan.
- Designation of an approved plan as a site-specific development plan expires at the end of the approved vested rights period.
- The Town may revoke the designation with the consent of the affected property owner or if the applicant fails to comply with all applicable terms and conditions of approval.

2.4.16. Special Event Permit

- The UDO defines “special events” as temporary activities or events conducted by civic, philanthropic, educational, or religious organizations (e.g., fundraising or membership drives, road races, carnivals, fairs, circuses, tent revivals)—or activities of a business or organization that are not part of its daily activities and are open to the public (e.g., closeout sales, grand openings).
- Section 4.4, Temporary Uses/Structures, of the UDO designates special events as an allowed temporary use subject to a set of standards specific to special events (see Section 4.4.5.B.7, Special Event, of the UDO).
- A special event permit request must be submitted using the request form (see 4.4.8), and all items provided on the checklist (see 4.5.28) must be provided.

Things to Know

- The Planning, Police, Fire, Inspections, and Parks, Recreation, and Cultural Resources Departments review the permit for compliance with all applicable regulations.
- Issuance of a Special Event Permit authorizes the use of land or structures, including any approved temporary structures, for the approved special event.
- A special event cannot exceed a collective total of 20 days or four weekends (Saturday and Sunday) within any calendar year, except where the site is publicly-owned property and used for events sponsored by the Town for the enjoyment or enrichment of its citizens.

2.4.17. Special Use Permit

- This procedure is required for certain uses that may be appropriate in a particular zoning district, but because of their nature, extent, and external effects, require special consideration of their location, design, and methods of operation before they can be determined appropriate in the district and compatible with their surroundings.
- See Section 2.5.5 in the UDO for specific application procedures.

Things to Know

- Approval of a Special Use Permit application expires if the Special Use Permit is not recorded within 30 days after the deadline for court appeals.
- A recorded Special Use Permit expires if an application for Construction Plan Approval for the approved development is not accepted for review within one year after approval of the Special Use Permit application.

2.4.18. Telecommunications Facility Approvals

- Various types of telecommunication facilities are permitted as principal uses.
- Table 4.2.4: Principal Use Table in the Unified Development Ordinance outlines which types of facilities are permitted where and through what type of approval process. Site plan (major or minor) approval is required for new facilities while modifications or co-locations require bulletin drawing approval. In some cases, a Special Use Permit is also required. See review procedures for those applications.
- The Wireless Telecommunications Facilities Master Plan also provides information on priority locations for various types of telecommunication facilities.
- See Section 4.2.5.D.4 of the UDO for specific requirements for each type of facility.

Things to Know

- The Planning department leads the review of telecommunication facility applications and distributes submittals to other departments as needed for review.
- All telecommunication facility applications are also reviewed by telecommunication consultants.
- Federal requirements must be met with supporting documentation.

2.4.19. Unified Development Ordinance Amendments

The UDO was designed to anticipate and accommodate a wide variety of development forms that will achieve the Comprehensive Plan's goals and objectives—but there will be cases where current UDO regulations did not anticipate and do not accommodate some forms or aspects of development that would further the goals and objectives. In these cases, it is appropriate to consider whether the UDO's Zoning Map or text should be amended. The amendment procedures described below provide mechanisms for such consideration.

A. Rezoning (Map Amendment)

- There are three types of Rezonings: General, Conditional, and Planned Development. The following summarizes these three procedures:
 - The General Rezoning procedure applies to a proposal by the Town or a property owner to simply change the property's zoning to one of the UDO's base or overlay zoning districts. If the rezoning is approved, the rezoned land is subject to all of the regulations applicable to all other properties so zoned.
 - The Conditional Rezoning procedure applies to a proposal by a property owner to change the property's zoning to a zoning district that is parallel to a base zoning district with additional restrictions.
 - The Planned Development Rezoning procedure applies to a proposal by a property owner to change the property's zoning to a special type of district where applicable district and development regulations are defined by a Planned Development plan and agreement that is included in the application.

Things to Know

- A rezoning remains valid until the rezoned land is subsequently rezoned in accordance with this procedure.
- General Rezonings are processed quarterly.

- Amending the Zoning Map (Rezoning) is a matter committed to the legislative discretion of the Town Council. In deciding the application, the Town Council should consider and weigh the relevance of and consider whether and the extent to which the proposed rezoning:
 - Is consistent with the Comprehensive Plan;
 - Is consistent with any provisions of this Ordinance or the Code of Ordinances;
 - Is required by changed conditions;
 - Addresses a demonstrated community need;
 - Is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zoning district for the land;
 - Would result in a logical and orderly development pattern;
 - Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities);
 - Would avoid significantly adverse impacts on the natural environment—including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
 - Would not adversely affect the property values in the area; and
 - Would be consistent with the public interest and the purposes and intent of this Ordinance.
- See Section 2.5.3 in the UDO for specific application procedures.

B. Text Amendment

- This procedure applies to a proposal initiated by the Town Council, the Planning and Zoning Board, or the Planning Director to amend the text of the UDO.
- Town staff processes text amendments approximately every six months.
- See Section 2.5.2 in the UDO for specific application procedures.

Something to Know

Any resident or owner of property in Morrisville may ask the Town Council, Planning and Zoning Board, or Planning Director to initiate a Text Amendment application, but it is up to the discretion of the Town whether to agree to initiate a Text Amendment application and determine the scope and extent of the Text Amendment to be considered.

2.4.20. Zoning Compliance Letter

- A Zoning Compliance Letter is a letter issued by the Planning staff certifying that a development complies with the UDO's use standards and other standards directly related to use (e.g., buffers, setbacks, zoning, minimum lot size, and parking standards).
- A zoning compliance letter request must be submitted using request form (see 4.4.11).

Something to Know

Zoning Compliance Letters are prepared within 10 business days of the receipt of a completed application.

2.4.21. Transportation Impact Analysis

A. General

- A Transportation Impact Analysis (TIA) is required when one or more of the thresholds in Section 5.8.6.A is met.
- A TIA is reviewed by Town staff and a third-party consultant. The applicant is responsible for the cost of the review by the third-party consultant.
- A Memorandum of Understanding (MOU) is required to be signed by the applicant and Town prior to work beginning on the TIA.

B. Review Procedures

- The applicant will submit a request for a MOU through the online application portal. This submittal will generally include a set of assumptions to be used for the TIA, including trip generation, trip distribution, study area and build-out timeframe for the development. Town staff will have 2 weeks to coordinate with the third-party reviewer to review the assumptions and either provide corrections or the MOU to the applicant.
- Once the applicant is notified that corrections are required or the MOU is ready to sign, the applicant shall resubmit the corrected assumptions or signed MOU through the online application portal. Once staff receives the signed MOU, staff will sign or stamp the MOU and the applicant will receive a notification that the MOU is completed.
- The TIA and supporting information are also submitted through the online application portal. Any Synchro files associated with a TIA must also be emailed to the staff contact on the MOU. Following acceptance of the TIA for review, staff and the third-party reviewer will follow the standard site plan review process and timeline for review.
- Within approximately 30 days of receiving comments on the TIA from the third-party reviewer, an invoice for that review will be uploaded to the online application portal. The third-party reviewer invoice must be paid through the online application portal prior to additional reviews or approval of the TIA. A TIA must be approved before receiving approval of an associated Site Plan.
- See Section 4.10 of the UDO Administration Manual for TIA Content and Standards.

2.5. PROCEDURES FOR FLEXIBILITY, VARIANCES, AND APPEALS

Some development projects might be beneficial to the community but may not be accommodated by current zoning and strict application of current development standards to existing lot patterns. Recognizing this, the UDO offers “flexibility” through the supplemental procedures described in this part, which may precede or occur concurrently with the basic development review procedures.

2.5.1. Administrative Adjustment

- The Administrative Adjustment procedure is intended to provide a simple way to allow minor deviations, or adjustments, of one or more of the UDO’s dimensional or quantitative standards.
- The administrative adjustment cannot be used to circumvent a requirement in order to maximize the development potential. The request must fall within specific limitations set forth in the UDO.

Things to Know

- A request must be submitted and reviewed concurrently with site plan, preliminary subdivision, construction plan, sign permit, building permit, or certificate of compliance/occupancy.
- Approval of an Administrative Adjustment expires if the associated application is denied or if approval of the concurrently reviewed application expires, revoked, or otherwise becomes invalid.

- See Section 2.5.19 in the UDO for specific application procedures.

2.5.2. Administrative Appeal

- The Administrative Appeal procedure allows any party aggrieved by a decision made by Planning staff, Engineering staff, or other Town administrative official in administering or enforcing the provisions of the UDO to appeal that decision to the Planning and Zoning Board.
- This procedure applies only to appeals of administrative decisions. Final decisions by the Planning and Zoning Board or Town Council relative to the UDO may be appealed to the courts in accordance with State law.

Things to Know

- *If a decision on an Administrative Appeal application pertains to application of a particular provision of the UDO in a particular circumstance, the appeal decision is binding on subsequent decisions by Town administrative officials in applying the same provision in the same circumstance.*
- *A decision on an Administrative Appeal application does not expire, but remains valid except to the extent the UDO is subsequently amended to reflect any modification or reversal of the decision that was appealed.*

- See Section 2.5.22 in the UDO for specific application procedures.

2.5.3. Alternative Equivalent Compliance

- The Alternative Equivalent Compliance procedure is intended to allow deviations from access and circulation, building organization and design, parking and loading, or landscaping standards where needed to encourage creative and unique design that might not be possible through compliance with the letter of those standards.
- This flexibility is available only if the alternative design can be demonstrated as achieving the intent of the standards to an equivalent degree as the standards themselves, and it provides one or more public benefits acceptable to the Town Council.
- See Section 2.5.20 in the UDO for specific application procedures.

Things to Know

- *This flexibility procedure is limited to certain listed standards.*
- *Approval of Alternative Equivalent Compliance expires if the associated application is denied or if approval of the concurrently reviewed application expires, revoked, or otherwise becomes invalid.*

2.5.4. Alternative Standards

- The Alternative Standards procedure is intended to provide a simple way to allow relief where application of a standard creates practical difficulties in allowing development that otherwise advances the purposes served by the standards of the Engineering, Design, and Construction Manual.
- See Section 1.3.3 in the EDCM for specific application procedures.

Things to Know

- A written decision shall only be binding on a specific development application for which the Alternative Standard was granted.
- Approval of an Alternative Standard shall automatically expire if the associated development application is denied or if approval of the concurrently reviewed application expires, is revoked or otherwise becomes invalid.

2.5.5. Development Agreement

- When proposing a large-scale phased development over a period of up to 20 years, a developer seeks assurance that the development regulations under which the development is approved will not substantially change during the life of the development project. Such assurance is necessary to effectively and efficiently plan the development's financing. Similarly, the Town seeks assurance that public benefits proposed as part of the development will be provided as part of the development and that the development's demands for public facilities and services will be as proposed. Such assurance may be necessary for the Town to effectively and efficiently plan out the funding and expansion of public facilities and services in the area of the development.
- At least every 12 months following execution of the Development Agreement, Planning staff conducts a periodic review during which the developer must demonstrate good faith compliance with the terms of the agreement. Planning staff notifies the developer of any material breach of those terms and provides the developer a reasonable opportunity to cure the breach.
- See Section 2.5.23 in the UDO for specific application procedures.

Things to Know

- The basis for the Town Council decision is whether the proposed development complies with all requirements and provisions in Chapter 160D, Article 10 of the North Carolina General Statutes.
- Development occurring pursuant to the Development Agreement is subject to the terms and conditions of the agreement and to the laws in force at the time the agreement is executed unless otherwise provided by specific provisions in the agreement.
- A development Agreement expires in accordance with the terms of the agreement, or may be terminated or modified by mutual consent of the parties to the agreement in accordance with 160D, Article 10.

2.5.6. Variance

These various variance procedures provide a mechanism for granting relief from a UDO provision where it is shown that because of extraordinary and exceptional conditions pertaining to the particular land or structure, literal application of the provision will effectively prohibit or unreasonably restrict use of the land or structure and result in undue and unique hardship.

Things to Know

- Approval of a variance does not exempt the applicant from the responsibility to obtain all other development permits and applications required.
- After expiration of the 30-day court appeal deadline for a General Variance, the applicant records the variance with the Register of Deeds.

A. General Variance Review Procedure

- The general variance procedure applies to applications for a hardship variance from any standard in the UDO other than riparian buffer standards and stormwater management standards.
- The basis for the PZB's decision is whether competent, substantial, and material evidence is presented at the public hearing.

- If the variance sought involves the floodplain management standards, additional review standards are required.
- See Section 2.5.16 in the UDO for specific application procedures.

B. Riparian Buffer Variance Review Procedure

- Minor Riparian Buffer Variances pertain to activities impacting only Zone Two of the riparian buffer.
- Major Riparian Buffer Variances pertain to activities impacting only Zone One of the riparian buffer.
- Both Minor and Major Riparian Buffer Variances follow the same basic procedure, except that the Planning and Zoning Board forwards Major Riparian Buffer Variance applications on to the NC Environmental Management Commission with a recommendation.

Things to Know

- *A Riparian Buffer Variance shall expire and become invalid if the property owner changes development on the site such that the extraordinary and exceptional conditions that warranted the hardship and Variance no longer do so.*
- *After expiration of the 30-day court appeal deadline for a General Variance, the applicant records the variance with the Register of Deeds.*

- The basis for the PZB's decision is whether competent, substantial, and material evidence is presented at the public hearing.
- See Section 6.6 in the UDO for specific application procedures.

C. Stormwater Variance Review Procedure

- A Stormwater Variance is a Minor Stormwater Variance if it would relax any management requirement under the low-density option by up to 10 percent, or any watershed buffer, density, or built-upon area requirement under the high-density option by up to five percent.
- A Stormwater Variance is a Major Stormwater Variance if it would relax low-density option requirements by more than five percent or high-density option requirements by more than 10 percent, or if it would vary design, maintenance, or operation requirements for stormwater management.
- Both Minor and Major Stormwater Variances follow the same basic procedure, except that the Planning and Zoning Board forwards, Major Stormwater Variance applications to the NC Environmental Management Commission with a recommendation.
- The basis for the PZB's decision is whether competent, substantial, and material evidence is presented at the public hearing.
- See Section 7.2.5 in the UDO for specific application procedures.

PART 3. OUTSIDE AGENCY PERMITS AND APPROVALS

Although the Town has primary responsibility for regulating land development within its jurisdiction, a number of aspects of development are also subject to regulation by outside agencies, including State government agencies, county agencies, or entities providing utilities.

3.1. LOCAL AGENCY AND UTILITY APPROVALS

3.1.1. Wake County Erosion and Sedimentation Control Regulations

The Town relies on Wake County's erosion and sedimentation control regulations to ensure compliance with the State's Sedimentation Pollution Control Act. Those regulations are found in [Article 10, Erosion and Sedimentation Control, of the Wake County Unified Development Code](#). They require approval of an erosion and sedimentation control plan and a land disturbance permit by the County Department of Environmental Services before any land disturbing activity that will disturb more than one acre or that needs sediment control measures to protect against off-site damages.

Although Wake County administers review procedures relevant to such approvals, Town staff conducts routine inspections of local land disturbing activities to help ensure compliance with the County erosion and sedimentation control regulations. Town staff reports any potential problems at construction sites subject to erosion and sedimentation control plans and land disturbance permits to the Wake County Department of Environmental Services and monitors and documents any follow-up actions.

3.1.2. Wake County Road Name Approvals

All new public or private road names shall be approved by Wake County. To obtain forms and road naming guidelines, visit Wake County Planning Department's [webpage](#).

3.1.3. Town of Cary Water and Sewer Approvals

Water and sewer services in Morrisville are maintained and operated by the Town of Cary. Thus, all requests to tap or extend water and sewer lines must be submitted to the Town of Morrisville for review, and approval by the Town of Cary in conjunction with Town review of applications. Applicants for Town development approvals should therefore contact the Town of Cary as soon as possible in the development review process to determine the extent of the Water Resources Department's review and requirements.

3.1.4. Other Utilities

A. Duke Energy

- Duke Energy provides electricity to Morrisville. A developer contacts Duke Energy to request electrical service to a new development and meets with a Duke Energy Progress engineer to discuss the development's electrical needs. Duke Energy Progress installs the cable and transformers needed to serve the development.

B. PSNC Energy

- PSNC Energy provides natural gas services in Morrisville. Its builder representatives work with developers to review permit requirements and procedures, review site plans and design appropriate underground facilities, and help coordinate the developer's installation of facilities.

C. Telecommunication Services

- AT&T, CenturyLink, Time Warner Cable, Google, and Verizon are the primary providers of telecommunications services. Contact them for more information about installing telephone, cable television, and broadband internet lines.

3.2. STATE AGENCY PERMITS AND APPROVALS

3.2.1. NCDOT Driveway Permits, Right-of-Way Encroachment Agreements, Street Design

- Although the Town maintains most local streets in Morrisville, the North Carolina Department of Transportation (NCDOT) maintains most major thoroughfares in the town (including NC 54/Chapel Hill Road, Morrisville-Carpenter Road, Morrisville Parkway, Aviation Parkway, Church Street, Davis Drive, and Airport Boulevard).
- NCDOT regulates access to State-maintained streets through the review of an application for a driveway permit by the NCDOT Division 5, District 1 Engineer's Office.
- NCDOT's review of a driveway permit application generally happens concurrently with the Town's Construction Plan approval procedure.
- NCDOT cannot sign off on the driveway permit until the Town has provided tentative Construction Plan Approval, and the Town cannot issue final Construction Plan Approval until the applicant has submitted a copy the NCDOT permit and stamped approved plans to the Town's Engineering staff.
- If NCDOT requires plan changes, Construction Plan Approval will be delayed while the applicant revises the Construction Plans to reflect changes required by NCDOT and the Town reviews the revised plans.
- Standards and procedures for NCDOT driveway permits are included in NCDOT's publication "Policy on Street and Driveway Access to North Carolina Highways."
- NCDOT driveway permits generally require review of not just the proposed driveway connection to a State-maintained roadway, but also the use and basic site design for the proposed development, as well as the design and traffic flow data for the roadway to which the driveway connects.
- Where traffic using the proposed driveway is expected to significantly increase traffic delays or lower the "level of service" of the roadway to which it connects, NCDOT expects the driveway permit applicant to provide mitigation improvements. Such improvements commonly include acceleration, deceleration, turning, or traffic storage lanes, as well as any additional right-of-way needed to accommodate the improvements.
- NCDOT requires encroachment agreements to authorize the installation of curb and gutter, pavement widening, storm drainage facilities, ditches and shoulders, sidewalks, utility lines, signs, fences, and other items in the right-of-way of a State-maintained street.
- NCDOT may require performance and indemnity bonds as part of the encroachment agreement. NCDOT review of proposed encroachment agreements begins with the Division 5, District 1 Engineer's Office.
- If a proposed subdivision or other development includes a new State-maintained street or the extension of an existing State-maintained street, plans for such extension must be approved by the NCDOT Division 5, District 1 Engineer's Office as well as by the Town in accordance with UDO standards. Standards for subdivision streets are included in NCDOT's publication "Subdivision Roads Minimum Construction Standards." Design standards for all State-maintained streets are included in the NCDOT publication "Roadway Design Manual."

Things to Know

- NCDOT review of a Driveway Permit application may require much longer time than the Town's Construction Plan Approval process. Thus, applicants for Town development approvals should contact the NCDOT district office as soon as possible in the development approval process to determine the extent of NCDOT's review and requirements.
- Driveway access must comply with both NCDOT regulations and driveway and access standards in the Town's UDO. If there is any conflict between them, the more stringent requirement applies.

3.2.2. North Carolina Department of Environmental Quality Permits and Approvals

- The North Carolina Department of Environmental Quality (NCDEQ) is responsible for planning and regulating activities affecting the state's natural resources. The Environmental Management Commission (EMC) oversees and adopts rules for several NCDEQ divisions, including the Divisions of Water Resources, Air Quality, and Energy, Mineral, and Land Resources (DEMLR).

- ❖ As a major component of North Carolina's water resources protection initiatives, State law requires the preservation of vegetated buffers along surface waters located within water supply watersheds and within certain major river basins.
- ❖ All of Morrisville is located within either the Neuse River Basin or Lake Jordan Watershed, and is subject to State law requirements for riparian or water supply watershed buffers.
- ❖ The EMC has delegated its authority to administer such buffer regulations to the Town (through Article 6, Riparian Buffers, of the UDO).
- ❖ The EMC has also delegated to the Town its authority under the federal Clean Water Act to regulate major aspects of stormwater management and illicit discharges and connections to stormwater conveyances (through Article 7, Stormwater Management, of the UDO).
- ❖ Although the Town is now responsible for administering riparian buffer and stormwater management regulations in Morrisville, the EMC still retains authority to decide major variances and appeals relating to the Town's administration of those regulations.
- ❖ The NC Division of Water Resources (NCDWR) processes appeals to the EMC and monitors the Town's effectiveness in administering and enforcing riparian buffer regulations. DEMLR oversees the Town's effectiveness in administering and enforcing stormwater management regulations.
- ❖ NCDWR, in coordination with the US Army Corps of Engineers (USACE), also regulates wetlands and surface waters through the issuance of 401 permits (named after Section 401 of the federal Clean Water Act, which authorizes the wetland and surface water regulations). NCDWR also administers the rules governing public water supply systems.
- ❖ The NC Division of Air Quality (NCDAQ) issues air quality permits under authority of the federal clean air Act. Such permits may be required of developments that emit air pollutants.
- ❖ Under State law, the North Carolina Sedimentation Control Commission has delegated authority for approving erosion and sedimentation plans to Wake County (see below), but retains the authority to hear appeals of County decisions. The NC Division of Energy, Mineral, and Land Resources (NCDEMLR) administers the state's erosion and sedimentation control laws and regulations. It also regulates mining and dams.

3.3. RALEIGH-DURHAM INTERNATIONAL AIRPORT

3.3.1. RDU Sample Avigation Easement

- The Town's UDO requires the developer of new development located in the Airport Overlay Districts to grant an Avigation Easement to RDU International Airport for the subject property. The easement must be executed and recorded prior to approval of a Site Plan. Below is the sample easement which RDU provided to the Town.
- Contact Rachel Stair, RDU's Director of Planning and Sustainability at (919)-840-7196 or rachel.stair@rdu.com

STATE OF NORTH CAROLINA

COUNTY OF WAKE

AVIGATION EASEMENT

THIS DEED OF EASMENT, made and entered into as of this ____ day of _____, 202__, by _____, a _____ (hereinafter referred to as Grantor) to and in favor of Raleigh-Durham Airport Authority, a North Carolina intergovernmental municipal agency established by special action of the Legislature, whose address is 1000 Trade Drive, Raleigh- Durham International Airport, North Carolina, 27623 (hereinafter referred to as Grantee).

WITNESSETH:

WHEREAS, Grantor is the owner of the real property hereinafter described located in Wake County, North Carolina, which said property is more particularly described in Exhibit A attached hereto and incorporated herein by reference and which property is located within the area of the Airport Overlay District and is exposed to noise associated with aircraft overflight;

WHEREAS, Grantee is a public body having the power of eminent domain under the laws of the State of North Carolina; and

WHEREAS, Grantor has applied to subdivide or develop the property described herein for commercial and/or residential purposes and, as required by the Airport Overlay District Ordinance, has agreed to grant to Grantee this avigation easement as a condition for approval to subdivide or develop the property described in Exhibit A. Grantor has agreed to convey this Avigation Easement to Grantee upon the terms and conditions herein expressed.

NOW, THEREFORE, for good and valuable consideration, paid by Grantee to Grantor, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

I. Grantor hereby transfers, assigns, bargains, sells, grants, and conveys to Grantee a perpetual right and easement for the free and unobstructed flight of aircraft (being defined as any contrivance now or hereafter used for flight in the air) over and in the vicinity of the property

described in Exhibit A, including jet-powered air carrier aircraft in landing and take-off operations and other flight activities associated therewith, together with the right to cause such noise, vibrations, odors, vapors, particulates, smoke, dust or other effects as may be inherent in the operation of aircraft of all types.

2. This Easement shall be appurtenant to and shall run with the real property now owned and hereafter acquired and used for Airport purposes by Grantee, its assigns and successors in interest. This Easement and the burden thereof, together with all incidents and effects of or resulting from use and enjoyment thereof shall constitute a permanent burden and tenement upon the property described herein, which shall be binding upon and enforceable against the Grantor, its assigns and successors in interest.

TO HAVE AND HOLD said rights and easement unto the Grantee and its successors and assigns forever. Grantor covenants that it is seized and possessed of all right, title and interest in and to the real property described herein in fee simple and has the right to convey same free and clear of all encumbrances and will warrant and defend the right and easement herein granted against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF the said Grantor has executed this Aviation Easement effective under seal as of the date and year first above written.

By: _____

Name: _____

Title: _____

State of North Carolina

County of _____

I, _____ Notary Public in and for said County and State do hereby certify that _____ personally appeared before me on this day and acknowledged the due execution of the foregoing document in the capacity indicated.

Witness my hand and notarial seal on this the _____ day of _____, 202__.

Notary Public

My commission expires: _____

[Notary Seal]

PART 4. APPENDICES

4.1. TOWN DOCUMENTS RELATED TO LAND DEVELOPMENT

4.1.1. Comprehensive Plan

Land Use Plan

The 2021 Land Use Plan seeks to capitalize on Morrisville's strong population growth and its advantageous location in the heart of the Triangle, while maintaining the town's unique character and high quality of life.

It directs commercial, office, and high-density residential development into mixed-use activity centers. The plan integrates transportation by linking land uses and transportation facilities to provide opportunities for walking, biking, or driving. It also promotes the establishment of transit-oriented development around planned bus and rail routes through the town. Future development will respect environmental assets, support diverse and affordable housing choices, and promote job growth and creation in Morrisville. Click on the

image to open the Plan.



Transportation Plan

The Comprehensive Transportation Plan prioritizes connectivity (providing multiple, redundant routes between origins and destinations) and the provision of alternative travel modes (bus, bike, walk, and rail) to decrease dependence on car trips. It recommends the widening of NC 54 to accommodate high traffic volumes while promoting bicycle and pedestrian facilities and direct connections between complementary land uses. The plan also includes design standards for a hierarchy of roadways, as well as for transit, bicycle, and pedestrian facilities. Promoting transit-oriented development is also important to the plan. Click on the image to open the Plan.



McCrimmon Extension Guidance Report

In 2012, the Town adopted the McCrimmon Extension Guidance Report. The purpose of the report is to provide guidance on land uses and development standards in the area of Morrisville through which McCrimmon Parkway will be extended. This guidance was used to help prepare Morrisville's new Unified Development Ordinance (UDO) so that the UDO would enable the types of development desired by landowners, neighbors and Town leaders. Click on the image to open the report.



McCrimmon Transit Small Area Plan

The 2014 McCrimmon Transit Small Area Plan describes a vision, goals, objectives, and implementation steps for supporting appropriate transit-oriented development around the intersection of McCrimmon Parkway and NC 54. It serves as the Town's official policy guidance on how land should be used in this part of the community and how new development can be effectively integrated with nearby transportation facilities. It is intended to maximize the benefits from new transit service in the region, support economic development, provide workforce housing, and create a new transportation and lifestyle option for local residents. Click on the image to open the Plan.



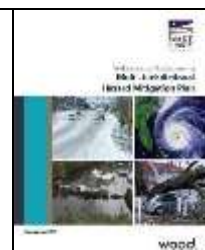
Parks and Recreation Master Plan

The 2011 Parks and Recreation Master Plan updates the 2006 Parks, Recreation, Greenways and Open Space Comprehensive Master Plan to place greater emphasis in the Town's greenways system. It serves as a detailed planning guide to: existing community resources; parks, recreation, and open space criteria; and needs for parks, recreation, greenways, and conservation lands. The Plan identifies the locations of existing facilities and opportunities to acquire additional property for future recreation sites. Click on the image to open the Plan.



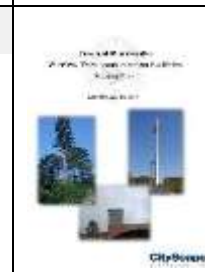
Hazard Mitigation Plan

The 2019 Wake County Multi-Jurisdictional Hazard Mitigation Plan identifies natural hazards that could affect Morrisville (flooding, hurricanes, tornados/thunderstorms, droughts/heat waves, wildfire, earthquakes, severe winter weather, and dam failures), analyzes the Town's vulnerability to those hazards, reviews the Town's capability to deal with these hazards, and assesses community goals, objectives, and policies as they relate to hazard mitigation. Click on the image to open the Plan.



Wireless Telecommunications Facilities Master Plan

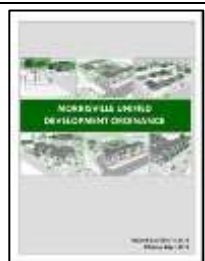
The 2013 Wireless Telecommunications Facilities Master Plan combines local land use planning strategies with industry-accepted engineering standards to identify low-impact sites for new telecommunication facilities to meet the growing demand for telecommunication service while minimizing impacts of telecommunication facilities on neighborhoods and the community. It includes a policy framework and design standards to guide decisions regarding the siting of telecommunications facilities. Click on the image to open the Plan.



4.1.2. Regulations and Guidelines

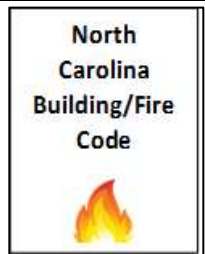
Unified Development Ordinance (UDO)

The 2013 Unified Development Ordinance consolidates the Town's former Zoning Ordinance, Town Center Code, Subdivision Ordinance, Design and Construction Ordinance, Riparian Buffer Ordinance, Stormwater Management Ordinance, and floodplain regulations into a single unified ordinance with coordinated review procedures and standards and a user-friendly organization and format. The UDO established new zoning districts to implement the 2009 Land Use Plan's focus on a hierarchy of mixed-use activity center districts—including a special Transit-Oriented Development (TOD) district around a proposed commuter rail transit station. It also added open space and tree preservation standards and modified access/circulation and parking standards to reflect current best practices. Click on the image to open the UDO.



North Carolina Building/Fire Code

The North Carolina Building/Fire Codes include requirements for fire sprinklers, fire wall separation, fire lanes, secondary access, fire hydrants and fire flow requirements along with a variety of other standards. The Town of Morrisville Fire/Rescue Department has adopted the appendices of the Fire Code. Click on the image to open these Codes.



Stormwater Best Management Practices Manual

Section 7.1.6 of the UDO refers to a Design Manual that includes technical specifications and standards to use as the basis for decision about stormwater permits and the design, implementation, and performance of engineered stormwater controls. The design manual includes a list of acceptable stormwater treatment practices, including specific design criteria for each stormwater practice. Click on the image to open the Manual.



Engineering Design and Construction Manual (EDCM)

The Engineering Design and Construction Manual provides minimum criteria for the design and construction of new infrastructure and development within the town. It is intended to help design professionals, developers, contractors, and residents comply with the Unified Development Ordinance (UDO). The Manual supplements the UDO with additional or more detailed standards for grading, retaining walls, street design, sidewalks, fire lanes, driveways, parking lots, and stormwater management. It also includes provisions regarding contractor responsibilities during construction. Click on the image to open the EDCM.



4.1.3. Brochures, Examples, and Miscellaneous Agreements/Petitions

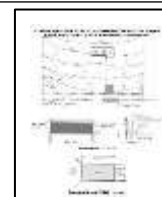
Riparian Buffer Brochure

This brochure includes information about what a riparian buffer is and what activities are or are not allowed in the buffer.



Wake County Single Lot Erosion Control

Wake County does not require an Erosion and Sedimentation Control (E&SC) permit when building on an individual lot and disturbing less than one acre. However, the County does require a property owner to install minimum E&SC measures for all lots regardless of size of disturbance. Click on the image to see the specific requirements.



4.2. CONTACTS

4.2.1. Town of Morrisville Contacts

Click on the department name to view the department's staff directory.

A. Planning Department

B. Engineering Department

C. Engineering Department – Stormwater

D. Inspections Department

E. Fire Department

F. Parks, Recreation, and Cultural Resources Department

G. Public Works

4.2.2 Outside Agency Contacts

H. Duke Energy Progress

Duke Energy Progress – Electric Power
Carolina's Work Management Support
1020 W. Chatham Street
Cary, NC 27511
(919) 481-6130

Duke Energy Progress –Transmission
Right-of-Way
4690 Simms Creek Road
Raleigh, NC 27616
(919) 329-5928

I. PSNC Energy [Natural Gas]

PSNC Energy
Gas Service Lines
Operations
2451 Schieffelin Road
Apex, NC 27502
Phone: (919) 367-2715

J. State of North Carolina

1. Emergency Management – Flood Maps and Determinations

NC Floodplain Mapping
Program
4105 Reedy Creek Road
Raleigh, NC 27607
Phone: (919) 715-5711

2. Division of Energy, Mineral and Land Resources

Stormwater Permitting Program
512 N. Salisbury Street
Raleigh, NC 27604
Phone: (919) 807-6300

3. Department of Transportation

Streets and Driveway
Connections
Division 5, District 1
4009 District Drive
Raleigh, NC 27606
Phone: (919) 733-7759
Fax: (919) 715-5778

4. Division of Water Resources – Riparian Buffers; 401 Certificates

401 & Buffer Permitting Unit	Raleigh Regional Office
512 N. Salisbury Street	3800 Barrett Drive
Raleigh, NC 27604	Raleigh, NC 27609
Phone: (919) 807-6300	Phone: (919) 791-4200

K. Town of Cary

Permitting Department
316 N. Academy Street
Cary, NC 27513
Phone: (919) 460-4992

Transportation and Facilities
316 N. Academy Street
Cary, NC 27513
Phone: (919) 469-4069

Water Resources Dept.
Utility Design & Construction
316 N. Academy Street
Cary, NC 27513
Phone: (919) 380-2760

L. Wake County

Historic Landmarks
Capital Area Preservation
P.O. Box 28072 Capitol Station
Raleigh, NC 27611-8072
Fax: (919) 834-7314
Phone: (919) 833-6404

Sedimentation and Erosion
Control
Wake County Environmental
Services
Water Quality Division
336 Fayetteville Street
Raleigh, NC 27602
Phone (919) 856-7400

M. Raleigh-Durham International Airport

Rachel Stair
Director of Planning and Sustainability
1000 Trade Drive
Raleigh, NC 27623
Phone: (919) 833-6404
rachel.stair@rdu.com

Delia Chi
Vice President of Planning and Sustainability
1000 Trade Drive
Raleigh, NC 27623
Phone (919) 856-7744
Delia.chi@rdu.com

4.3 PLANT LISTS

The intention of these lists is to help developers comply with the UDO's buffer and landscaping standards. They identify tree species selected for their hardiness, growth rate, ability to withstand adverse conditions, natural diversity and beauty, and general local availability.

4.3.1 General

The Tables 4.2.1.A and 4.2.1.B provide the definitions and key for Table 4.3.3.

A. Plant Characteristics + Conditions Definitions

Table 4.2.1.A: Definitions	
Litter	Nuisance litter prone, can consist of blossoms, seeds, bark; best planted in natural or buffer areas away from foot traffic or hardscapes; excludes leaf fall for deciduous trees
Street Tree Suitable	Less litter, straight trunk, tolerates urban pollution, can handle varying conditions - many trees can be street trees if given appropriate soil conditions and rooting space; only considering deciduous shade trees as street trees
Utility Lines	May be appropriate adjacent to overhead utility lines or easements due to the height and spread. Verification by Duke Energy Progress required for landscape plans with vegetation below utilities or within utility easements.

B. Plant Characteristics + Conditions Key

Table 4.2.1.B: Key	
•	Indicates a characteristic or feature is present
☀	Full sun
☾	Part sun
●	Full shade
i	PARTICULARLY SUITED to dry conditions
💧	TOLERATES moderate soil moisture
💧💧	REQUIRES moderate to high soil moisture

4.3.2 Required Species Diversity

To provide for enhanced plant diversity on developed sites, a site's tree genus and species diversity shall follow the standards outlined in Table 4.3.2: Species Diversity. Any deviation from these diversity standards must be approved by the Planning Director. For healthy ecology and highest system survivability, the plant palette for a site must contain:

Table 4.3.2: Species Diversity		
Number of New Trees	Max. % of Any One Genus	Max. % of Any One Species
1-20	50%	50%
21-40	30%	20%

41-60	20%	15%
60+	15%	15%

4.3.3 Recommended Trees and Shrubs

The charts on the following pages provide a list of permitted trees and shrubs that satisfy the requirements of the UDO.

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Table 4.3.3: Trees - Shade (35' Height or More at Maturity); Deciduous

SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS*								CHARACTERISTICS + CONDITIONS						NOTES + COMMENTS	
		BUFFER			LANDSCAPE					MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	SOIL MOISTURE	POTENTIAL FOR LITTER	STREET TREE SUITABLE	NC NATIVE		
		STREET YARD BUFFER	PERIMETER BUFFER	RIPIARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES								SIGHT TRIANGLE
<i>Acer rubrum</i>	Red Maple	•	•	•	•	•					H 40-70' S 30-50'	☀☾	•		•	Numerous cultivars and crosses available	
<i>Betula nigra</i>	River Birch	•	•	•	•	•					H 30-40' S 25-35'	☀☾	••	•		•	'Dura-Heat' variety recommended due to enhanced insect and disease resistance, heat tolerance, bark and foliage characteristics, and compact habit
<i>Carpinus betulus</i>	European Hornbeam	•	•		•	•					H 30-40' S 20-30'	☀☾			•		Performs best in shade; cultivars available
<i>Cladrastis kentukea</i>	American Yellowwood	•	•	•	•	•					H 30-50' S 40-55'	☀					
<i>Diospyros virginiana</i>	Persimmon	•	•	•	•	•					H 35-60' S 25-30'	☀☾	•		•	•	Males only other than in naturalized to avoid nuisance fruit
<i>Fagus grandifolia</i>	American Beech	•	•	•		•					H 50-80' S 40-80'	☀☾				•	Slow growing
<i>Ginkgo biloba</i>	Maidenhair Tree	•	•		•	•					H 50-80' S 30-40'	☀			•		**Utilize verified male trees only
<i>Liquidambar styraciflua</i>	Sweetgum			•		•					H 60-80' S 40-60'	☀	•	•		•	Nuisance fruit: reserve for naturalized or restoration areas (not suitable for urban areas or lawn areas of heavy foot traffic); brittle wood
<i>Liquidambar styraciflua</i> 'Rotundiloba'	Sweetgum (fruitless variety)	•	•	•	•	•					H 60-70' S 20-30'	☀	•			•	Brittle wood, may revert to fruiting
<i>Liriodendron tulipifera</i>	Tulip Poplar	•	•								H 60-90' S 30-50'	☀				•	
<i>Nyssa sylvatica</i>	Black Gum	•	•	•	•	•					H 30-50' S 20-30'	☀☾	•			•	Prefers moist soils and can tolerate standing water but also can handle drought
<i>Ostrya virginiana</i>	Eastern Hop Hornbeam	•	•		•	•					H 25-40' S 20-30'	☀☾				•	Not readily available but desirable for urban settings
<i>Oxydendrum arboreum</i>	Sourwood	•	•		•	•					H 20-50' S 10-25'	☀☾				•	

Table 4.3.3: Trees - Shade (35' Height or More at Maturity); Deciduous

SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS*								CHARACTERISTICS + CONDITIONS					NOTES + COMMENTS		
		BUFFER			LANDSCAPE					MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	SOIL MOISTURE	POTENTIAL FOR LITTER	STREET TREE SUITABLE		NC NATIVE	
		STREET YARD BUFFER	PERIMETER BUFFER	RIPIARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES								SIGHT TRIANGLE
<i>Platanus x acerifolia</i>	London Planetree	•	•	•	•	•					H 75-100' S 60-75'	☼	••	•	•	Better in urban settings than its American parent, <i>Platanus occidentalis</i> ; needs significant space; Bloodgood is a readily available and compact cultivar for tight urban spaces	
<i>Quercus alba</i>	White oak	•	•		•	•					H 50-80' S 50-80'	☼	DR	•		•	
<i>Quercus palustris</i>	Pin oak	•	•		•	•					H 40-60' S 30-40'	☼	••	•	•	•	Can suffer from severe chlorosis in high pH soil
<i>Quercus phellos</i>	Willow Oak	•	•		•	•					H 40-75' S 25-50'	☼	••	•	•	•	Good urban tree but roots need a lot of space; more uniform and upright cultivars available
<i>Quercus rubra</i>	Red Oak	•	•		•	•					H 50-75' S 50-75'	☼	DR	•	•	•	
<i>Quercus shumardii</i>	Shumard Oak	•	•		•	•					H 40-60' S 30-40'	☼	•	•	•	•	
<i>Taxodium distichum</i>	Baldcypress	•	•	•	•	•					H 50-70' S 20-45'	☼	••			•	Will develop "knees" near water; several cultivars available
<i>Ulmus parvifolia</i>	Chinese Elm; Lacebark Elm	•	•		•	•					H 40-50' S 25-40'	☼			•		Multiple varieties available that are well suited for restricted urban spaces; good resistance to Dutch elm disease
<i>Ulmus americana</i> 'Princeton'	American Elm	•	•		•	•					H 50-70' S 30-50'	☼	••		•	•	Excellent Dutch elm disease resistance reported in 'Princeton' variety; other than 'Princeton', plant only cultivars known to be resistant to Dutch elm disease
<i>Zelkova serrata</i> 'Green Vase'	Japanese Zelkova	•	•		•	•					H 60-80' S 40-50'	☼			•		

Table 4.3.3: Trees - Shade (35' Height or More at Maturity); Evergreen

SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS								CHARACTERISTICS + CONDITIONS					NOTES + COMMENTS	
		BUFFER			LANDSCAPE					MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER	NC NATIVE		
		STREET YARD BUFFER	PERIMETER BUFFER	RIPIARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES							SIGHT TRIANGLE
<i>Cedrus deodara</i>	Deodar Cedar	•	•								H 40-50' S 30-40'	☼				
<i>Magnolia grandiflora</i>	Southern Magnolia	•	•								H 60-80' S 30-50'	☼			•	Compact varieties available such as 'Little Gem', 'Teddy Bear', or 'Carolina Compacta'
<i>Pinus palustris</i>	Longleaf Pine	•	•								H 80-100' S 30-40'	☼		•	•	
<i>Pinus taeda</i>	Loblolly Pine	•	•	•							H 40-90' S 20-40'	☼	💧	•	•	
<i>Thuja</i> 'Green Giant'	Green Giant Arborvitae	•	•			•		•			H 50-60' S 12-20'	☼🌑				Recommended per deer resistance, heat tolerance, faster growing

Table 4.3.3: Trees - Understory (Mature Height Less Than 35'); Deciduous

SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS									CHARACTERISTICS + CONDITIONS				NOTES + COMMENTS	
		BUFFER			LANDSCAPE											
		STREET YARD BUFFER	PERIMETER BUFFER	RIPIARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES	SIGHT TRIANGLE	MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER		NC NATIVE
<i>Acer buergerianum</i>	Trident maple	•	•			•					H 20-30' S 20-30'	☀				Numerous cultivars available
<i>Acer palmatum</i>	Japanese maple	•	•			•			•		H 10-25' S 10-25'	☀				Numerous varieties displaying a wide range of characteristics
<i>Aesculus pavia</i>	Red Buckeye	•	•			•			•		H 12-15' S 12-15'	☀			•	•
<i>Amelanchier canadensis</i>	Serviceberry	•	•	•		•			•		H 25-30' S 15-20'	☀		☼		•
<i>Carpinus caroliniana</i>	American Hornbeam, Ironwood	•	•	•		•					H 20-35' S 20-35'	☀		☼		•
<i>Cercis canadensis</i>	Eastern Redbud	•	•			•			•		H 20-30' S 25-35'	☀		DR		•
<i>Chionanthus virginicus</i>	White Fringetree, Old Man's Beard	•	•	•		•			•		H 12-20' S 12-20'	☀		☼		•
<i>Cornus florida</i>	Flowering Dogwood	•	•			•			•		H 15-30' S 15-30'	☀				•
<i>Cornus kousa</i>	Kousa Dogwood	•	•			•			•		H 15-30' S 15-30'	☀				
<i>Cornus</i> x "Stellar Series"®	Rutgars Hybrid Dogwood cultivars	•	•			•			•		H 15-30' S 15-30'	☀				
<i>Halesia carolina</i>	Carolina Silverbell	•	•			•					H 30-40' S 20-35'	☀				•
<i>Koelreuteria paniculata</i>	Golden Rain Tree	•	•			•					H 30-40' S 30-40'	☀		DR		
<i>Lagerstromia indica</i>	Crape Myrtle	•	•			•					VARIES	☀			•	
<i>Magnolia stellata</i>	Star Magnolia	•	•			•			•		H 15-20' S 10-15'	☀				
Protected locations and avoiding soil extremes advisable																

Table 4.3.3: Trees - Understory (Mature Height Less Than 35'); Deciduous

SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS								CHARACTERISTICS + CONDITIONS				NOTES + COMMENTS		
		BUFFER			LANDSCAPE					MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER		NC NATIVE	
		STREET YARD BUFFER	PERIMETER BUFFER	RIPARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES							SIGHT TRIANGLE
<i>Magnolia x soulangeana</i>	Saucer Magnolia	•	•			•					H 20-25' S 20-25'	☀		•		Protected locations and avoiding soil extremes advisable
<i>Morus rubra</i>	Red Mulberry			•							H 35-50' S 35-40'	☀	DR	•	•	Messy
<i>Pistacia chinensis</i>	Chinese Pistache	•	•			•					H 30-35' S 20-30'	☀	DR			
<i>Prunus 'Okame'</i>	Okame Cherry	•	•			•					H 15-30' S 20-30'	☀				
<i>Prunus serrulata 'Kwanzan'</i>	Kwanzan Japanese Cherry	•	•			•					H 15-25' S 15-25'	☀				
<i>Prunus x yedoensis</i>	Yoshino Cherry	•	•			•					H 20-40' S 20-50'	☀				
<i>Prunus cerasifera</i>	Purple Leaf Plum	•	•			•					H 15-25' S 15-20'	☀		•		
<i>Sassafras albidum</i>	Sassafras	•	•	•		•					H 30-60' S 25-40'	☀			•	Needs plenty of space due to tendency to colonize
<i>Styrax japonicus</i>	Japanese Snowbell	•	•			•					H 20-30' S 20-30'	☀				

Table 4.3.3: Trees - Understory (Mature Height Less Than 35'); Evergreen

SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS								CHARACTERISTICS + CONDITIONS					NOTES + COMMENTS	
		BUFFER			LANDSCAPE											
		STREET YARD BUFFER	PERIMETER BUFFER	RIPIARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES	SIGHT TRIANGLE	MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER		NC NATIVE
<i>Ilex opaca</i>	American Holly	•	•			•		•			H 15-30' S 10-20'	☀	DR		•	Faster growing cultivars available
<i>Ilex vomitoria</i>	Yaupon Holly	•	•			•		•			H 10-20' S 8-12'	☀	💧		•	Numerous tall, upright, and weeping cultivars; also smaller cultivars found in shrubs section
<i>Ilex x attenuata</i> 'Fosteri'	Foster's Holly	•	•			•		•			H 20-30' S 10-20'	☀				
<i>Ilex x 'Nellie R. Stevens'</i>	Nellie Stevens Holly	•	•			•		•			H 15-25' S 8-12'	☀				
<i>Juniperus virginiana</i>	Eastern Red Cedar	•	•			•		•			H 30-65' S 8-25'	☀	DR		•	
<i>Magnolia virginiana</i> var. <i>australis</i>	Sweetbay Magnolia	•	•			•					H 15-60' S 15-60'	☀	💧		•	Var. <i>australis</i> more likely to be evergreen in Morrisville and will grow taller than species
<i>Osmanthus fortunei</i>	Fortune's Osmanthus; Fortune's Tea Olive	•	•			•		•			H 15-20' S 10-15'	☀	DR			
<i>Prunus caroliniana</i>	Carolina Cherry Laurel	•	•			•		•			H 15-20' S 10-15'	☀				Native, host plant for multiple insects, but highly poisonous and can be weedy
<i>Thuja occidentalis</i> 'Degroot's Spire'	Degroot's Spire Arborvitae	•	•			•		•			H 20-30' S 4-6'	☀				
<i>Thuja occidentalis</i> 'Smaragd'	Emerald Green Arborvitae	•	•			•		•			H 12-14' S 3-4'	☀				

Table 4.3.3: Shrubs - Deciduous

Table 4.3.3: Shrubs - Deciduous																
SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS									CHARACTERISTICS + CONDITIONS				NOTES + COMMENTS	
		BUFFER			LANDSCAPE						MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER		NC NATIVE
		STREET YARD BUFFER	PERIMETER BUFFER	RIPIARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES	SIGHT TRIANGLE						
<i>Abelia x grandiflora</i>	Glossy Abelia	•	•		•		•	•			H 3-6' S 3-6'	☀◐	◐			Multiple varieties available, semi-evergreen in Morrisville
<i>Aronia arbutifolia</i>	Red Chokeberry	•	•	•	•		•	•			H 6-10' S 3-5'	☀◐	◐●		•	
<i>Buddleja davidii</i> 'Blue Chip' Lo & Behold®	Lo & Behold® Blue Chip Butterfly Bush						•			•	H 1-2' S 1-2'	☀	◐			'Blue Chip', as well as all of the Lo & Behold series®, is sterile: *only sterile cultivars such as 'Blue Chip' are approved*
<i>Callicarpa americana</i>	Beautyberry	•	•	•	•		•				H 3-6' S 3-6'	☀◐	◐●		•	
<i>Calycanthus floridus</i>	Carolina Allspice	•	•		•		•				H 6-10' S 6-12'	☀◐	◐		•	
<i>Ceanothus americanus</i>	New Jersey Tea	•	•		•		•				H 3-4' S 3-5'	☀◐	◐		•	
<i>Cephalanthus occidentalis</i>	Buttonbush	•	•	•	•		•				H 5-12' S 4-8'	☀◐	◐●●		•	
<i>Clethra alnifolia</i>	Sweet Pepperbush	•	•	•	•		•				H 3-8' S 4-6'	☀◐●	◐●●		•	
<i>Cornus racemosa</i>	Gray Dogwood	•	•		•		•		•		H 10-15' S 10-15'	☀◐	◐		•	Root suckers can cause it to spread
<i>Cotinus coggygria</i>	Smoketree	•	•		•		•		•		H 10-15' S 10-15'	☀	◐			
<i>Fothergilla gardenii</i>	Dwarf Fothergilla	•	•		•		•		•		H 1.5-3' S 2-4'	☀◐	◐●●		•	
<i>Forsythia</i> [multiple varieties]	Forsythia	•	•		•		•				VARIES	☀	◐			
<i>Hamamelis virginiana</i>	Common witch hazel	•	•		•		•				H 15-20' S 15-20'	☀◐	DR		•	

Table 4.3.3: Shrubs - Deciduous

Table 4.3.3: Shrubs - Deciduous																
SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS									CHARACTERISTICS + CONDITIONS					NOTES + COMMENTS
		BUFFER			LANDSCAPE						MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER	NC NATIVE	
		STREET YARD BUFFER	PERIMETER BUFFER	RIPARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES	SIGHT TRIANGLE						
<i>Hydrangea quercifolia</i>	Oakleaf hydrangea	•	•		•		•				H 4-6' S 4-6'	☀️			•	Multiple varieties exist
<i>Ilex verticillata</i>	Winterberry Holly	•	•	•	•		•				H 6-8' S 6-8'	☀️	💧💧		•	Requires at least one male plant per 5-10 females for fertilization and subsequent flower/fruiting; 'Winter Red' is a choice female cultivar, multiple others are commercially available
<i>Viburnum dentatum</i> 'Christom'	Christom Viburnum	•	•	•	•		•				H 3-5' S 3-4'	☀️	💧		•	Compact
<i>Viburnum macrocephalum</i>	Chinese Snowball	•	•		•		•				H 6-10' S 6-10'	☀️				Semi-evergreen

Table 4.3.3: Shrubs - Evergreen

SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS									CHARACTERISTICS + CONDITIONS					NOTES + COMMENTS
		BUFFER			LANDSCAPE						MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER	NC NATIVE	
		STREET YARD BUFFER	PERIMETER BUFFER	RIPARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES	SIGHT TRIANGLE						
<i>Aucuba japonica</i>	Spotted laurel	•	•		•	•	•	•			H 6-10' S 5-9'	☀				
<i>Camellia japonica</i>	Camellia	•	•		•	•	•	•			H 7-12' S 5-10'	☀				Late winter/spring blooming; numerous cultivars exist
<i>Camellia sasanqua</i>	Sasanqua camellia	•	•		•	•	•	•			H 6-10' S 6-10'	☀				Late summer/early winter blooming; numerous cultivars exist
<i>Ilex crenata</i>	Japanese holly	•	•		•		•	•	•	•	H 2-4' S 3-5'	☀	DR			Numerous other small-leaved dwarf varieties exist such as 'Helleri', 'Hetzii', 'Stokes', 'Sky Pencil'
<i>Ilex cornuta</i> 'Carissa'	Carissa holly	•	•		•	•	•	•			H 8-15' S 8-15'	☀	DR			
<i>Ilex cornuta</i> 'Dwarf Burford'	Burford holly, Chinese holly	•	•		•	•	•	•			H 6-8' S 8-10'	☀	DR			
<i>Ilex cornuta</i> 'Needlepoint'	Needlepoint Holly	•	•		•	•	•	•			H 10-15' S 8-10'	☀	DR			
<i>Ilex glabra</i> 'Shamrock'	Shamrock inkberry holly	•	•	•	•	•	•	•			H 3-4' S 3-4'	☀	☹☹		•	Shamrock' is more compact and less leggy/suckering than the species; must plant at least one male for female plants to produce characteristic berry-like drupes
<i>Ilex vomitoria</i> 'Nana'	Dwarf yaupon holly	•	•		•	•	•	•			H 3-5' S 3-6'	☀	☹		•	
<i>Morella cerifera</i>	Southern wax myrtle										H 10-15' S 8-10'	☀	☹		•	Wide range of conditions
<i>Prunus laurocerasus</i> 'Otto Luyken'	Otto Luyken cherry laurel	•	•		•	•	•	•			H 3-4' S 6-8'	☀	☹			
<i>Prunus laurocerasus</i> 'Schipkaensis'	Skip Laurel	•	•		•	•	•	•			H 10-18' S 12-15'	☀	☹			
<i>Sarcococca confusa</i>	Sweetbox	•	•		•	•	•	•			H 5' S 5'	☀				Small shade-loving shrub
<i>Sarcococca hookeriana</i> , var. <i>humilis</i>	Sweetbox				•		•	•	•	•	H 1' S 3-4'	☀				Small shade-loving shrub, var. <i>humilis</i> is exceptionally small

Table 4.3.3: Shrubs - Evergreen

Table 4.3.3: Shrubs - Evergreen															
SCIENTIFIC NAME	COMMON NAME	MORRISVILLE UDO REQUIREMENTS								CHARACTERISTICS + CONDITIONS					NOTES + COMMENTS
		BUFFER			LANDSCAPE					MATURE HEIGHT (H) X SPREAD (S)	LIGHT REQUIREMENTS	MOISTURE REQUIREMENTS	POTENTIAL FOR LITTER	NC NATIVE	
		STREET YARD BUFFER	PERIMETER BUFFER	RIPARIAN BUFFER	VEHICLE USE AREA - INTERIOR	VEHICLE USE AREA - PERIMETER	FOUNDATION PLANTINGS	SCREENING FOR EQUIPMENT	UTILITY LINES						
Rosemainus officinalis	Rosemary	•	•		•	•	•	•			H 2-6' S 2-4'	☼	DR		Great drought tolerance, pollinator potential
Rhaphiolepis umbellata	Indian Hawthorn	•	•		•	•	•	•			H 4-6' S 4-6'	☼			

4.3.4 Non-Woody Plant Material

Table 4.3.4: Non-Woody Plant Material provides information on commonly used plants. Use of these plants is not required to satisfy specific UDO requirements.

Table 4.3.4: Non-Woody Plant Material					
SCIENTIFIC NAME	COMMON NAME	NC NATIVE	SCIENTIFIC NAME	COMMON NAME	NC NATIVE
HERBACEOUS PERENNIALS AND ANNUALS			<i>Helianthus</i> spp.	Sunflower	•
<i>Achillea millefolium</i>	Common Yarrow	•	<i>Hemerocallis hybrids</i>	Daylily	
<i>Amaranthus tricolor</i>	Joseph's Coat		<i>Iberis sempervirens</i>	Candytuft	
<i>Amsonia hubrichtii</i>	Blue Star	•	<i>Eutrochium purpureum</i>	Joe Pye Weed	•
<i>Anemone virginiana</i>	Thimbleweed	•	<i>Kochia scoparia</i> f. <i>trichophylla</i>	Summer Cypress	
<i>Anthemis tinctoria</i>	Golden Marguerite		<i>Liatris scariosa</i>	Tall Gayflower	•
<i>Aquilegia canadensis</i>	Columbine	•	<i>Limonium</i> spp.	Statice	
<i>Arabis caucasica</i>	Rock Cress		<i>Liriope muscari</i>	Big Blue Lilyturf	
<i>Arctotis stoechadifolia</i>	African Daisy		<i>Lobelia cardinalis</i>	Cardinal Flower	•
<i>Arisaema triphyllum</i>	Jack-in-the-pulpit	•	<i>Lonas annua</i>	Yellow Ageratum	
<i>Artemisia</i> spp.	Angel's Hair		<i>Mitchella repens</i>	Partridge Berry	•
<i>Aruncus dioicus</i>	Goat's Beard	•	<i>Monarda fistulosa</i>	Wild Bergamot	•
<i>Asarum canadense</i>	Wild Ginger	•	<i>Ocimum basilicum</i>	Sweet Basil	
<i>Asclepias incarnata</i>	swamp milkweed	•	<i>Oenothera fruticosa</i>	Sundrops	•
<i>Asclepias</i> spp.	milkweed or butterfly weed	•	<i>Oenothera</i> spp.	Sundrops	•
<i>Asclepias tuberosa</i>	Butterfly Weed	•	<i>Ophiopogon japonicas</i>	Mondo grass	
<i>Aspidistra elatior</i>	Cast-iron Plant		<i>Opuntia humifusa</i>	Prickly Pear Cactus	•
<i>Aubrieta deltoidea</i>	False Rockcress		<i>Penstemon</i>	Beardtongue	•
<i>Aurinia saxatilis</i>	Basket of Gold		<i>Phlox</i> spp.	Phlox	
<i>Baptisia australis</i>	Blue False Indigo	•	<i>Phlox paniculata</i>	Garden Phlox	•
<i>Catharanthus roseus</i>	Madagascar Periwinkle		<i>Phlox subulata</i>	Moss or Creeping Phlox	•
<i>Celosia</i> spp.	Cockscomb		<i>Portulaca grandiflora</i>	Moss Rose	
<i>Centaurea montana</i>	Perennial Bachelor's Bottom		<i>Potentilla</i> spp.	Cinquefoils	
<i>Cerastium tomentosum</i>	Snow-in- Summer		<i>Cosmos</i> spp.	Cosmos	•
<i>Coreopsis</i> spp.	Coreopsis	•	<i>Pycnanthemum tenuifolium</i>	Slender Mountain Mint	•
<i>Dimorphotheca sinuata</i>	Cape Marigold		HERBACEOUS GRASSES AND GRASSLIKE PERENNIALS		
<i>Dyssodia tenuiloba</i>	Golden Fleece		<i>Andropogon gerardii</i>	Big Blue Stem	•
<i>Echinacea purpurea</i>	Purple Coneflower	•	<i>Andropogon virginicus</i>	Broomsedge	•
<i>Eryngium</i> spp.	Sea Holly		<i>Juncus effuses</i>	Soft/Common Rush	
<i>Eschshlozia californica</i>	California Poppy		<i>Muhlenbergia capillaris</i>	Muhley Grass	•
<i>Euphorbia</i> spp.	Euphorbia		<i>Panicum virgatum</i>	Switchgrass	•
<i>Gaillardia</i> spp.	Blanket Flower	•	<i>Pennisetum</i> spp.	Fountain Grass	
<i>Gazania rigens</i>	Treasure Flower		<i>Schizachyrium scoparium</i>	Little Bluestem	•
<i>Gomphrena globosa</i>	Globe Amaranth		<i>Sporobolus heterolepis</i>	Prairie Drop Seed	•

4.3.5 Prohibited Plants

Plants included in Table 4.3.5: Prohibited Plants are a compilation of several vetted and continuously updated lists developed by multiple state agencies and plant experts (see references in Section 4.2.1.A, Plant List Sources). The plants included these tables have demonstrated some level of risk to habitat value, biological diversity, or native species.

Table 4.3.5: Prohibited Plants			
SCIENTIFIC NAME	COMMON NAME	SCIENTIFIC NAME	COMMON NAME
<i>Ailanthus altissima</i> (Mill.) Swingle	Tree of Heaven	<i>Euonymus fortunei</i> (Turcz.) Hand. - Mazz	Winter creeper
<i>Ajuga reptans</i> L.	Bugleweed	<i>Fatoua villosa</i> (Thunb.) Nakai	Hairy crabweed
<i>Albizia julibrissin</i> Durz.	Mimosa	<i>Festuca pratensis</i> Huds.	Meadow fescue
<i>Alliaria petiolata</i> (Bieb.) Cavara & Grande	Garlic-mustard	<i>Ficaria verna</i> ssp. <i>ficariiformis</i> (F.W. Schultz) B. Walln. (= <i>Ranunculus ficaria</i>)	Lesser Celandine
<i>Allium vineale</i> L.	Field garlic	<i>Glechoma hederacea</i> L.	Gill-over-the-ground, ground ivy
<i>Alternanthera philoxeroides</i> (Mart.) Griseb.	Alligator weed	<i>Hedera helix</i> L.	English ivy
<i>Ampelopsis brevipedunculata</i> (Maxim.) Trautv.	Porcelain-berry	<i>Humulus japonicus</i>	Japanese Hops
<i>Artemisia vulgaris</i> L.	Mugwort, common wormwood	<i>Hydrilla verticillata</i> (L.f.) Royle	Hydrilla
<i>Arthraxon hispidus</i> (Thunb.) Makino	Hairy jointgrass	<i>Ipomoea quamoclit</i> L.	Cypressvine morningglory
<i>Arundo donax</i> L.	Giant reed	<i>Kummerowia stipulacea</i> (Maxim.)	Makino Korean clover
<i>Baccharis halimifolia</i> L. (*)	Silverling, groundsel tree	<i>Kummerowia striata</i> (Thunb.) Schindl	Japanese clover
<i>Berberis thunbergii</i> DC	Japanese barberry	<i>Lamium purpureum</i> L.	Henbit
<i>Bromus catharticus</i> Vahl	Bromegrass, rescue grass	<i>Lespedeza bicolor</i>	Bicolor lespedeza
<i>Bromus commutatus</i> Schrad.	Meadow brome	<i>Lespedeza bicolor</i> Turcz.	Bicolor lespedeza, shrubby bushclover
<i>Bromus japonicus</i> Thunb. ex Murray	Japanese bromegrass	<i>Lespedeza cuneata</i> (Dum.-Cours.) G. Don	Sericea lespedeza
<i>Bromus secalinus</i> L.	Rye brome	<i>Ligustrum japonicum</i> Thunb.	Japanese privet
<i>Bromus tectorum</i> L.	Thatch bromegrass, cheat grass	<i>Ligustrum sinense</i> Lour.	Chinese privet
<i>Broussonetia papyrifera</i> (L.) L'Her. ex Vent.	Paper mulberry	<i>Ligustrum vulgare</i> L.	Common privet
<i>Buddleia davidii</i> Franch	Butterfly bush	<i>Lonicera x bella</i> [morrowii x tatarica]	Hybrid Bush Honeysuckle
<i>Cardiospermum halicacabum</i> L.	Balloon-vine	<i>Lonicera fragrantissima</i> Lindl. & Paxton	Fragrant honeysuckle
<i>Cayratia japonica</i> (Thunb. ex Murray) Gagnep.	Bushkiller	<i>Lonicera japonica</i> Thunb.	Japanese honeysuckle
<i>Celastrus orbiculatus</i> Thunb.	Asian bittersweet	<i>Lonicera maackii</i> (Rupr.) Maxim.	Amur bush honeysuckle
<i>Centaurea biebersteinii</i> DC	Spotted knapweed	<i>Lonicera morrowii</i> A. Gray	Morrow's bush honeysuckle
<i>Chicorium intybus</i> L.	Chicory	<i>Lonicera standishii</i> Jaques	Standish's Honeysuckle
<i>Chrysanthemum leucanthemum</i> L.	Ox-eye daisy	<i>Ludwigia uruguayensis</i> (Camb.) Hara	Creeping water primrose
<i>Cirsium vulgare</i> (Savi) Ten.	Bull thistle	<i>Lygodium japonicum</i> (Thunb. ex Murr.) Sw.	Japanese climbing fern
<i>Clematis temiflora</i> DC (= <i>C. dioscoreifolia</i>)	Leatherleaf clematis	<i>Lysimachia nummularia</i> L.	Moneywort, creeping Jenny
<i>Conium maculatum</i> L.	Poison hemlock	<i>Lythrum salicaria</i> L.	Purple loosestrife
<i>Coronilla varia</i> L.	Crown vetch	<i>Mahonia bealei</i> (Fortune) Carriere	Leatherleaf Mahonia
<i>Daucus carota</i> L.	Wild carrot, Queen Anne's-lace	<i>Melilotus albus</i> Medik.	White sweet clover
<i>Dioscorea oppositifolia</i> L.	Air-potato	<i>Melilotus officinalis</i> (L.) Lam.	Yellow sweet clover
<i>Dipsacus fullonum</i> L.	Fuller's teasle		

<i>Egeria densa</i> Planch.	Brazilian elodea, Brazilian water-weed	<i>Microstegium vimineum</i> (Trin.) A. Camus	Japanese stilt-grass
<i>Eichhornia crassipes</i> (Mart.) Solms	Water-hyacinth	<i>Miscanthus sinensis</i> Andersson	Chinese silver grass
<i>Elaeagnus angustifolia</i> L.	Russian olive	<i>Morus alba</i> L.	White mulberry
<i>Elaeagnus umbellata</i> Thunb.	Autumn olive	<i>Murdannia keiskei</i> (Hassk.) Hand.-Mazz.	Asian spiderwort
<i>Euonymus alata</i> (Thunb.) Sieb.	Burning bush	<i>Myriophyllum aquaticum</i> (Vell.) Verdc.	Parrotfeather
<i>Myriophyllum spicatum</i> Komarov	Eurasian watermilfoil	<i>Rubus phoenicolasius</i> Maxim.	Wineberry
<i>Najas minor</i> All.	Brittle naiad	<i>Salvinia molesta</i> Mitchell	Aquarium water-moss
<i>Nandina domestica</i> Thunb.	Nandina	<i>Senecio vulgaris</i> L.	Ragwort
<i>Pastinaca sativa</i> L.	Wild parsnip	<i>Setaria faberi</i> R.A.W. Herm.	Nodding foxtail-grass
<i>Paulownia tomentosa</i> (Thunb.) Sieb.&Zucc. ex Steud.	Princess tree	<i>Solanum viarum</i> Dunal	Tropical soda apple
<i>Perilla frutescens</i> (L.) Britt.	Beefsteak plant	<i>Sorghum halepense</i> (L.) Pers.	Johnson grass
<i>Persicaria longisetata</i> (de Bruijn) Moldenke (= <i>Polygonum caespitosum</i> Blume)	Oriental ladies-thumb	<i>Spiraea japonica</i> L.f.	Japanese spiraea
<i>Persicaria maculata</i> (Rafinesque) S.F. Gray (= <i>Polygonum persicaria</i> L.)	Lady's thumb	<i>Stellaria media</i> (L.) Vill.	Common chickweed
<i>Persicaria perfoliata</i> (Linnaeus) H. Gross (= <i>Polygonum perfoliatum</i> L.)	Mile-a-minute vine	<i>Triadica sebifera</i> (L.) Small	Chinese tallow tree
<i>Phragmites australis</i> (Cav.) Trin. ssp. australis	Common reed	<i>Tussilago farfara</i> L.	Coltsfoot
<i>Phyllostachys</i> spp.	Exotic bamboo	<i>Veronica hederifolia</i> L.	Ivyleaf speedwell
<i>Polygonum cuspidatum</i> Seib. & Zucc.	Japanese knotweed	<i>Vicia sativa</i> L.	Garden vetch
<i>Poncirus trifoliata</i> (L.) Raf.	Hardy-Orange	<i>Vinca major</i> L.	Bigleaf periwinkle
<i>Populus alba</i> L.	White poplar	<i>Vinca minor</i> L.	Common periwinkle
<i>Pseudosasa japonica</i> (Sieb. & Zucc. ex Steud.) Makino ex Nakai	Arrow bamboo	<i>Vitex rotundifolia</i> L.f.	Beach vitex
<i>Pueraria montana</i> (Lour.) Merr.	Kudzu	<i>Wisteria floribunda</i> (Willd.) DC	Japanese wisteria
<i>Pyrus calleryana</i> Deane.	Bradford pear	<i>Wisteria sinensis</i> (Sims) DC	Chinese wisteria
<i>Rhodotypos scandens</i> (Thunb.)	Makino jetbead	<i>Xanthium strumarium</i> L.	Common cocklebur
<i>Rosa multiflora</i> Thunb.	Multiflora rose	<i>Youngia japonica</i> (L.) DC.	Oriental false hawksbeard

A. Plant List Sources

- [NCDOT Invasive Exotic Plants of North Carolina](#)
- [https://connect.ncdot.gov/resources/Environmental/Compliance%20Guides%20and%20Procedures/Invasive Exotic Plants Manual May 2012.pdf](https://connect.ncdot.gov/resources/Environmental/Compliance%20Guides%20and%20Procedures/Invasive%20Exotic%20Plants%20Manual%20May%202012.pdf)
- [NC Native Plant Society Invasive Exotic Species List](#)
- https://ncwildflower.org/plant_galleries/invasives_list
- Credits from NC Native Plant Society list: Compiled by Misty Franklin Buchanan with review and input from biologists in the following agencies: NC Natural Heritage Program, NC DENR Aquatic Weed Control Program, NC Exotic Pest Plant Council, US Fish & Wildlife Service, The Nature Conservancy, NC Zoo, NC Botanical Garden, and UNC Herbarium.

4.4 APPLICATIONS, PERMITS, AND FORMS

4.4.1 Development Application

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the development application process.

4.4.2 Annexation Petition

A completed and signed petition is required in order for a property owner to request the Town to annex property. All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the annexation petition process.

4.4.3 Assessment Inquiry Request Form

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the assessment inquiry request.

4.4.4 Food Truck Permit Request Form

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the food truck permit process.

4.4.5 Home Occupation Permit Request Form

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Home occupation permits must be renewed every three years. Please call the Planning Department at (919) 463-6210 if you have any questions about the home occupation permit process.

4.4.6 Performance Guarantee Release/Reduction Request Form

A completed and signed form is required in order for the Town to process a performance guarantee release/ reduction request. All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call Development Services at (919) 463-6181 for more information.

4.4.7 Sign Permit Application

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. The sign permit fee is paid when the permit is issued. Please call the Planning Department at (919) 463-6210 if you have any questions about the sign permit process.

4.4.8 Special Event Permit Request Form

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the special event permit process.

4.4.9 Street Vendor Permit Request Form

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the street vendor permit process.

4.4.10 Stockpiling Permit Application

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Engineering Department at (919) 463-6204 if you have any questions about the stockpiling permit process.

4.4.11 Telecommunication Application

A completed and signed application is required in order for a property owner to install or expand a telecommunication facility. All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the telecommunication facility application process.

4.4.12 Zoning Compliance Letter Request Form

All applications shall be completed and submitted via the Town of Morrisville online portal found [here](#), unless otherwise noted. All applicants must register for an account prior to completing an application. Please call the Planning Department at (919) 463-6210 if you have any questions about the zoning compliance letter process.

4.5 CHECKLISTS

4.5.1 Site Plan Approval

Site Plan Approval Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
	A	Application Submittal Requirement	
		Documents to be Submitted Electronically via Customer Self Service Online Portal	
	1	Set of plans – 24"x36"	
	2	Color images of proposed building materials	
	3	Elevation and bench-marks referenced to National Geodetic Vertical Datum (NGVD)	
	4	Transportation Impact Analysis or reduced set of analysis requirements (must comply with MOU)	
	5	Copy of notification letter sent to Raleigh-Durham Airport Authority	
	6	Copy of all stream determinations & signed JDs (jurisdictional determinations)	
	7	Voluntary Annexation Petition, if required	
	8	Road name approval from Wake County	
	9	Stormwater report	
	10	Completed Wake County Residential Development Form (Required Prior to Site Plan Approval)	
	11	Avigation Easement from RDU for subject property (Required Prior to Site Plan Approval if property is within the AO-A or AO-B zoning overlay districts)	
	12	FAA Determination of No Substantial Obstruction (For structures or equipment over 50' above ground level)	
	13	Proof of property ownership, contract to purchase, or authority from the current property owner to submit for all property subject to the application.	
		B Base Information for Each Plan Sheet	
	1	Name, address, and telephone number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans	
	2	Date of drawing preparation and all revision dates	
	3	Sheet number and title	
	4	North arrow (except detail and elevation sheets)	
	5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 25' and larger than 1" = 100' is recommended (except detail & elevation sheets)	
	6	Seal of Registered Design Professional registered in the State of North Carolina (signed and marked as preliminary)	
	7	Name of the proposed development in title block	
	8	Project number in lower right corner (number assigned once project submitted)	
		C Cover Sheet Information	
	1	Name of proposed development and "Site Plan"	
	2	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
	3	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project site	
	4	All general notes	
	5	Sheet Index (Note: The plan must be in the same order as this checklist)	
	6	Note with description of administrative adjustments and their approval date (if applicable)	
		D Existing Conditions Survey	
	1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Jurisdictional boundaries	
	5	Adjoining current land uses	
	6	Right(s)-of-way or easement(s) e.g. street, railroad, and utility	

Site Plan Approval Submittal Checklist		
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.		Staff Use Only
✓, n/a, or w	Application Submittal Requirement	✓, n/a, or w
	7 Street name, right-of-way width, public or private, and state road number	
	8 Water, sewer, natural gas, and other utility lines	
	9 Existing structures (buildings, fencing, etc.)	
	10 Topographic contours (cite source)	
	11 Surface waters (label top of bank)	
	12 Riparian buffers (label zone 1 & 2)	
	13 FEMA 100-year floodplain and floodway boundaries including FIRM number	
	14 Outline of generally forested areas (note any significant stands of trees)	
	15 Wetlands	
	16 Rock outcroppings	
	17 Cemeteries	
	18 Streets and driveways within 500' of the project site	
	19 Other significant existing features	
	E Site Plan	
	1 Property lines and distances per the Existing Survey Sheet	
	2 Names of adjoining property owners and subdivisions	
	3 Adjoining zoning districts – boundaries and names	
	4 Adjoining current land uses	
	5 Jurisdictional boundaries	
	6 A table containing the following:	
	• Name of current property owner	
	• Name of developer	
	• Acreage of parcel (with and without thoroughfare right-of-way dedication)	
	• County Parcel Identification Number (PIN)	
	• Setbacks (front, side, rear, cornerside, minimum building separation, and maximum building height)	
	• Lot width at road frontage	
	• Zoning (current and proposed) including any overlay districts (e.g. noise)	
	• Current principal and accessory use(s)	
	• Proposed use(s) (see Section 4.2.4, Principal Use Table, UDO)	
	• Proposed building square footage	
	• Number of parking spaces (Non-EV, EV-Ready, EVSE Installed) required and proposed as well as the supporting calculation	
	• Lot coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials	
	• Net Density (See Section 11.4.1.C, Net Density, of UDO.)	
	• Square footage of the proposed tree preservation area	
	• Type and square footage of the proposed Common Open Space	
	7 Location and dimensions of the building(s) (Building footprint)	
	8 Location and dimensions of existing and proposed driveways and curb cuts on site to be developed and on adjacent properties. Must show all cuts within 500 feet if a full access driveway is proposed	
	9 Location and width of existing and proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties	
	10 Location and width of existing and proposed public/private greenway(s) and access easement(s)	
	11 Location and width of existing and proposed rights-of-way and road widths, including road names and State Road (SR) number	
	12 Location and width of existing and proposed median(s) (Measured from back of curb)	
	13 Location, width, and type of each perimeter buffer	
	14 Location, width, and type of each streetyard buffer	
	15 Location and width of minimum setbacks	
	16 Location and width of minimum and maximum build-to lines	
	17 Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s) (For retail and food service establishments)	

Site Plan Approval Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p>			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	18	Location and dimensions of proposed hotboxes, HVAC units, and other on ground/free standing mechanical equipment	
	19	Number of parking spaces per row	
	20	Width and depth of parking bays	
	21	Location and dimensions of accessible parking spaces	
	22	Width of drive aisle(s)	
	23	Pedestrian walkways or landscaped dividers	
	24	Location of loading area with dimensions	
	25	Turning radius at entrances and traffic islands	
	26	Location and width of fire lane	
	27	Length of fire access roadway(s) with any required turnarounds	
	28	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
	29	An "X" on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain with a corresponding note referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements	
	F	Pedestrian, Bicycle, and Public Road Improvement Infrastructure Plan	
	1	Property lines distinctly and accurately represented	
	2	Location, length, and width of bicycle parking	
	3	Location and width of sidewalk(s), greenway(s), and crosswalk(s)	
	4	Proposed public road improvements and associated cross sections from the Comprehensive Transportation Plan	
	5	Proposed NCDOT road improvements shown in the current State Transportation Improvement Plan overlaid on the development site	
	G	Preliminary Grading and Drainage Plan	
	1	Show existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas	
	2	Preliminary Stormwater Layout Design <ul style="list-style-type: none"> Location and dimensions of pipes, culverts, and other storm drain system elements Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse 	
	3	Preliminary Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)	
	4	Preliminary Grading/Drainage Plans <ul style="list-style-type: none"> Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material and slope Stormwater Table- drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure One (1) foot contour lines Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb/pavement corners and grade changes, high points, tie-in points, swales, etc. Location of all existing and proposed utilities (screened) Location of all existing and proposed easements FEMA 100-year floodplain and floodway boundaries including FIRM number Surface waters (show & label top of bank) & wetlands Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank 	
	H	Utility Plan	
	1	Property lines distinctly and accurately represented.	
	2	Fire flow for building or project.	
	3	General – This information may be incorporated from other sheets within the construction plan submittal set.	

Site Plan Approval Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

		Application Submittal Requirement	Staff Use Only
✓, n/a, or w			✓, n/a, or w
		<ul style="list-style-type: none"> Add following note to each Utility Plan sheet: "All Town of Cary utility construction shall be performed in accordance with Town of Cary Standard Specifications and Details in effect at time of utility permitting." 	
		<ul style="list-style-type: none"> Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals 	
		<ul style="list-style-type: none"> Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets. 	
		<ul style="list-style-type: none"> Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tie-backs, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements. 	
		<ul style="list-style-type: none"> Include any proposed requests for oversized line(s) and label as such. 	

Site Plan Approval Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			✓, n/a, or w
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	4	Wastewater System	
		<ul style="list-style-type: none"> Indicate projected sewer flow (gpd) (adf) for development submitted and verify consistency with Town's Master Plan. List the total linear footage of proposed sanitary sewer line. Include this information in the site data table. 	
		<ul style="list-style-type: none"> Provide sewer plan and profile (include pipe material, line size, length, slope, stationing, utility separations, ground elevation, and manhole inverts in, inverts out and top elevations, diameters). 	
		<ul style="list-style-type: none"> Show existing and proposed easements for all sewer lines, indicate status of easement acquisition across any off-site properties. Verify easement width for proposed depth. 	
		<ul style="list-style-type: none"> Show sewer line services and cleanouts (first cleanout required at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main. 	
		<ul style="list-style-type: none"> If a pump station is being considered, it is suggested you discuss this in advance with the Cary Utility Engineering staff. Specific information submittal needs are available on the Town's website and by contacting staff. 	
		<ul style="list-style-type: none"> Note and label each individual lot that cannot be served by gravity sewer. 	
		<ul style="list-style-type: none"> Please clearly note on the plans any private sewer. This will require a private extension permit from the state. Additional information can be obtained on the State DWQ website. 	
		<ul style="list-style-type: none"> Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement. 	
		<ul style="list-style-type: none"> Label all manholes that are greater than 4' in diameter. 	
	5	Water System	
		<ul style="list-style-type: none"> Waterlines along major roadways shall be designed to meet the Town of Cary's Water system Master Plan: http://www.townofcary.org/Assets/Water+Resources+Department/Water+Model.pdf 	
		<ul style="list-style-type: none"> Plan shall include plan and profile views. 	
		<ul style="list-style-type: none"> All public water system must be designed to meet TOC Standard Specifications Section 06000. http://www.townofcary.org/Assets/Water+Resources+Department/Drawings/Specifications/Approved/Section+06000.pdf 	
	6	Pre-treatment items	
		<ul style="list-style-type: none"> Locations of grease interceptors. Location of the multi-user interceptor may also be considered during site plan review. Grease traps and interceptors are not typically sized in the Utility Plan review stage of project development. However, grease interceptor location, size, design, and details of construction shall be approved by the Cary Public Works and Utilities Department's Pretreatment Section before issuance of a Building Permit by the Town of Morrisville. This is accomplished during the building design and permitting phase of the project. More information is available here. 	
		<ul style="list-style-type: none"> Locations of qualifying trash compactors (for grocery stores, cafeterias, apartment complexes, high rise facilities with food service, and other sites where compactors may be proposed), and associated drains to sanitary sewer and grease traps. More information is available here. 	
		<ul style="list-style-type: none"> For plans including a swimming pool(s): These pools most likely include filter backwash. Please contact the Town of Cary, Utility Pretreatment Unit. 	
	7	If the proposed development includes phases:	
		<ul style="list-style-type: none"> Submit a separate utility sheet(s) for each individual phase. Each phase will be required to have a separate water and sewer permit. 	
		<ul style="list-style-type: none"> Where the sewer connection to existing Town of Cary collection system is conditioned upon the completion of any earlier phase(s), include a call-out note on the phased utility sheets stating that the sewer cannot be accepted until downstream sewer is connected to existing Town of Cary collection system that has been accepted. Do the same for any sewer that is dependent on non-existing sewer located in projects outside of this project that is under review. 	
		<ul style="list-style-type: none"> Show waterline blow-off assemblies and upstream sanitary sewer manholes that are provided with sanitary sewer protection (std. detail 07000.17) at all phasing lines. 	
		<ul style="list-style-type: none"> Include a written sequence phasing plan. 	
	8	For each sewer and water main connection to be made to planned/existing mains that are, or to be, built outside the scope of this project, list which infrastructure actually exists at this time and which is planned infrastructure. Include the project numbers	

Site Plan Approval Submittal Checklist		
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.		Staff Use Only
✓, n/a, or w	Application Submittal Requirement	✓, n/a, or w
	9 Reclaimed Water	
	<ul style="list-style-type: none"> Design of the reclaimed water system should follow the standards in place. All public Reclaimed water system must be designed to meet TOC Standard Specifications Section 06500. Click here for specifications. 	
	<ul style="list-style-type: none"> Provide information on pipe sizing and material. 	
	<ul style="list-style-type: none"> Reclaimed Waterlines along major roadways shall be designed to meet the Town of Cary's Reclaimed Water System Master Plan: Click here for additional information. 	
	<ul style="list-style-type: none"> Show air release valves on lines 6 inches and above. 	
	<ul style="list-style-type: none"> Show locations of blow-off devices and their routing into the sanitary sewer. 	
	I Soil Erosion Control Plan - see Wake County Environmental Services for requirements	
	J Latest Available Aerial Image of the Development Site	
1	Provide the month and year of when the image was taken	
	K Tree Survey (See Section 5.4.3, Tree Survey, of UDO)	
1	Property lines per the Existing Survey Sheet	
2	Stands of trees, include the location, area, predominant species, general health, estimated tree number, and average DBH	
3	Specimen trees, show the location, species, general health, and DBH	
4	Dead or diseased trees, where practical	
5	The percentage of the development site area covered by existing tree canopy (excluding all proposed street rights-of-way, existing utility easements, and natural water surface areas)	
6	All potential retention areas (1, 2, 3) See Section 5.4.4, Tree Canopy Retention, of the UDO	
7	The location of trees 12" in caliper or larger that are within the streetyard buffer	
8	The width and density of existing tree canopy to be preserved in lieu of new plantings for landscaping buffers	
	L Tree Protection Plan	
1	Property lines per the Existing Survey Sheet	
2	The proposed percentage of the site's tree canopy to be retained	
3	Tree protection areas (must comply with Section 5.4.4, Tree Canopy Retention, of UDO)	
4	Location of intersection sight distance areas for all road and driveway intersections (See EDCM for requirements)	
5	Location, width, and type of all utility easements	
6	Location of all buildings	
7	Location of surface vehicle parking lots	
8	Location of roadways and driveways and associated rights-of-way or easements	
9	Location of sidewalk(s) and greenway(s) and associated easements	
10	Location of grading limits	
11	Boundaries of common open space and public recreation areas, including percentage of the development site	
12	Boundaries of tree protection area(s) at least 10' from the nearest tree trunk, must include locations of trunks of trees which are adjacent to the fencing and which are proposed to be protected. Must include trees 12" in caliper or larger in the streetyard buffer(s)	
13	Location and details of protective fencing, marking, and signage (See Section 5.4.6.B, Protective Fencing and Signage, of UDO.)	
14	The total area and minimum width of each proposed tree preservation area	
	M Landscape Plan	
1	Property lines per the Existing Survey Sheet	
2	Adjoining Zoning districts – boundaries and names	
3	Adjoining current land uses	
4	Location, species, and size of all existing vegetation within proposed perimeter and streetyard buffers(s) to be used towards required buffer screening	
5	Location of intersection sight distance areas for all road and driveway intersections	

Site Plan Approval Submittal Checklist			Staff Use Only
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✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	6	Location, width, and type of all utility easements	
	7	Location of all buildings	
	8	Location of roadways and driveways and associated rights-of-way and easements	
	9	Location of surface vehicle parking lots	
	10	Location of sidewalk(s) and greenway(s) and associated easements	
	11	Location of plantings with key symbol	
	12	Plant Schedule that includes:	
		• Plant type (shade, understory, shrubs, & groundcover/grasses)	
		• Key symbol (e.g. "AR" for Acer Rubrum)	
		• Quantity	
		• Scientific name	
		• Common name	
		• Caliper at planting	
		• Height at planting	
		• Root (e.g. B&B)	
		• Spacing	
		• Location (streetyard, VUA, foundation etc.)	
		• Table demonstrating compliance with Administrative Manual Table 4.3.2 Species Diversity	
	13	Location, width, and type/option of perimeter and streetyard buffer(s)	
	14	Table for each perimeter and streetyard buffer that includes:	
		• Buffer type and option	
		• Length (linear feet) of buffer	
		• Number of required plantings (including supporting calculation)	
		• Number of provided plantings	
		• Location, height, material, and graphic of fences/walls proposed as buffer screening	
		• Location, width, and height of proposed berms	
	15	Location and width of perimeter landscaping strips between Vehicle Use Areas (VUAs) and adjacent streets and property lines (See Section 5.12.4.C, Perimeter Landscaping, of UDO.)	
	16	Location, height, and material of any fence, berm, and wall existing or proposed	
	17	Location of planting islands within and between parking bays	
	18	Area and dimensions of each planting island in VUAs	
	19	VUA table that includes:	
		• Square footage of VUA area	
		• Number of required plantings, with supporting calculation (See Section 5.12.4.D, Interior Landscaping Standards, of UDO.)	
		• Number of provided plantings	
	20	Location and depth of foundation planting areas (See Section 5.12.5, Foundation Plantings, of UDO.)	
	21	Location of planting strips and/or tree pits proposed to contain required street trees (See Section 5.12.6, Street Trees in the TOD and MS Districts, of UDO.)	
	22	Tree Protection Areas	
	23	The following note: All landscaping shall be maintained in perpetuity	
	24	The following note: All hotboxes and other on ground/free standing mechanical equipment shall be screened with dense evergreen vegetation at least the height of the equipment prior to the issuance of a Certificate of Compliance/Occupancy	
	25	Location of all irrigation lines.	
	N	Lighting Plan	
	1	Location of proposed lighting fixtures (See Section 5.15, Exterior Lighting, of UDO.) pole details, including height, color, and manufacturer	
	2	Fixture details, including color, graphic, shape, wattage, IESNA cutoff classification, lumen rating, and manufacturer. This includes both pole and fixtures affixed to building.	
	3	Footcandle grid (Not required on public streets)	

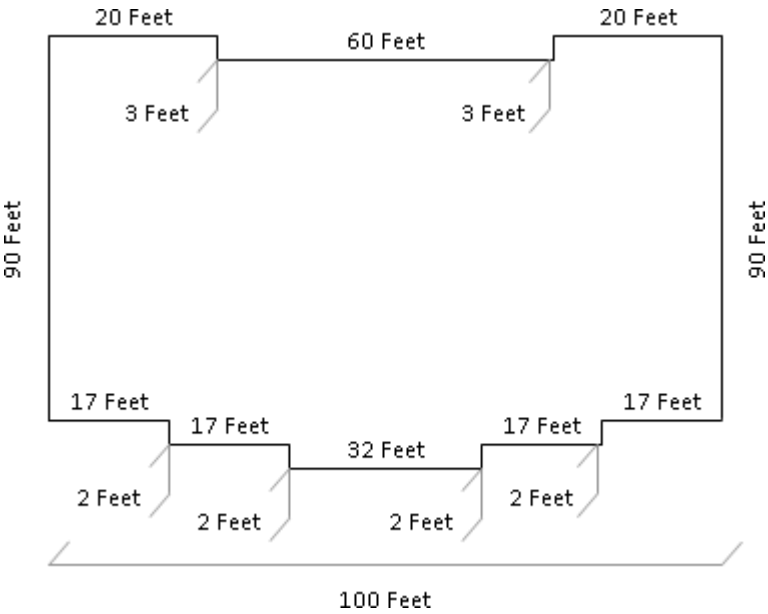
Site Plan Approval Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

Application Submittal Requirement			√, n/a, or w
	4	Summary table that shows minimum, average and maximum FC values as well as the average to minimum uniformity ratio (Not required on public streets)	
	5	Maintenance factor (Not required on public streets)	
	6	Streetlight pole locations (This does include thoroughfares adjacent to the project)	
	O	Details Sheet	
	1	Bike Rack	
	2	Fence (see Section 5.14, Fences and Walls, of UDO)	

Site Plan Approval Submittal Checklist

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		Application Submittal Requirement	Staff Use Only ✓, n/a, or w												
	O	Building Elevations													
	1	Label all building materials and colors (façade, cornices, awnings, storefronts, etc.)													
	2	Label each side of the building labeled at north, south, east, west													
	3	Label the number of stories													
	4	Label the overall building height and the height of each story													
	5	The height of structures above the roofline (e.g. parapets and towers)													
	6	The scale of the elevations													
	7	Location of each on-building light fixture													
	8	Location of roof-mounted mechanical equipment including proposed screening and a shadow (height and width) of the equipment													
	9	Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment													
	10	Detail of commercial container enclosure(s), including the opaque gate													
	11	Location of all utilities attached to the building													
	12	<p>Add the following tables for each building and individual façade walls (fill in blanks)</p> <table border="1"> <tr> <td>Area of Façade Walls</td> <td>_____sf</td> </tr> <tr> <td>Area of Window and Doors</td> <td>_____sf</td> </tr> <tr> <td>Net Total Façade Wall Area¹</td> <td>_____sf</td> </tr> </table> <p>¹ Net Total Façade Wall Area is the Area of Façade Walls minus Area of Window and Doors</p> <table border="1"> <tr> <td>Area of predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> <tr> <td>Area of non-predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> </table>	Area of Façade Walls	_____sf	Area of Window and Doors	_____sf	Net Total Façade Wall Area ¹	_____sf	Area of predominant net façade material	_____sf	_____%	Area of non-predominant net façade material	_____sf	_____%	
Area of Façade Walls	_____sf														
Area of Window and Doors	_____sf														
Net Total Façade Wall Area ¹	_____sf														
Area of predominant net façade material	_____sf	_____%													
Area of non-predominant net façade material	_____sf	_____%													
	13	For an office building greater than two feet in height, provide building footprint demonstrating the minimum corner requirement is met if this method of compliance it proposed.													
	14	<p>Provide a scaled drawing, similar to the one below, for all buildings that have at least one side greater than 100 feet in length.</p>  <p>Note: This is not to scale.</p>													

Site Plan Approval Submittal Checklist			Staff Use Only
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✓, n/a, or w	Application Submittal Requirement	✓, n/a, or w	
	15 Demonstrate façade walls have no less than three of the following: color change; texture change; material change; or an expression of architectural or structural bays through a change in plane no less than 12 inches in width.		
	16 Provide the following table on each applicable elevation sheet demonstrating compliance with ground floor features along no less than 60% of the horizontal length of the wall. A table is required for each side of the building(s) adjacent to a public r/w. Total horizontal length of the wall: _____ If _____ Horizontal length of the (add feature): _____ If _____ Horizontal length of the (add feature): _____ If _____ (examples of features: windows, awnings) Total horizontal length of all features: _____ If = _____ % of the wall		
	17 Provide the following table on the elevation sheet(s) demonstrating compliance with 50% of the ground floor and 20% of the upper floor(s) horizontal length requirement . A table is required for each side of the building(s) adjacent to public r/w and private roads Total Horizontal Length of Wall: _____ If _____ Total Horizontal Length of Windows and Glass on the Ground Floor(s): _____ If = _____ % of Wall Total Horizontal Length of Windows and Glass on the Upper Floor(s): _____ If = _____ % of Wall		
	18 Provide the following table on the elevation sheet(s) demonstrating compliance with 35% of the ground floor and 20% of the upper floor(s) horizontal length requirement for other non-residential uses. A table is required for each side of the building(s) adjacent to public r/w and private roads Total Horizontal Length of Wall: _____ If _____ Total Horizontal Length of Windows and Glass on the Ground Floor(s): _____ If = _____ % of Wall Total Horizontal Length of Windows and Glass on the Upper Floor(s): _____ If = _____ % of Wall		
	19 Provide the following table on the elevation sheet(s) demonstrating compliance with 60% of the vertical height of the ground floor requirement. A table is required for each side of the building(s) adjacent to public r/w and private roads Total Vertical Height of Ground Floor Wall: _____ If _____ Total Vertical Height of Windows: _____ If = _____ % of Wall		
	20 Add note stating that the ground floor windows comply with one of the following: 1) direct views to the building's interior, 2) direct views to lit display areas extending a minimum of three feet behind the window, or 3) tinted to provide the appearance of a window.		
	21 Demonstrate compliance with the clearly defined entryway requirement.		
	22 Demonstrate that all proposed parapet walls extend around the perimeter of the roofline and include a three-dimensional cornice treatment.		
	23 Demonstrate that parapets do not exceed 1/3 the height of the supporting wall unless the parapet is in scale with the building and development.		
	24 Add the following notes: Fascia signs require separate approval. Any signs proposed are for illustrative purposes only.		
	25 Add the following note: Prior to the issuance of any certificate of occupancy, a certification from the manufacturer of correct installation of all EIFS shall be provided to the Town Planning Department.		
	26 Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s)		
	27 General location of future signage		
	P Stormwater Report		
	1 Preliminary runoff calculations report for all proposed storm drainage structures including, but not limited to culverts, storm drain systems, inlets, ditches, open channels, BMPs, outlet protection, etc.		
	2 Pre- and Post-Development Drainage Area Maps (on a full-size plan sheet)		

Site Plan Approval Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	3	The site area and the corresponding watershed area for the proposed improvements shall be delineated on the mapping	
	4	USGS Quad map (identify site)	
	5	FIRM map (identify site)	
	5	Wake County Soil Survey (1970 version) map (identify site)	
	7	Runoff coefficient calculations	
		• Rational Formula (up to 5 acres)	
		• SCS Method	
	8	Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)	
	9	Stormwater BMP detention routing (1, 2, 10, 25, and 100-year storm event)	
	Q	Other	
	1	Keynotes are not permitted	
	2	Provide a blank 3x5 block for approval stamps at the bottom right hand corner	

4.5.2 Concurrent Construction and Site Plan Approval

Concurrent Construction and Site Plan Approval (use this checklist for combined review applications)			Staff Use Only √, n/a, or w
√, n/a, or w	Application Submittal Requirement		
	A	Documents to be Submitted Electronically via Customer Self Service Online Portal	
	1	Sets of plans – 24"x36"	
	2	Elevation and bench-marks referenced to National Geodetic Vertical Datum (NGVD)	
	3	Request for No Practical Alternatives Determination / Request for Buffer Authorization (for any proposed impacts to riparian buffers)	
	4	Copy of all stream determinations & signed JDs (jurisdictional determinations)	
	5	No Rise flood study, copy of any CLOMR or LOMR, & Elevation Certificate	
	6	Stormwater report	
	7	Voluntary Annexation Petition, if required	
	8	Road name approval from Wake County	
	9	Transportation Impact Analysis or reduced set of analysis requirements (must comply with MOU)	
	10	Completed Wake County Residential Development Form (Required Prior to Site Plan Approval)	
	11	Avigation Easement from RDU for subject property (Required Prior to Site Plan Approval if property is within the AO-A or AO-B zoning overlay districts)	
	12	FAA Determination of No Substantial Obstruction (For structures over 50' above ground level)	
	13	Proof of ownership, contract to purchase, or written authority from property owner to submit for all property subject to the application	
	B	Base Information for Each Plan Sheet	
	1	Name, address, and telephone number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans	
	2	Date of drawing preparation and all revision dates	
	3	Sheet number and title	
	4	North arrow (except detail and elevation sheets)	
	5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 25' and larger than 1" = 100' is recommended (except detail & elevation sheets)	
	6	Seal and signature of Registered Design Professional registered in the State of North Carolina	
	7	Name of the proposed development in title block	
	8	Project number in lower right corner (number assigned once project submitted)	
	C	Cover Sheet Information	
	1	Name of proposed development and "Construction Plan" or "Site Plan /Construction Plan" if combined review	
	2	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
	3	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project site	
	4	All general notes	
	5	Sheet Index (Note: The plan must be in the same order as this checklist)	
	6	Additional requirements for certain permitted uses per Article 4: Use Standards, of the UDO (if applicable)	
	7	Note with description of administrative adjustments and their approval date (if applicable)	
	D	Existing Conditions Survey	
	1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Jurisdictional boundaries	

Concurrent Construction and Site Plan Approval (use this checklist for combined review applications)			Staff Use Only
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✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	5	Adjoining current land uses	
	6	Right(s)-of-way or easement(s) e.g. street, railroad, and utility	
	7	Street name, right-of-way width, public or private, and state road number	
	8	Water, sewer, natural gas, and other utility lines	
	9	Existing structures (buildings, fencing, etc.)	
	10	Topographic contours (cite source)	
	11	Surface waters (label top of bank)	
	12	Riparian buffers (label zones 1 & 2)	
	13	FEMA 100-year floodplain and floodway boundaries including FIRM number	
	14	Outline of generally forested areas (note any significant stands of trees)	
	15	Wetlands	
	16	Rock outcroppings	
	17	Cemeteries	
	18	Streets and driveways within 500' of the project site	
	19	Other significant existing features	
	E	Site Plan	
	1	Property lines and distances per the Existing Survey Sheet	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining Zoning districts – boundaries and names	
	4	Adjoining current land uses	
	5	Jurisdictional boundaries	
	6	A table containing the following:	
		• Current property owner	
		• Developer	
		• Acreage of parcel (with and without thoroughfare right-of-way dedication)	
		• Wake County Parcel Identification Number (PIN)	
		• Setbacks (front, side, rear, cornerside, minimum building separation, and maximum building height)	
		• Lot width at road frontage	
		• Zoning (current and proposed) including any overlay districts (e.g. noise)	
		• Current principal and accessory use(s)	
		• Proposed use(s) (see Section 4.2.4, Principal Use Table, UDO)	
		• Proposed building square footage	
		• Number of parking (Non-EV, EV-Ready, EVSE Installed) spaces required and proposed as well as the supporting calculation	
		• Lot Coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials	
		• Net Density (Mixed Use; Dwelling, townhouse; Dwelling, condominium; and Dwelling apartment only)	
		• Square footage of the proposed tree preservation area	
		• Type of and square footage of the proposed Common Open Space	
	7	Location and dimensions of the building(s) (Building footprint)	
	8	Location and dimensions of existing and proposed driveways and curb cuts on site to be developed and on adjacent properties within 500 feet of the project site	
	9	Location, material, and width of existing and proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties.	
	10	Location and width of existing and proposed public/private greenway(s) and access easement(s)	
	11	Location and width of existing and proposed rights-of-way and road widths, including road names and State Road (SR) number	
	12	Road name approval from Wake County	
	13	Location and width of existing and proposed median(s) (Measured from back of curb)	
	14	Location, width, and type of each perimeter buffer	
	15	Location, width, and type of each streetyard buffer	

Concurrent Construction and Site Plan Approval (use this checklist for combined review applications)		
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations. ✓, n/a, or w		Staff Use Only ✓, n/a, or w
	Application Submittal Requirement	
16	Location and width of minimum setbacks	
17	Location and width of minimum and maximum build-to lines	
18	Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s)	
19	Location and dimensions of proposed hotboxes, HVAC units, and other on ground/free standing mechanical equipment	
20	Number of parking spaces per row	
21	Width and depth of parking bays	
22	Location and dimensions of accessible parking spaces	
23	Width of drive aisle(s)	
24	Pedestrian walkways or landscaped dividers	
25	Location of loading area with dimensions	
26	Turning radius at entrances and traffic islands	
27	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
28	Location and width of fire lane	
29	Length of fire access roadway(s) with any required turnarounds	
30	An "*" on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain with a corresponding note referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements	
F	Pedestrian, Bicycle, and Public Road Improvement Infrastructure Plan	
1	Property lines distinctly and accurately represented	
2	Location, length, and width of bicycle parking	
4	Location, width, and material of sidewalk(s), greenway(s), and crosswalk(s)	
5	Detail(s) of crosswalk(s), pedestrian havens, and pedestrian push button signals	
6	Pedestrian, bicycle, and greenway infrastructure on adjacent parcels within 500 feet of the site	
7	Proposed public road improvement and associated cross sections from the Comprehensive Transportation Plan	
8	Payment in lieu calculations and associated exhibits	
9	Proposed NCDOT road improvement shown in the current State Transportation Improvement Plan overlaid on the development site to ensure required development standards conflict with imminent road widening projects	
G	Grading and Drainage Plan	
1	An overall drainage and grading plan shall be provided showing existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas.	
2	Stormwater Layout Design	
	<ul style="list-style-type: none"> Location and dimensions of pipes, culverts, and other storm drain system elements 	
	<ul style="list-style-type: none"> Stormwater Table- drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure 	
	<ul style="list-style-type: none"> Public drainage easements for all pipes collecting water from public right-of-ways 	
	<ul style="list-style-type: none"> Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse 	
3	Stormwater Quality/Quantity Best Management Practices (BMPs)	
	<ul style="list-style-type: none"> Each BMP shall be on an individual plan sheet with associated BMP specific plan & profile/section views, and all applicable construction details 	
	<ul style="list-style-type: none"> Include a table of pertinent design parameters with columns indicating Existing/Required, Design/Provided, and As-Built columns including, but not limited to: 	
	<ul style="list-style-type: none"> Drainage Area (sf) 	
	<ul style="list-style-type: none"> Surface Area of BMP (sf) (per BMP Manual requirements) 	
	<ul style="list-style-type: none"> Land use Areas (sf) (Impervious, Open Space, Woodlands, etc.) 	
	<ul style="list-style-type: none"> Design Storm Flows (Q1, Q2, Q10, Q25 & Q100) 	
	<ul style="list-style-type: none"> Design Storm Water Surface Elevations 	

Concurrent Construction and Site Plan Approval (use this checklist for combined review applications)			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
		• Free Board	
		• Other pertinent BMP specific parameters	
		• Table of maximum allowable impervious area proposed for each lot/outparcel	
	4	Grading/Drainage plans	
		• Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material and slope	
		• One (1) foot contour lines	
		• Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb/pavement corners and grade changes, high points, tie-in points, swales, etc.	
		• Location of all existing and proposed utilities (screened), and blow-up of utility conflicts	
		• All existing and proposed easements	
		• FEMA 100-year floodplain and floodway boundaries including FIRM number	
		• Surface waters (show & label top of bank) & wetlands	
		• Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
		• Show all building roof leaders	
	H	Utility Plans	
	1	Property lines distinctly and accurately represented.	
	2	Fire flow for building or project.	
	3	General – This information may be incorporated from other sheets within the construction plan submittal set.	
		• Add following note to each Utility Plan sheet: "All Town of Cary utility construction shall be performed in accordance with Town of Cary Standard Specifications and Details in effect at time of utility permitting."	
		• Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals	
		• Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets.	
		• Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tie-backs, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements.	
		• Include any proposed requests for oversized line(s) and label as such.	
	4	Wastewater System	
		• Indicate projected sewer flow (gpd) (adf) for development submitted and verify consistency with Town's Master Plan. List the total linear footage of proposed sanitary sewer line. Include this information in the site data table.	
		• Provide sewer plan and profile (include pipe material, line size, length, slope, stationing, utility separations, ground elevation, and manhole inverts in, inverts out and top elevations, diameters).	
		• Show existing and proposed easements for all sewer lines, indicate status of easement acquisition across any off-site properties. Verify easement width for proposed depth.	
		• Show sewer line services and cleanouts (first cleanout required at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main.	
		• If a pump station is being considered, it is suggested you discuss this in advance with the Cary Utility Engineering staff. Specific information submittal needs are available on the Town's website and by contacting staff.	
		• Note and label each individual lot that cannot be served by gravity sewer.	
		• Please clearly note on the plans any private sewer. This will require a private extension permit from the state. Additional information can be obtained on the State DWQ website.	
		• Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement.	
		• Label all manholes that are greater than 4' in diameter.	

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Application Submittal Requirement			
	5	Water System	
		<ul style="list-style-type: none"> Waterlines along major roadways shall be designed to meet the Town of Cary's Water system Master Plan: http://www.townofcary.org/Assets/Water+Resources+Department/Water+Model.pdf 	
		<ul style="list-style-type: none"> Plan shall include plan and profile views. 	
		<ul style="list-style-type: none"> All public water system must be designed to meet TOC Standard Specifications Section 06000. http://www.townofcary.org/Assets/Water+Resources+Department/Drawings/Specifications/Approved/Section+06000.pdf 	

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✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	6	Pre-treatment items	
		<ul style="list-style-type: none"> Locations of grease interceptors. Location of the multi-user interceptor may also be considered during site plan review. Grease traps and interceptors are not typically sized in the Utility Plan review stage of project development. However, grease interceptor location, size, design, and details of construction shall be approved by the Cary Public Works and Utilities Department's Pretreatment Section before issuance of a Building Permit by the Town of Morrisville. This is accomplished during the building design and permitting phase of the project. More information is available here. 	
		<ul style="list-style-type: none"> Locations of qualifying trash compactors (for grocery stores, cafeterias, apartment complexes, high rise facilities with food service, and other sites where compactors may be proposed), and associated drains to sanitary sewer and grease traps. More information is available here. 	
		<ul style="list-style-type: none"> For plans including a swimming pool(s): These pools most likely include filter backwash. Please contact the Town of Cary, Utility Pretreatment Unit. 	
	7	If the proposed development includes phases:	
		<ul style="list-style-type: none"> Submit a separate utility sheet(s) for each individual phase. Each phase will be required to have a separate water and sewer permit. 	
		<ul style="list-style-type: none"> Where the sewer connection to existing Town of Cary collection system is conditioned upon the completion of any earlier phase(s), include a call-out note on the phased utility sheets stating that the sewer cannot be accepted until downstream sewer is connected to existing Town of Cary collection system that has been accepted. Do the same for any sewer that is dependent on non-existing sewer located in projects outside of this project that is under review. 	
		<ul style="list-style-type: none"> Show waterline blow-off assemblies and upstream sanitary sewer manholes that are provided with sanitary sewer protection (std. detail 07000.17) at all phasing lines. 	
		<ul style="list-style-type: none"> Include a written sequence phasing plan. 	
	8	For each sewer and water main connection to be made to planned/existing mains that are, or to be, built outside the scope of this project, list which infrastructure actually exists at this time and which is planned infrastructure. Include the project numbers	
	9	Reclaimed Water	
		<ul style="list-style-type: none"> Design of the reclaimed water system should follow the standards in place. All public Reclaimed water system must be designed to meet TOC Standard Specifications Section 06500. Click here for specifications. 	
		<ul style="list-style-type: none"> Provide information on pipe sizing and material. 	
		<ul style="list-style-type: none"> Reclaimed Waterlines along major roadways shall be designed to meet the Town of Cary's Reclaimed Water System Master Plan: Click here for additional information. 	
		<ul style="list-style-type: none"> Show air release valves on lines 6 inches and above. 	
		<ul style="list-style-type: none"> Show locations of blow-off devices and their routing into the sanitary sewer. 	
	I	Soil Erosion Control Plan - see Wake County Environmental Services for requirements	
	J	Latest Available Aerial Image of the Development Site	
	1	Provide the month and year of when the image was taken	
	K	Tree Survey (See Section 5.4.3, Tree Survey, of UDO)	
	1	Property lines per the Existing Survey Sheet	
	2	The latest available aerial photograph of the development site on a separate page	
	3	Stands of trees, include the location, area, predominant species, general health, estimated tree number, and average DBH	
	4	Specimen trees, show the location, species, general health, and DBH	
	5	Dead or diseased trees, where practical	
	6	The percentage of the development site area covered by existing tree canopy (excluding all proposed street rights-of-way, existing utility easements, and natural water surface areas)	
	7	All potential retention areas (1, 2, 3) See Section 5.4.4, Tree Canopy Retention, of UDO	
	8	The location of trees 12" in caliper or larger that are within the streetyard buffer	

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✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	9	The width and density of existing tree canopy to be preserved in lieu of new plantings for landscaping buffers	
	L	Tree Protection Plan	
	1	Property lines per the Existing Survey Sheet	
	2	The proposed percentage of the site's tree canopy to be retained	
	3	Tree protection areas (must comply with Section 5.4.4, Tree Canopy Retention, of UDO)	
	4	Location of intersection sight distance areas for all road and driveway intersections (See EDCM for requirements)	
	5	Location, width, and type of all utility easements	
	6	Location of all buildings	
	7	Location of surface vehicle parking lots	
	8	Location of roadways and driveways and associated rights-of-way or easements	
	9	Location of sidewalk(s) and greenway(s) and associated easements	
	10	Location of grading limits	
	11	Boundaries of common open space and public recreation areas, including percentage of the development site	
	12	Boundaries of tree protection area(s) at least 10' from the nearest tree trunk, must include locations of trunks of tree which are adjacent to the fencing and which are proposed to be protected. Must include trees 12" in caliper or larger in the streetyard buffer(s)	
	13	Location and details of protective fencing, marking, and signage (See Section 5.4.6.B, Protective Fencing and Signage, of UDO.)	
	14	The total area and minimum width of each proposed tree preservation area.	
	M	Landscape Plan	
	1	Property lines per the Existing Survey Sheet	
	2	Adjoining Zoning districts – boundaries and names	
	3	Adjoining current land uses	
	4	Location, species, and size of all existing vegetation within proposed perimeter and streetyard buffers(s) to be used towards required buffer screening	
	5	Location of intersection sight distance areas for all road and driveway intersections	
	6	Location, width, and type of all utility easements	
	7	Location of all buildings	
	8	Location of roadways and driveways and associated rights-of-way and easements	
	9	Location of surface vehicle parking lots	
	10	Location of sidewalk(s) and greenway(s) and associated easements	
	11	Location of plantings with key symbol	
	12	Plant Schedule that includes:	
		• Plant type (shade, understory, shrubs, & groundcover/grasses)	
		• Key symbol (e.g. "AR" for Acer Rubrum)	
		• Quantity	
		• Scientific name	
		• Common name	
		• Caliper at planting	
		• Height at planting	
		• Root (e.g. B&B)	
		• Spacing	
		• Location (streetyard, VUA, foundation etc.)	
		• Table demonstrating compliance with Administrative Manual Table 4.3.2 Species Diversity	
	13	Location, width, and type/option of perimeter and streetyard buffer(s)	
	14	Table for each perimeter and streetyard buffer that includes:	
		• Buffer type and option	

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✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
		• Length (linear feet) of buffer	
		• Number of required plantings (including supporting calculation)	
		• Number of provided plantings	
		• Location, height, material, and graphic of fences/walls proposed as buffer screening	
		• Location, width, and height of proposed berms	
	15	Location and width of perimeter landscaping strips between Vehicle Use Areas (VUAs) and adjacent streets and property lines (See Section 5.12.4.C, Perimeter Landscaping, of UDO.)	
	16	Location, height, and material of any fence, berm, and wall existing or proposed	
	17	Location of planting islands within and between parking bays	
	18	Area and dimensions of each planting island in VUAs	
	19	VUA table that includes:	
		• Square footage of VUA area	
		• Number of required plantings, with supporting calculation (See Section 5.12.4.D, Interior Landscaping Standards, of UDO.)	
		• Number of provided plantings	
	20	Location and depth of foundation planting areas (See Section 5.12.5, Foundation Plantings, of UDO.)	
	21	Location of planting strips and/or tree pits proposed to contain required street trees (See Section 5.12.6, Street Trees in the TOD and MS Districts, of UDO.)	
	22	Tree Protection Areas	
	23	The following note: All landscaping shall be maintained in perpetuity	
	24	The following note: All hotboxes and other on ground/free standing mechanical equipment shall be screened with dense evergreen vegetation at least the height of the equipment prior to the issuance of a Certificate of Compliance/Occupancy	
	25	Location of all irrigation lines.	
	N	Lighting Plan	
	1	Location of proposed lighting fixtures (See Section 5.15, Exterior Lighting, of UDO.) Pole details, including height, color, and manufacturer	
	2	Fixture details, including color, graphic, shape, wattage, IESNA cutoff classification, lumen rating, and manufacturer. This includes both pole and fixtures affixed to building.	
	3	Footcandle grid (Not required on public streets)	
	4	Summary table that shows minimum, average and maximum FC values as well as the average to minimum uniformity ratio (Not required on public streets)	
	5	Maintenance factor (Not required on public streets)	
	6	Streetlight pole locations (This does include thoroughfares adjacent to the project)	
	O	Roadway Plan	
	1	Plan/Profile Sheet	
		• Sufficient field survey beyond property lines for sight distance and/or transition to existing roadway	
		• Proposed roadway design criteria	
		• Layout adequately dimensioned, radius	
		• Existing and proposed utilities	
	2	Pavement marking and street signage plan in accordance with the Manual of Uniform Traffic Control Devices and/or NCDOT standards	
	3	Cross section per the Comprehensive Transportation Plan	
	4	Pavement design	
	5	Payment in lieu calculations and associated exhibits demonstrating the proposed road improvements	
	P	Details Sheet	
	1	Bike Rack	
	2	Fence (see Section 5.14, Fences and Walls, of UDO)	
	3	Standard details	
	Q	Building Elevations	

Concurrent Construction and Site Plan Approval (use this checklist for combined review applications)			Staff Use Only												
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✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w												
	1	Label all building materials and colors (façade, cornices, awnings, storefronts, etc.)													
	2	Label each side of the building labeled at north, south, east, west													
	3	Label the number of stories													
	4	Label the overall building height and the height of each story													
	5	The height of structures above the roofline (e.g. parapets and towers)													
	6	The scale of the elevations													
	7	Location of each on-building light fixture													
	8	Location of roof-mounted mechanical equipment including proposed screening and a shadow (height and width) of the equipment													
	9	Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment													
	10	Detail of commercial container enclosure(s), including the opaque gate													
	11	Location of all utilities attached to the building													
	12	Add the following tables for each building and individual façade walls (fill in blanks) <table border="1" style="margin-top: 10px;"> <tr> <td>Area of Façade Walls</td> <td>_____sf</td> </tr> <tr> <td>Area of Window and Doors</td> <td>_____sf</td> </tr> <tr> <td>Net Total Façade Wall Area[1]</td> <td>_____sf</td> </tr> </table> <p>[1] Net Total Façade Wall Area is the Area of Façade Walls minus Area of Window and Doors</p> <table border="1" style="margin-top: 10px;"> <tr> <td>Area of predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> <tr> <td>Area of non-predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> </table>	Area of Façade Walls	_____sf	Area of Window and Doors	_____sf	Net Total Façade Wall Area[1]	_____sf	Area of predominant net façade material	_____sf	_____%	Area of non-predominant net façade material	_____sf	_____%	
Area of Façade Walls	_____sf														
Area of Window and Doors	_____sf														
Net Total Façade Wall Area[1]	_____sf														
Area of predominant net façade material	_____sf	_____%													
Area of non-predominant net façade material	_____sf	_____%													
	13	For an office building greater than two feet in height, provide building footprint demonstrating the minimum corner requirement is met. (only required if this method of compliance it proposed)													
	14	Provide a scaled drawing, similar to the one below, for all buildings that have at least one side greater than 100 feet in length. <div style="text-align: center; margin-top: 20px;"> </div> <p>Note: This is not to scale.</p>													

Concurrent Construction and Site Plan Approval (use this checklist for combined review applications)			Staff Use Only
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✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	15	Demonstrate façade walls have no less than three of the following: color change; texture change; material change; or an expression of architectural or structural bays through a change in plane no less than 12 inches in width.	
	16	Provide the following table on each applicable elevation sheet demonstrating compliance with ground floor features along no less than 60% of the horizontal length of the wall. A table is required for each side of the building(s) adjacent to a public r/w. Total horizontal length of the wall: _____ If _____ Horizontal length of the (add feature): _____ If _____ Horizontal length of the (add feature): _____ If _____ (examples of features: windows, awnings) Total horizontal length of all features: _____ If = _____% of the wall	
	17	Provide the following table on the elevation sheet(s) demonstrating compliance with 50% of the ground floor and 20% of the upper floor(s) horizontal length requirement. A table is required for each side of the building(s) adjacent to public r/w and private roads Total Horizontal Length of Wall: _____ If _____ Total Horizontal Length of Windows and Glass on the Ground Floor(s): _____ If = _____% of Wall Total Horizontal Length of Windows and Glass on the Upper Floor(s): _____ If = _____% of Wall	
	18	Provide the following table on the elevation sheet(s) demonstrating compliance with 35% of the ground floor and 20% of the upper floor(s) horizontal length requirement for other non-residential uses. A table is required for each side of the building(s) adjacent to public r/w and private roads Total Horizontal Length of Wall: _____ If _____ Total Horizontal Length of Windows and Glass on the Ground Floor(s): _____ If = _____% of Wall Total Horizontal Length of Windows and Glass on the Upper Floor(s): _____ If = _____% of Wall	
	19	Provide the following table on the elevation sheet(s) demonstrating compliance with 60% of the vertical height of the ground floor requirement. A table is required for each side of the building(s) adjacent to public r/w and private roads Total Vertical Height of Ground Floor Wall: _____ If _____ Total Vertical Height of Windows: _____ If = _____% of Wall	
	20	Add note stating that the ground floor windows comply with one of the following: 1) direct views to the building's interior, 2) direct views to lit display areas extending a minimum of three feet behind the window, or 3) tinted to provide the appearance of a window.	
	21	Demonstrate compliance with the clearly defined entryway requirement.	
	22	Demonstrate that all proposed parapet walls extend around the perimeter of the roofline and include a three-dimensional cornice treatment.	
	23	Demonstrate that parapets do not exceed 1/3 the height of the supporting wall unless the parapet is in scale with the building and development.	
	24	Add the following notes: Fascia signs require separate approval. Any signs proposed are for illustrative purposes only.	
	25	Add the following note: Prior to the issuance of any certificate of occupancy, a certification from the manufacturer of correct installation of all EIFS shall be provided to the Town Planning Department.	
	26	Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s)	
	27	General location of future signage	
	R	Stormwater Report	

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✓, n/a, or w		Application Submittal Requirement	✓, n/a, or w
	1	Runoff Calculations report for all proposed storm drainage structures including, but not limited to culverts, storm drain systems, inlets, ditches, open channels, BMPs, outlet protection, etc. The report shall be sealed and signed by a registered North Carolina Professional Engineer.	
	2	Narrative description of Existing Conditions, Natural Resource Inventory, Stormwater Management Plan, calculations (methods, variables, assumptions, etc.) and results.	
	3	Hardcopy & .xls file of completed Storm-EZ form	
	4	Maps	
		• Pre- and Post-Development Drainage Area Maps (on full-size plan sheet)	
		• BMP drainage area map (include area of BMP itself) (on full-size plan sheet)	
		• Inlet drainage area map (on full-size plan sheet)	
		• USGS Quad map (identify site)	
		• FIRM map (identify site)	
		• Wake County Soil Survey (1970) map (identify site)	
	5	Runoff coefficient calculations	
		• Rational Formula (up to 5 acres)	
		• SCS Method (discrete CN method)	
	6	Time of concentration for pre/post development conditions	
	7	Analyze pre-development and post-development runoff conditions for each discharge point from the site	
	8	No net increase from pre-development peak flow for 1-yr, 2-yr, & 10-yr, 24-hr storm events	
	9	Roof drain & leader calculations (designed per the NC Plumbing Code)	
	10	Storm Drain System Design Calculations	
		• Pipe material – RCP, minimum pipe diameter of 15 inches, minimum slope of 0.5%	
		• Pipes carry the 2-yr storm at a velocity of at least 2	
		• 10-yr (contained in pipe) & 25-yr (contained in structures) HGL calculations & profiles	
		• Swale calculations showing non-erosive flow for 10-yr storm	
		• Gutter spread calculations for 4 in/hr storm (8ft max spread)	
		• Culvert calculations (energy equation & nomographs)	
		• Rip rap apron calculations/nomographs	
	11	Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)	
		• Stormwater BMPs must be designed in accordance with the NCDENR Stormwater BMP Design Manual, or the Minimum Design Criteria (MDC), and any supplements to it issued by the Town of Morrisville including the Town of Morrisville EDCM and Policy or Technical Memorandums,	
		• Stormwater BMP detention routing (1, 2, 10, 25, and 100-year storm events)	
		• Provide 1 foot of freeboard from the top of any dam embankment during the 100-year storm event	
		• Permanently stabilized emergency spillway must be provided	
		• Water Quality Computations and BMP sizing/drawdown for the 1-inch (1") runoff depth	
	12	Nutrient Calculations	
		• Hardcopy (of all tabs) & .xls file of completed J/F Nutrient Loading Accounting Tool	
	13	BMP Operation and Maintenance manual	
		• Engineers estimate for BMP. Provide detailed, line-item bid summary with item/activity description, unit price, amounts of units, and total cost.	
		• Maintenance surety calculation (30% cash payment)	
		• Draft O&M agreement with site-specific data included for review prior to execution and recordation	
	S	Other	
	1	Keynotes are not permitted	
	2	Include a blank 3x5 block for approval stamps at the bottom right-hand corner	

4.5.3 Preliminary Subdivision Plat Approval (Type 1 or Type 2)

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w		Application Submittal Requirement	✓, n/a, or w
	A	Documents to be Submitted Electronically via Customer Self Service Online Portal	
	1	Set of plans – 24"x36"	
	2	Color images of proposed building materials	
	3	Elevation and bench-marks referenced to National Geodetic Vertical Datum (NGVD)	
	4	Transportation Impact Analysis or reduced set of analysis requirements (must comply with MOU)	
	5	Copy of notification letter sent to Raleigh-Durham Airport Authority	
	6	Copy of all stream determinations & signed JDs (jurisdictional determinations)	
	7	Stormwater report	
	8	Voluntary Annexation Petition, if required	
	9	Road name approval from Wake County	
	10	Completed Wake County Residential Development Form (Required Prior to Preliminary Plat Approval)	
	11	Avigation Easement from RDU for subject property (Required Prior to Plat Approval)	
	12	FAA Determination of No Substantial Obstruction (For structures over 50' above ground level)	
	B	Base Information for Each Plan Sheet	
	1	Name, address, and telephone number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans	
	2	Date of drawing preparation and all revision dates	
	3	Sheet number and title	
	4	North arrow (except detail and elevation sheets)	
	5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 25' and larger than 1" = 100' is recommended (except detail & elevation sheets)	
	6	Seal of Registered Design Professional registered in the State of North Carolina (signed and marked as preliminary)	
	7	Name of the proposed development in title block	
	8	Project & file number in lower right corner of each sheet (number assigned once project submitted)	
	C	Cover Sheet Information	
	1	Name of proposed development and "Construction Plan"	
	2	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
	3	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project site	
	4	All general notes	
	5	Sheet Index (Note: The plan must be in the same order as this checklist)	
	D	Existing Conditions Survey	
	1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Jurisdictional boundaries	
	5	Adjoining current land uses	
	6	Right(s)-of-way or easement(s) e.g. street, railroad, and utility	
	7	Street name, right-of-way width, public or private, and state road number	
	8	Water, sewer, natural gas, and other utility lines	
	9	Existing structures (buildings, fencing, etc.)	
	10	Topographic contours (cite source)	
	11	Surface waters (label top of bank)	
	12	Riparian buffers (label zone 1 & 2)	
	13	FEMA 100-year floodplain and floodway boundaries including FIRM number	

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	14	Outline of generally forested areas (note any significant stands of trees)	
	15	Wetlands	
	16	Rock outcroppings	
	17	Cemeteries	
	18	Streets and driveways within 500' of the project site	
	19	Other significant existing features	
	E	Preliminary Plat	
	1	Property lines and distances per the Existing Survey Sheet	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Adjoining current land uses	
	5	Jurisdictional boundaries	
	6	A table containing the following:	
		• Name of current property owner	
		• Name of developer	
		• Acreage of parent parcel (with and without thoroughfare right-of-way dedication)	
		• County Parcel Identification Number (PIN)	
		• Proposed number of lots	
		• Setbacks (front, side, rear, cornerside, minimum building separation, and maximum building height)	
		• Zoning (current and proposed) including any overlay districts (e.g. Airport)	
		• Current principal and accessory use(s)	
		• Proposed use(s) (see Section 4.2.4, Principal Use Table, UDO)	
		• Number of parking spaces required and proposed as well as the supporting calculation	
		• Lot coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials as well as maximum allowable lot coverage	
		• Net Density (See Section 11.4.1.C, Net Density, of UDO.)	
	7	Location and dimensions of existing and proposed driveways and curb cuts on site to be developed and on adjacent properties. Must show all cuts within 500 feet if a full access driveway is proposed	
	8	Location and width of existing and proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties	
	9	Location and width of existing and proposed public/private greenway(s) and access easement(s)	
	10	Location and width of existing and proposed rights-of-way and road widths, including road names and State Road (SR) number	
	11	Road name approval from Wake County	
	12	Location and width of existing and proposed median(s) (Measured from back of curb)	
	13	Location, width, and type of each perimeter buffer	
	14	Location, width, and type of each streetyard buffer	
	15	Location and width of minimum setbacks	
	16	Location and width of minimum and maximum build-to lines	
	17	Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s), if not proposing to use curbside pickup	
	18	Number of parking spaces per row, if surface parking proposed	
	19	Width and depth of parking bays, if surface parking proposed	
	20	Location and dimensions of accessible parking spaces, if surface parking proposed	
	21	Dimensions of driveways, if proposed (must contain at least two 9'x18' spaces, minimum width of 12')	
	22	Width of drive aisle(s) , if surface parking proposed	
	23	Pedestrian walkways or landscaped dividers, if surface parking proposed	
	24	Turning radius at entrances and traffic islands, if applicable	
	25	Location and width of fire lane, if applicable	
	26	Length of fire access roadway(s) with any required turnarounds, if applicable	
	27	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist		
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.		
✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	28 An "*" on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain with a corresponding note referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements	
	29 Square footage and lot shape factor on each new lot proposed	
	30 Lot width at setback (may be required as a review comment)	
	31 Please provide a typical driveway dimension	
	F Pedestrian, Bicycle, and Public Road Improvement Infrastructure Plan	
	1 Property lines distinctly and accurately represented	
	2 Location, length, and width of bicycle parking	
	3 Location and width of sidewalk(s), greenway(s), and crosswalk(s)	
	4 Proposed public road improvement and associated cross sections from the Comprehensive Transportation Plan	
	5 Proposed NCDOT road improvement shown in the State Transportation Improvement Plan overlaid on the development site (to ensure required development standards are not in conflict with planned road improvements)	
	G Preliminary Grading and Drainage Plan	
	1 Show existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas	
	2 Preliminary Stormwater Layout Design	
	• Location and dimensions of pipes, culverts, and other storm drain system elements	
	• Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse	
	3 Preliminary Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)	
	4 Preliminary Grading/Drainage Plans	
	• Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material and slope	
	• Stormwater Table- drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure	
	• One (1) foot contour lines	
	• Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb/pavement corners and grade changes, high points, tie-in points, swales, etc.	
	• Location of all existing and proposed utilities (screened)	
	• Location of all existing and proposed easements	
	• FEMA 100-year floodplain and floodway boundaries including FIRM number	
	• Surface waters (show & label top of bank) & wetlands	
	• Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
	H Utility Plan	
	1 Property lines distinctly and accurately represented.	
	2 Fire flow for building or project.	
	3 General – This information may be incorporated from other sheets within the construction plan submittal set.	
	• Add following note to each Utility Plan sheet: "All Town of Cary utility construction shall be performed in accordance with Town of Cary Standard Specifications and Details in effect at time of utility permitting."	
	• Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals	
	• Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets.	
	• Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tie-backs, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements.	
	• Include any proposed requests for oversized line(s) and label as such.	

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist		
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.		
✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	4 Wastewater System	
	<ul style="list-style-type: none"> Indicate projected sewer flow (gpd) (adf) for development submitted and verify consistency with Town's Master Plan. List the total linear footage of proposed sanitary sewer line. Include this information in the site data table. 	
	<ul style="list-style-type: none"> Provide sewer plan and profile (include pipe material, line size, length, slope, stationing, utility separations, ground elevation, and manhole inverts in, inverts out and top elevations, diameters). 	
	<ul style="list-style-type: none"> Show existing and proposed easements for all sewer lines, indicate status of easement acquisition across any off-site properties. Verify easement width for proposed depth. 	
	<ul style="list-style-type: none"> Show sewer line services and cleanouts (first cleanout required at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main. 	
	<ul style="list-style-type: none"> If a pump station is being considered, it is suggested you discuss this in advance with the Cary Utility Engineering staff. Specific information submittal needs are available on the Town's website and by contacting staff. 	
	<ul style="list-style-type: none"> Note and label each individual lot that cannot be served by gravity sewer. 	
	<ul style="list-style-type: none"> Please clearly note on the plans any private sewer. This will require a private extension permit from the state. Additional information can be obtained on the State DWQ website. 	
	<ul style="list-style-type: none"> Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement. 	
	Label all manholes that are greater than 4' in diameter.	
	5 Water System	
	<ul style="list-style-type: none"> Waterlines along major roadways shall be designed to meet the Town of Cary's Water system Master Plan. 	
	<ul style="list-style-type: none"> Plan shall include plan and profile views. 	
	<ul style="list-style-type: none"> All public water system must be designed to meet TOC Standard Specifications Section 06000. http://www.townofcary.org/Assets/Water+Resources+Department/Drawings/Specifications/Approved/Section+06000.pdf 	
	6 Pre-treatment items	
	<ul style="list-style-type: none"> Locations of grease interceptors. Location of the multi-user interceptor may also be considered during site plan review. Grease traps and interceptors are not typically sized in the Utility Plan review stage of project development. However, grease interceptor location, size, design, and details of construction shall be approved by the Cary Public Works and Utilities Department's Pretreatment Section before issuance of a Building Permit by the Town of Morrisville. This is accomplished during the building design and permitting phase of the project. More information is available here. 	
	<ul style="list-style-type: none"> Locations of qualifying trash compactors (for grocery stores, cafeterias, apartment complexes, high rise facilities with food service, and other sites where compactors may be proposed), and associated drains to sanitary sewer and grease traps. More information is available here. 	
	<ul style="list-style-type: none"> For plans including a swimming pool(s): These pools most likely include filter backwash. Please contact the Town of Cary, Utility Pretreatment Unit. 	
	7 If the proposed development includes phases:	
	<ul style="list-style-type: none"> Submit a separate utility sheet(s) for each individual phase. Each phase will be required to have a separate water and sewer permit. 	
	<ul style="list-style-type: none"> Where the sewer connection to existing Town of Cary collection system is conditioned upon the completion of any earlier phase(s), include a call-out note on the phased utility sheets stating that the sewer cannot be accepted until downstream sewer is connected to existing Town of Cary collection system that has been accepted. Do the same for any sewer that is dependent on non-existing sewer located in projects outside of this project that is under review. 	
	<ul style="list-style-type: none"> Show waterline blow-off assemblies and upstream sanitary sewer manholes that are provided with sanitary sewer protection (std. detail 07000.17) at all phasing lines. 	
	<ul style="list-style-type: none"> Include a written sequence phasing plan. 	
	8 For each sewer and water main connection to be made to planned/existing mains that are, or to be, built outside the scope of this project, list which infrastructure actually exists at this time and which is planned infrastructure. Include the project numbers	
	9 Reclaimed Water	

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist

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✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
		<ul style="list-style-type: none"> Design of the reclaimed water system should follow the standards in place. All public Reclaimed water system must be designed to meet TOC Standard Specifications Section 06500. Click here for specifications. 	
		<ul style="list-style-type: none"> Provide information on pipe sizing and material. 	
		<ul style="list-style-type: none"> Reclaimed Waterlines along major roadways shall be designed to meet the Town of Cary's Reclaimed Water System Master Plan: Click here for additional information. 	
		<ul style="list-style-type: none"> Show air release valves on lines 6 inches and above. 	
		<ul style="list-style-type: none"> Show locations of blow-off devices and their routing into the sanitary sewer. 	
	I	Soil Erosion Control Plan - see Wake County Environmental Services for requirements	
	J	Latest Available Aerial Image of the Development Site (not required for single family detached or duplexes)	
	1	Provide the month and year of when the image was taken	
	K	Tree Survey (See Section 5.4.3, Tree Survey, of UDO) (not required for single family detached or duplexes)	
	1	Property lines per the Existing Survey Sheet	
	2	Stands of trees, include the location, area, predominant species, general health, estimated tree number, and average DBH	
	3	Specimen trees, show the location, species, general health, and DBH	
	4	Dead or diseased trees, where practical	
	5	The percentage of the development site area covered by existing tree canopy (excluding all proposed street rights-of-way, existing utility easements, and natural water surface areas)	
	6	All potential retention areas (1, 2, 3) See Section 5.4.4, Tree Canopy Retention, of UDO	
	7	The location of trees 12" in caliper or larger that are within the streetyard buffer	
	8	The width and density of existing tree canopy to be preserved in lieu of new plantings for landscaping buffer	
	L	Tree Protection Plan (not required for single family detached or duplexes)	
	1	Property lines per the Existing Survey Sheet	
	2	The proposed percentage of existing tree canopy to be retained	
	3	Tree protection areas (must comply with Section 5.4.4, Tree Canopy Retention, of UDO)	
	4	Location of intersection sight distance areas for all road and driveway intersections (See EDCM for requirements)	
	5	Location, width, and type of all utility easements	
	6	Location of all buildings	
	7	Location of surface vehicle parking lots	
	8	Location of roadways and driveways and associated rights-of-way or easements	
	9	Location of sidewalk(s) and greenway(s) and associated easements	
	10	Location of grading limits	
	11	Boundaries of common open space and public recreation areas, including percentage of the development site	
	12	Boundaries of tree protection area(s) at least 10' from the nearest tree trunk, must include locations of trunks of trees which are adjacent to the fencing and which are proposed to be protected. Must include trees 12" in caliper or larger in the streetyard buffer(s)	
	13	Location and details of protective fencing, marking, and signage (See Section 5.4.6.B, Protective Fencing and Signage, of UDO.)	
	M	Landscape Plan	
	1	Property lines per the Existing Survey Sheet	
	2	Adjoining Zoning districts – boundaries and names	
	3	Adjoining current land uses	
	4	Location, species, and size of all existing vegetation within proposed perimeter and streetyard buffers(s) to be used towards required buffer screening	
	5	Location of intersection sight distance areas for all road and driveway intersections	

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	6	Location, width, and type of all utility easements	
	7	Location of all buildings	
	8	Location of roadways and driveways and associated rights-of-way and easements	
	9	Location of surface vehicle parking lots	
	10	Location of sidewalk(s) and greenway(s) and associated easements	
	11	Location of plantings with key symbol	
	12	Plant Schedule that includes:	
		• Plant type (shade, understory, shrubs, & groundcover/grasses)	
		• Key symbol (e.g. "AR" for Acer Rubrum)	
		• Quantity	
		• Scientific name	
		• Common name	
		• Caliper at planting	
		• Height at planting	
		• Root (e.g. B&B)	
		• Spacing	
		• Location (streetyard, VUA, foundation etc.)	
		• Table demonstrating compliance with Administrative Manual Table 4.3.2 Species Diversity	
	13	Location, width, and type/option of perimeter and streetyard buffer(s)	
	14	Table for each perimeter and streetyard buffer that includes:	
		• Buffer type and option	
		• Length (linear feet) of buffer	
		• Number of required plantings (including supporting calculation)	
		• Number of provided plantings	
		• Location, height, material, and graphic of fences/walls proposed as buffer screening	
		• Location, width, and height of proposed berms	
	15	Location and width of perimeter landscaping strips between Vehicle Use Areas (VUAs) and adjacent streets and property lines (See Section 5.12.4.C, Perimeter Landscaping, of UDO.)	
	16	Location, height, and material of any fence, berm, and wall existing or proposed	
	17	Location of planting islands within and between parking bays	
	18	Area and dimensions of each planting island in VUAs	
	19	VUA table that includes:	
		• Square footage of VUA area	
		• Number of required plantings, with supporting calculation (See Section 5.12.4.D, Interior Landscaping Standards, of UDO.)	
		• Number of provided plantings	
	20	Location and depth of foundation planting areas (See Section 5.12.5, Foundation Plantings, of UDO.)	
	21	Location of planting strips and/or tree pits proposed to contain required street trees (See Section 5.12.6, Street Trees in the TOD and MS Districts, of UDO.)	
	22	Tree Protection Areas	
	23	The following note: All landscaping shall be maintained in perpetuity	
	24	The following note: All hotboxes and other on ground/free standing mechanical equipment shall be screened with dense evergreen vegetation at least the height of the equipment prior to the issuance of a Certificate of Compliance/Occupancy	
	25	Location of all irrigation lines.	
	N	Lighting Plan	
	1	Location of proposed lighting fixtures (See Section 5.15, Exterior Lighting, of UDO) pole details, including height, color, and manufacturer	
	2	Fixture details, including color, graphic, shape, wattage, IESNA cutoff classification, lumen rating, and manufacturer. This includes both pole and fixtures affixed to building.	
	3	Footcandle grid (Not required on public streets)	

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist

For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

√, n/a, or w		Application Submittal Requirement	Staff Use Only √, n/a, or w
	4	Summary table that shows minimum, average and maximum FC values as well as the average to minimum uniformity ratio (Not required on public streets)	
	5	Maintenance factor (Not required on public streets)	
	6	Streetlight pole locations (This does include thoroughfares adjacent to the project)	
	O	Details Sheet	
	1	Fence (see Section 5.14, Fences and Walls, of UDO)	

Preliminary Subdivision Plat Approval (Type 1 or Type 2) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w												
	P	Building Elevations – Multifamily													
	1	Label all building materials and colors (façade, cornices, awnings, storefronts, etc.)													
	2	Label each side of the building labeled at north, south, east, west													
	3	Label the number of stories													
	4	Label the overall building height and the height of each story													
	5	The height of structures above the roofline (e.g. parapets and towers)													
	6	The scale of the elevations													
	7	Location of each on-building light fixture													
	8	Location of roof-mounted mechanical equipment including proposed screening and a shadow (height and width) of the equipment													
	9	Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment													
	10	Detail of commercial container enclosure(s), including the opaque gate													
	11	Location of all utilities attached to the building													
	12	<p>Add the following tables for each building and not individual façade wall (fill in blanks)</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Area of Façade Walls</td> <td>_____sf</td> </tr> <tr> <td>Area of Window and Doors</td> <td>_____sf</td> </tr> <tr> <td>Net Total Façade Wall Area¹</td> <td>_____sf</td> </tr> </table> <p style="margin-left: 40px;">[1] Net Total Façade Wall Area is the Area of Façade Walls minus Area of Window and Doors</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Area of predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> <tr> <td>Area of non-predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> </table>	Area of Façade Walls	_____sf	Area of Window and Doors	_____sf	Net Total Façade Wall Area ¹	_____sf	Area of predominant net façade material	_____sf	_____%	Area of non-predominant net façade material	_____sf	_____%	
Area of Façade Walls	_____sf														
Area of Window and Doors	_____sf														
Net Total Façade Wall Area ¹	_____sf														
Area of predominant net façade material	_____sf	_____%													
Area of non-predominant net façade material	_____sf	_____%													
	13	Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s)													
	Q	Building Elevations – Type II Subdivision													
	1	Elevations demonstrating compliance with the Voluntary Design Guidelines (façade type a, b, c, etc)													
	2	Plat map corresponding with the elevations showing the locations of each type of unit (a, b, c, etc)													
	R	Stormwater Report													
	1	Preliminary runoff calculations report for all proposed storm drainage structures including, but not limited to culverts, storm drain systems, inlets, ditches, open channels, BMPs, outlet protection, etc.													
	2	Pre- and Post-Development Drainage Area Maps (on a full-size plan sheet)													
	3	The site area and the corresponding watershed area for the proposed improvements shall be delineated on the mapping													
	4	USGS Quad map (identify site)													
	5	FIRM map (identify site)													
	6	Wake County Soil Survey (1970 version) map (identify site)													
	7	Runoff coefficient calculations													
		• Rational Formula (up to 5 acres)													
		• SCS Method													
	8	Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)													
	9	Stormwater BMP detention routing (1, 2, 10, 25, and 100-year storm event)													
	S	Other													
	1	Keynotes are not permitted													
	2	Include a blank 3x5 block for approval stamps at the bottom right hand corner													

4.5.4 Construction Plan Approval for a Type 1 or 2 Preliminary Subdivision Plat

Construction Plan Approval for a Preliminary Subdivision Plat Approval (Type 1 or Type 2) Checklist (use this checklist for combined review applications)

For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

√, n/a, or w	Application Submittal Requirement	Staff Use Only √, n/a, or w
A	Documents to be Submitted	
1	Sets of plans – 24"x36"	
2	Elevation and bench-marks referenced to National Geodetic Vertical Datum (NGVD)	
3	Request for No Practical Alternatives Determination / Request for Buffer Authorization (for any proposed impacts to riparian buffers)	
4	Copy of all stream determinations & signed JDs (jurisdictional determinations)	
5	No Rise flood study, copy of any CLOMR or LOMR, & Elevation Certificate	
6	Stormwater report	
7	Voluntary Annexation Petition, if required	
8	Road name approval from Wake County	
9	Transportation Impact Analysis or reduced set of analysis requirements (must comply with MOU)	
10	Avigation Easement from RDU for the subject property (Required Prior to Site Plan Approval if property is within the AO-A or AO-B zoning overlay district)	
B	Base Information for Each Plan Sheet	
1	Name, address, telephone number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans	
2	Date of drawing preparation and all revision dates	
3	Sheet number and title	
4	North arrow (except detail and elevation sheets)	
5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 25' and larger than 1" = 100' is recommended (except detail & elevation sheets)	
6	Seal and signature of Registered Design Professional registered in the State of North Carolina	
7	Name of the proposed development in title block	
8	Project & file number in lower right corner of each sheet (number assigned once project submitted)	
C	Cover Sheet Information	
1	Name of proposed development and "Construction Plan" or "Type 1/2 Preliminary Subdivision Plat (as appropriate) and Construction Plan"	
2	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
3	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project site	
4	All general notes	
5	Sheet Index (Note: The plan must be in the same order as this checklist)	
6	Additional requirements for certain permitted uses per Article 4: Use Standards, of the UDO (if applicable)	
D	Existing Conditions Survey	
1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.	
2	Names of adjoining property owners and subdivisions	
3	Adjoining zoning districts – boundaries and names	
4	Jurisdictional boundaries	
5	Adjoining current land uses	
6	Right(s)-of-way or easement(s) e.g. street, railroad, and utility	

Construction Plan Approval for a Preliminary Subdivision Plat Approval (Type 1 or Type 2) Checklist (use this checklist for combined review applications)

For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

√, n/a, or w	Application Submittal Requirement	Staff Use Only √, n/a, or w
	7 Street name, right-of-way width, public or private, and state road number	
	8 Water, sewer, natural gas, and other utility lines	
	9 Existing structures (buildings, fencing, etc.)	
	10 Topographic contours (cite source)	
	11 Surface waters (label top of bank)	
	12 Riparian buffers (label zone 1 & 2)	
	13 FEMA 100-year floodplain and floodway boundaries including FIRM number	
	14 Outline of generally forested areas (note any significant stands of trees)	
	15 Wetlands	
	16 Rock outcroppings	
	17 Cemeteries	
	18 Streets and driveways within 500' of the project site	
	19 Other significant existing features	
E	Preliminary Plat	
	1 Property lines and distances per the Existing Survey Sheet	
	2 Names of adjoining property owners and subdivisions	
	3 Adjoining zoning districts – boundaries and names	
	4 Adjoining current land uses	
	5 Jurisdictional boundaries	
	6 A table containing the following:	
	• Name of current property owner	
	• Name of developer	
	• Acreage of parcel (with and without thoroughfare right-of-way dedication)	
	• County Parcel Identification Number (PIN)	
	• Proposed number of lots	
	• Setbacks (front, side, rear, cornerside, minimum building separation, and maximum building height)	
	• Lot width at road frontage	
	• Zoning (current and proposed) including any overlay districts (e.g. noise)	
	• Current principal and accessory use(s)	
	• Proposed use(s) (see Section 4.2.4, Principal Use Table, UDO)	
	• Number of parking spaces required and proposed as well as the supporting calculation	
	• Lot coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials	
	• Net Density (See Section 11.4.1.C, Net Density, of UDO.)	
	7 Location and dimensions of existing and proposed driveways and curb cuts on site to be developed and on adjacent properties. Must show all cuts within 500 feet if a full access driveway is proposed	
	8 Location and width of existing and proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties	
	9 Location and width of existing and proposed public/private greenway(s) and access easement(s)	
	10 Location and width of existing and proposed rights-of-way and road widths, including road names and State Road (SR) number	
	11 Road name approval from Wake County	
	12 Location and width of existing and proposed median(s) (Measured from back of curb)	
	13 Location, width, and type of each perimeter buffer	
	14 Location, width, and type of each streetyard buffer	
	15 Location and width of minimum setbacks	
	16 Location and width of minimum and maximum build-to lines	

Construction Plan Approval for a Preliminary Subdivision Plat Approval (Type 1 or Type 2) Checklist (use this checklist for combined review applications)

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√, n/a, or w		Application Submittal Requirement	Staff Use Only √, n/a, or w
	17	Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s), if not proposing to use curbside pickup	
	18	Number of parking spaces per row, if surface parking proposed	
	19	Width and depth of parking bays, if surface parking proposed	
	20	Location and dimensions of accessible parking spaces, if surface parking proposed	
	21	Dimensions of driveways, if proposed (must contain at least two 9'x18' spaces, minimum width of 12')	
	22	Width of drive aisle(s), if surface parking proposed	
	23	Pedestrian walkways or landscaped dividers, if surface parking proposed	
	24	Turning radius at entrances and traffic islands, if applicable	
	25	Location and width of fire lane, if applicable	
	26	Length of fire access roadway(s) with any required turnarounds, if applicable	
	27	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
	28	An "*" on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain with a corresponding note referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements	
	F	Pedestrian, Bicycle, and Public Road Improvement Infrastructure Plan	
	1	Property lines distinctly and accurately represented	
	2	Location, length, and width of bicycle parking	
	3	Location, width, and material of sidewalk(s), greenway(s), and crosswalk(s)	
	4	Detail(s) of crosswalk(s), pedestrian havens, and pedestrian push button signals	
	5	Pedestrian, bicycle, and greenway infrastructure on adjacent parcels within 500 feet of the site	
	6	Proposed public road improvements and associated cross sections from the Comprehensive Transportation Plan	
	7	Payment in lieu calculations and associated exhibits	
	8	Proposed NCDOT road improvement shown in the State Transportation Improvement Plan overlaid on the development site	
	G	Grading and Drainage Plan	
	1	An overall drainage and grading plan shall be provided showing existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas.	
	2	Stormwater Layout Design	
		<ul style="list-style-type: none"> Location and dimensions of pipes, culverts, and other storm drain system elements 	
		<ul style="list-style-type: none"> Stormwater Table- drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure 	
		<ul style="list-style-type: none"> Public drainage easements for all pipes collecting water from public right-of-ways 	
		<ul style="list-style-type: none"> Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse 	
	3	Stormwater Quality/Quantity Best Management Practices (BMPs)	
		<ul style="list-style-type: none"> Each BMP shall be on an individual plan sheet with associated BMP specific plan & profile/section views, and all applicable construction details 	
		<ul style="list-style-type: none"> Include a table of pertinent design parameters with columns indicating Existing/Required, Design/Provided, and As-Built columns including, but not limited to: 	
		<ul style="list-style-type: none"> Drainage Area (sf) Surface Area of BMP (sf) (per BMP Manual requirements) Land use Areas (sf) (Impervious, Open Space, Woodlands, etc.) Design Storm Flows (Q1, Q2, Q10, Q25 & Q100) Design Storm Water Surface Elevations Free Board 	

Construction Plan Approval for a Preliminary Subdivision Plat Approval (Type 1 or Type 2) Checklist (use this checklist for combined review applications)

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√, n/a, or w	Application Submittal Requirement	Staff Use Only √, n/a, or w
	<ul style="list-style-type: none"> Other pertinent BMP specific parameters 	
	<ul style="list-style-type: none"> Table of maximum allowable impervious area proposed for each lot/outparcel 	
4	Grading/Drainage plans	
	<ul style="list-style-type: none"> Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material and slope 	
	<ul style="list-style-type: none"> One (1) foot contour lines 	
	<ul style="list-style-type: none"> Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb/pavement corners and grade changes, high points, tie-in points, swales, etc. 	
	<ul style="list-style-type: none"> Location of all existing and proposed utilities (screened), and blow-up of utility conflicts 	
	<ul style="list-style-type: none"> All existing and proposed easements 	
	<ul style="list-style-type: none"> FEMA 100-year floodplain and floodway boundaries including FIRM number 	
	<ul style="list-style-type: none"> Surface waters (show & label top of bank) & wetlands 	
	<ul style="list-style-type: none"> Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank 	
	<ul style="list-style-type: none"> Show all building roof leaders 	
H	Utility Plans	
1	Property lines distinctly and accurately represented.	
2	Fire flow for building or project.	
3	General – This information may be incorporated from other sheets within the construction plan submittal set.	
	<ul style="list-style-type: none"> Add following note to each Utility Plan sheet: "All Town of Cary utility construction shall be performed in accordance with Town of Cary Standard Specifications and Details in effect at time of utility permitting." 	
	<ul style="list-style-type: none"> Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals 	
	<ul style="list-style-type: none"> Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets. 	
	<ul style="list-style-type: none"> Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tie-backs, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements. 	
	<ul style="list-style-type: none"> Include any proposed requests for oversized line(s) and label as such. 	
4	Wastewater System	
	<ul style="list-style-type: none"> Indicate projected sewer flow (gpd) (adf) for development submitted and verify consistency with Town's Master Plan. List the total linear footage of proposed sanitary sewer line. Include this information in the site data table. 	
	<ul style="list-style-type: none"> Provide sewer plan and profile (include pipe material, line size, length, slope, stationing, utility separations, ground elevation, and manhole inverts in, inverts out and top elevations, diameters). 	
	<ul style="list-style-type: none"> Show existing and proposed easements for all sewer lines, indicate status of easement acquisition across any off-site properties. Verify easement width for proposed depth. 	
	<ul style="list-style-type: none"> Show sewer line services and cleanouts (first cleanout required at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main. 	
	<ul style="list-style-type: none"> If a pump station is being considered, it is suggested you discuss this in advance with the Cary Utility Engineering staff. Specific information submittal needs are available on the Town's website and by contacting staff. 	
	<ul style="list-style-type: none"> Note and label each individual lot that cannot be served by gravity sewer. 	
	<ul style="list-style-type: none"> Please clearly note on the plans any private sewer. This will require a private extension permit from the state. Additional information can be obtained on the State DWQ website. 	
	<ul style="list-style-type: none"> Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement. 	

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√, n/a, or w	Application Submittal Requirement	Staff Use Only √, n/a, or w
	<ul style="list-style-type: none"> Label all manholes that are greater than 4' in diameter. 	
5	Water System	
	<ul style="list-style-type: none"> Waterlines along major roadways shall be designed to meet the Town of Cary's Water system Master Plan. 	
	<ul style="list-style-type: none"> Plan shall include plan and profile views. 	
	<ul style="list-style-type: none"> All public water system must be designed to meet TOC Standard Specifications Section 06000. 	
6	Pre-treatment items	
	<ul style="list-style-type: none"> Locations of grease interceptors. Location of the multi-user interceptor may also be considered during site plan review. Grease traps and interceptors are not typically sized in the Utility Plan review stage of project development. However, grease interceptor location, size, design, and details of construction shall be approved by the Cary Public Works and Utilities Department's Pretreatment Section before issuance of a Building Permit by the Town of Morrisville. This is accomplished during the building design and permitting phase of the project. More information is available here. 	
	<ul style="list-style-type: none"> Locations of qualifying trash compactors (for grocery stores, cafeterias, apartment complexes, high rise facilities with food service, and other sites where compactors may be proposed), and associated drains to sanitary sewer and grease traps. More information is available here. 	
	<ul style="list-style-type: none"> For plans including a swimming pool(s): These pools most likely include filter backwash. Please contact the Town of Cary, Utility Pretreatment Unit. 	
7	If the proposed development includes phases:	
	<ul style="list-style-type: none"> Submit a separate utility sheet(s) for each individual phase. Each phase will be required to have a separate water and sewer permit. 	
	<ul style="list-style-type: none"> Where the sewer connection to existing Town of Cary collection system is conditioned upon the completion of any earlier phase(s), include a call-out note on the phased utility sheets stating that the sewer cannot be accepted until downstream sewer is connected to existing Town of Cary collection system that has been accepted. Do the same for any sewer that is dependent on non-existing sewer located in projects outside of this project that is under review. 	
	<ul style="list-style-type: none"> Show waterline blow-off assemblies and upstream sanitary sewer manholes that are provided with sanitary sewer protection (std. detail 07000.17) at all phasing lines. 	
	<ul style="list-style-type: none"> Include a written sequence phasing plan. 	
8	For each sewer and water main connection to be made to planned/existing mains that are, or to be, built outside the scope of this project, list which infrastructure actually exists at this time and which is planned infrastructure. Include the project numbers	
9	Reclaimed Water	
	<ul style="list-style-type: none"> Design of the reclaimed water system should follow the standards in place. All public Reclaimed water system must be designed to meet TOC Standard Specifications Section 06500. Click here for specifications. 	
	<ul style="list-style-type: none"> Provide information on pipe sizing and material. 	
	<ul style="list-style-type: none"> Reclaimed Waterlines along major roadways shall be designed to meet the Town of Cary's Reclaimed Water System Master Plan: Click here for additional information. 	
	<ul style="list-style-type: none"> Show air release valves on lines 6 inches and above. 	
	<ul style="list-style-type: none"> Show locations of blow-off devices and their routing into the sanitary sewer. 	
I	Soil Erosion Control Plan - see Wake County Environmental Services for requirements	
J	Latest Available Aerial Image of the Development Site (not required for single family detached or duplexes)	
1	Provide the month and year of when the image was taken	
K	Tree Survey (See Section 5.4.3, Tree Survey, of UDO) (not required for single family detached or duplexes)	

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✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	1 Property lines per the Existing Survey Sheet	
	2 Stands of trees, include the location, area, predominant species, general health, estimated tree number, and average DBH	
	3 Specimen trees, show the location, species, general health, and DBH	
	4 Dead or diseased trees, where practical	
	5 The percentage of the development site area covered by existing tree canopy (excluding all proposed street rights-of-way, existing utility easements, and natural water surface areas)	
	6 All potential retention areas (1, 2, 3) See Section 5.4.4, Tree Canopy Retention, of UDO	
	7 The location of trees 12" in caliper or larger that are within the streetyard buffer	
	8 The width and density of existing tree canopy to be preserved in lieu of new plantings for landscaping buffers	
	L Tree Protection Plan (not required for single family detached or duplexes)	
	1 Property lines per the Existing Survey Sheet	
	2 The proposed percentage of existing tree canopy to be retained	
	3 Tree protection areas (must comply with Section 5.4.4, Tree Canopy Retention, of UDO)	
	4 Location of intersection sight distance areas for all road and driveway intersections (See EDCM for requirements)	
	5 Location, width, and type of all utility easements	
	6 Location of all buildings	
	7 Location of surface vehicle parking lots	
	8 Location of roadways and driveways and associated rights-of-way or easements	
	9 Location of sidewalk(s) and greenway(s) and associated easements	
	10 Location of grading limits	
	11 Boundaries of common open space and public recreation areas, including percentage of the development site	
	12 Boundaries of tree protection area(s) at least 10' from the nearest tree trunk, must include locations of trunks of trees which are adjacent to the fencing and which are proposed to be protected. Must include trees 12" in caliper or larger located within the streetyard buffer.	
	13 Location and details of protective fencing, marking, and signage (See Section 5.4.6.B, Protective Fencing and Signage, of UDO.)	
	M Landscape Plan	
	1 Property lines per the Existing Survey Sheet	
	2 Adjoining Zoning districts – boundaries and names	
	3 Adjoining current land uses	
	4 Location, species, and size of all existing vegetation within proposed perimeter and streetyard buffers(s) to be used towards required buffer screening	
	5 Location of intersection sight distance areas for all road and driveway intersections	
	6 Location, width, and type of all utility easements	
	7 Location of all buildings	
	8 Location of roadways and driveways and associated rights-of-way and easements	
	9 Location of surface vehicle parking lots	
	10 Location of sidewalk(s) and greenway(s) and associated easements	
	11 Location of plantings with key symbol	
	12 Plant Schedule that includes:	
	• Plant type (shade, understory, shrubs, & groundcover/grasses)	
	• Key symbol (e.g. "AR" for Acer Rubrum")	
	• Quantity	
	• Scientific name	
	• Common name	

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		Staff Use Only
√, n/a, or w	Application Submittal Requirement	√, n/a, or w
	• Caliper at planting	
	• Height at planting	
	• Root (e.g. B&B)	
	• Spacing	
	• Location (streetyard, VUA, foundation etc.)	
	• Table demonstrating compliance with Administrative Manual 4.3.2 Species Diversity	
13	Location, width, and type/option of perimeter and streetyard buffer(s)	
14	Table for each perimeter and streetyard buffer that includes:	
	• Buffer type and option	
	• Length (linear feet) of buffer	
	• Number of required plantings (including supporting calculation)	
	• Number of provided plantings	
	• Location, height, material, and graphic of fences/walls proposed as buffer screening	
	• Location, width, and height of proposed berms	
15	Location and width of perimeter landscaping strips between Vehicle Use Areas (VUAs) and adjacent streets and property lines (See Section 5.12.4.C, Perimeter Landscaping, of UDO.)	
16	Location, height, and material of any fence, berm, and wall existing or proposed	
17	Location of planting islands within and between parking bays	
18	Area and dimensions of each planting island in VUAs	
19	VUA table that includes:	
	• Square footage of VUA area	
	• Number of required plantings, with supporting calculation (See Section 5.12.4.D, Interior Landscaping Standards, of UDO.)	
	• Number of provided plantings	
20	Location and depth of foundation planting areas (See Section 5.12.5, Foundation Plantings, of UDO.)	
21	Location of planting strips and/or tree pits proposed to contain required street trees (See Section 5.12.6, Street Trees in the TOD and MS Districts, of UDO.)	
22	Tree Protection Areas	
23	The following note: All landscaping shall be maintained in perpetuity	
24	The following note: All hotboxes and other on ground/free standing mechanical equipment shall be screened with dense evergreen vegetation at least the height of the equipment prior to the issuance of a Certificate of Compliance/Occupancy	
N	Lighting Plan	
1	Location of proposed lighting fixtures (See Section 5.15, Exterior Lighting, of UDO.) Pole details, including height, color, and manufacturer	
2	Fixture details, including color, graphic, shape, wattage, IESNA cutoff classification, lumen rating, and manufacturer. This includes both pole and fixtures affixed to building.	
3	Footcandle grid (Not required on public streets)	
4	Summary table that shows minimum, average and maximum FC values as well as the average to minimum uniformity ratio (Not required on public streets)	
5	Maintenance factor (Not required on public streets)	
6	Streetlight pole locations (This does include thoroughfares adjacent to the project)	
O	Roadway Plan	
1	Plan/Profile Sheet	
	• Sufficient field survey beyond property lines for sight distance and/or transition to existing roadway	
	• Proposed roadway design criteria	
	• Layout adequately dimensioned, radius	

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		Application Submittal Requirement	Staff Use Only												
✓, n/a, or w			✓, n/a, or w												
		• Existing and proposed utilities													
	2	Pavement marking and street signage plan in accordance with the Manual of Uniform Traffic Control Devices and/or NCDOT standards													
	3	Cross section													
	4	Pavement design													
	5	Payment in lieu calculations and associated exhibits													
	P	Details Sheet													
	1	Fence (see Section 5.14, Fences and Walls, of UDO)													
	2	Standard details													
	Q	Building Elevations (multifamily dwellings only)													
	1	Label all building materials and colors (façade, cornices, awnings, storefronts, etc.)													
	2	Label each side of the building labeled at north, south, east, west													
	3	Label the number of stories													
	4	Label the overall building height and the height of each story													
	5	The height of structures above the roofline (e.g. parapets and towers)													
	6	The scale of the elevations													
	7	Location of each on-building light fixture													
	8	Location of roof-mounted mechanical equipment including proposed screening and a shadow (height and width) of the equipment													
	9	Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment													
	10	Detail of commercial container enclosure(s), including the opaque gate													
	11	Location of all utilities attached to the building													
	12	<p>Add the following tables for each building and individual façade wall (fill in blanks)</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Area of Façade Walls</td> <td style="padding: 2px;">_____sf</td> </tr> <tr> <td style="padding: 2px;">Area of Window and Doors</td> <td style="padding: 2px;">_____sf</td> </tr> <tr> <td style="padding: 2px;">Net Total Façade Wall Area¹</td> <td style="padding: 2px;">_____sf</td> </tr> </table> <p style="margin: 5px auto; font-size: small;">[1] Net Total Façade Wall Area is the Area of Façade Walls minus Area of Window and Doors</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Area of predominant net façade material</td> <td style="padding: 2px;">_____sf</td> <td style="padding: 2px;">_____%</td> </tr> <tr> <td style="padding: 2px;">Area of non-predominant net façade material</td> <td style="padding: 2px;">_____sf</td> <td style="padding: 2px;">_____%</td> </tr> </table>	Area of Façade Walls	_____sf	Area of Window and Doors	_____sf	Net Total Façade Wall Area ¹	_____sf	Area of predominant net façade material	_____sf	_____%	Area of non-predominant net façade material	_____sf	_____%	
Area of Façade Walls	_____sf														
Area of Window and Doors	_____sf														
Net Total Façade Wall Area ¹	_____sf														
Area of predominant net façade material	_____sf	_____%													
Area of non-predominant net façade material	_____sf	_____%													
	13	Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s)													
	R	Building Elevations – Type II Subdivisions													
	1	Elevations demonstrating compliance with the Voluntary Design Guidelines (façade type a, b, c, etc)													
	2	Plat map corresponding with the elevations showing the locations of each type of unit (a, b, c, etc)													
	S	Stormwater Report													
	1	Runoff Calculations report for all proposed storm drainage structures including, but not limited to culverts, storm drain systems, inlets, ditches, open channels, BMPs, outlet protection, etc. The report shall be sealed and signed by a registered North Carolina Professional Engineer.													
	2	Narrative description of Existing Conditions, Natural Resource Inventory, Stormwater Management Plan, calculations (methods, variables, assumptions, etc.) and results.													
	3	Hardcopy & .xls file of completed Storm-EZ form													
	4	Maps													
		• Pre- and Post-Development Drainage Area Maps (on full-size plan sheet)													

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		Application Submittal Requirement	Staff Use Only
✓, n/a, or w			✓, n/a, or w
		• BMP drainage area map (include area of BMP itself) (on full-size plan sheet)	
		• Inlet drainage area map (on full-size plan sheet)	
		• USGS Quad map (identify site)	
		• FIRM map (identify site)	
		• Wake County Soil Survey (1970) map (identify site)	
5		Runoff coefficient calculations	
		• Rational Formula (up to 5 acres)	
		• SCS Method (discrete CN method)	
6		Time of concentration for pre/post development conditions	
7		Analyze pre-development and post-development runoff conditions for each discharge point from the site	
8		No net increase from pre-development peak flow for 1-yr, 2-yr, & 10-yr, 24-hr storm events	
9		Roof drain & leader calculations (designed per the NC Plumbing Code)	
10		Storm Drain System Design Calculations	
		• Pipe material – RCP, minimum pipe diameter of 15 inches, minimum slope of 0.5%	
		• Pipes carry the 2-yr storm at a velocity of at least 2	
		• 10-yr (contained in pipe) & 25-yr (contained in structures) HGL calculations & profiles	
		• Swale calculations showing non-erosive flow for 10-yr storm	
		• Gutter spread calculations for 4 in/hr storm (8ft max spread)	
		• Culvert calculations (energy equation & nomographs)	
		• Rip rap apron calculations/nomographs	
12		Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)	
		• Stormwater BMPs must be designed in accordance with the NCDENR Stormwater BMP Design Manual, or the Minimum Design Criteria (MDC), and any supplements to it issued by the Town of Morrisville including the Town of Morrisville EDCM and Policy or Technical Memorandums,	
		• Stormwater BMP detention routing (1, 2, 10, 25, and 100-year storm events)	
		• Provide 1 foot of freeboard from the top of any dam embankment during the 100-year storm event	
		• Permanently stabilized emergency spillway must be provided	
		• Water Quality Computations and BMP sizing/drawdown for the 1-inch (1") runoff depth	
13		Nutrient Calculations: Copy (of all tabs) & .xls file of completed J/F Nutrient Loading Accounting Tool	
14		BMP Operation and Maintenance manual	
		• Engineers estimate for BMP. Provide detailed, line-item bid summary with item/activity description, unit price, amounts of units, and total cost.	
		• Maintenance surety calculation (30% cash payment)	
		• Draft O&M agreement with site-specific data included for review prior to execution and recordation	
T	Other		
1		Keynotes are not permitted	
2		3x5 vacant block for approval stamps	

4.5.5 Construction Plan Approval for Infrastructure Projects

Construction Plan Approval for Infrastructure Projects Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			✓, n/a, or w
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted Electronically via Customer Self Service Online Portal	
	1	Set of plans – 24"x36"	
	2	Elevation and bench-marks referenced to National Geodetic Vertical Datum (NGVD)	
	3	Request for No Practical Alternatives Determination / Request for Buffer Authorization (for any proposed impacts to riparian buffers)	
	4	Copy of all stream determinations & signed JDs (jurisdictional determinations)	
	5	No Rise flood study, copy of any CLOMR or LOMR, & Elevation Certificate	
	6	Stormwater report	
	7	Road name approval from Wake County	
	B	Base Information for Each Plan Sheet	
	1	Name, address, and telephone number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans	
	2	Date of drawing preparation and all revision dates	
	3	Sheet number and title	
	4	North arrow (except detail and elevation sheets)	
	5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 25' and larger than 1" = 100' is recommended (except detail & elevation sheets)	
	6	Seal and signature of Registered Design Professional registered in the State of North Carolina	
	7	Name of the proposed development in title block	
	8	Project & file number in lower right corner of each sheet (number assigned once project submitted)	
	C	Cover Sheet Information	
	1	Name of proposed development and "Construction Plan"	
	2	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
	3	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project site	
	4	All general notes	
	5	Sheet Index (Note: The plan must be in the same order as this checklist)	
	6	Additional requirements for certain permitted uses per Article 4: Use Standards, of the UDO (if applicable)	
	D	Existing Conditions Survey	
	1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, easement, and tree protection area. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Jurisdictional boundaries	
	5	Adjoining current land uses	
	6	Right(s)-of-way or easement(s) e.g. street, railroad, and utility	
	7	Street name, right-of-way width, public or private, and state road number	
	8	Water, sewer, natural gas, and other utility lines	
	9	Existing structures (buildings, fencing, etc.)	
	10	Topographic contours (cite source)	
	11	Surface waters (label top of bank)	
	12	Riparian buffers (label zone 1 & 2)	
	13	FEMA 100-year floodplain and floodway boundaries including FIRM number	
	14	Outline of generally forested areas (note any significant stands of trees)	
	15	Wetlands	
	16	Rock outcroppings	

Construction Plan Approval for Infrastructure Projects Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w
17	Cemeteries	
18	Streets and driveways within 500' of the project site	
19	Other significant existing features	
E	Site Plan (Road and Sidewalk Projects only)	
1	Property lines and distances per the Existing Survey Sheet	
2	Names of adjoining property owners and subdivisions	
3	Adjoining Zoning districts – boundaries and names	
4	Adjoining current land uses	
5	Jurisdictional boundaries	
6	A table containing the following:	
	• Current property owner	
	• Developer	
	• Acreage of parcel (with and without thoroughfare right-of-way dedication)	
	• Wake County Parcel Identification Number (PIN)	
	• Zoning (current and proposed) including any overlay districts (e.g. noise)	
	• Current principal and accessory use(s)	
	• Proposed use(s) (see Section 4.2.4, Principal Use Table, UDO)	
7	Location and dimensions of existing and proposed driveways and curb cuts on site to be developed and on adjacent properties within 500 feet of the project site	
8	Location, material, and width of existing and proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties.	
9	Location and width of existing and proposed public/private greenway(s) and access easement(s)	
10	Location and width of existing and proposed rights-of-way and road widths, including road names and State Road (SR) number	
11	Location and width of existing and proposed median(s) (Measured from back of curb)	
12	Location of tree protection fencing	
F	Grading and Drainage Plan	
1	An overall drainage and grading plan shall be provided showing existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas.	
2	Stormwater Layout Design	
	• Location and dimensions of pipes, culverts, and other storm drain system elements	
	• Stormwater Table- drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure	
	• Public drainage easements for all pipes collecting water from public right-of-ways	
	• Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse	
3	Stormwater Quality/Quantity Best Management Practices (BMPs)	
	• Each BMP shall be on an individual plan sheet with associated BMP specific plan & profile/section views, and all applicable construction details	
	• Include a table of pertinent design parameters with columns indicating Existing/Required, Design/Provided, and As-Built columns including, but not limited to:	
	• Drainage Area (sf)	
	• Surface Area of BMP (sf) (per BMP Manual requirements)	
	• Land use Areas (sf) (Impervious, Open Space, Woodlands, etc.)	
	• Design Storm Flows (Q ₁ , Q ₂ , Q ₁₀ , Q ₂₅ & Q ₁₀₀)	
	• Design Storm Water Surface Elevations	
	• Free Board	
	• Other pertinent BMP specific parameters	
	• Table of maximum allowable impervious area proposed for each lot/outparcel	
4	Grading/Drainage plans	
	• Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material and slope	

Construction Plan Approval for Infrastructure Projects Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only
		✓, n/a, or w
	<ul style="list-style-type: none"> One (1) foot contour lines 	
	<ul style="list-style-type: none"> Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb/pavement corners and grade changes, high points, tie-in points, swales, etc. 	
	<ul style="list-style-type: none"> Location of all existing and proposed utilities (screened), and blow-up of utility conflicts 	
	<ul style="list-style-type: none"> All existing and proposed easements 	
	<ul style="list-style-type: none"> FEMA 100-year floodplain and floodway boundaries including FIRM number 	
	<ul style="list-style-type: none"> Surface waters (show & label top of bank) & wetlands 	
	<ul style="list-style-type: none"> Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank 	
	<ul style="list-style-type: none"> Show all building roof leaders 	
	<ul style="list-style-type: none"> Tree protection fencing 	
G	Utility Plans	
1	Property lines distinctly and accurately represented.	
2	Fire flow for building or project.	
3	General – This information may be incorporated from other sheets within the construction plan submittal set.	
	<ul style="list-style-type: none"> Add following note to each Utility Plan sheet: "All Town of Cary utility construction shall be performed in accordance with Town of Cary Standard Specifications and Details in effect at time of utility permitting." 	
	<ul style="list-style-type: none"> Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals 	
	<ul style="list-style-type: none"> Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets. 	
	<ul style="list-style-type: none"> Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tie-backs, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements. 	
	<ul style="list-style-type: none"> Include any proposed requests for oversized line(s) and label as such. 	
4	Wastewater System	
	<ul style="list-style-type: none"> Indicate projected sewer flow (gpd) (adf) for development submitted and verify consistency with Town's Master Plan. List the total linear footage of proposed sanitary sewer line. Include this information in the site data table. 	
	<ul style="list-style-type: none"> Provide sewer plan and profile (include pipe material, line size, length, slope, stationing, utility separations, ground elevation, and manhole inverts in, inverts out and top elevations, diameters). 	
	<ul style="list-style-type: none"> Show existing and proposed easements for all sewer lines, indicate status of easement acquisition across any off-site properties. Verify easement width for proposed depth. 	
	<ul style="list-style-type: none"> Show sewer line services and cleanouts (first cleanout required at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main. 	
	<ul style="list-style-type: none"> If a pump station is being considered, it is suggested you discuss this in advance with the Cary Utility Engineering staff. Specific information submittal needs are available on the Town's website and by contacting staff. 	
	<ul style="list-style-type: none"> Note and label each individual lot that cannot be served by gravity sewer. 	
	<ul style="list-style-type: none"> Please clearly note on the plans any private sewer. This will require a private extension permit from the state. Additional information can be obtained on the State DWQ website. 	
	<ul style="list-style-type: none"> Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement. 	
	<ul style="list-style-type: none"> Label all manholes that are greater than 4' in diameter. 	
5	Water System	
	<ul style="list-style-type: none"> Waterlines along major roadways shall be designed to meet the Town of Cary's Water system Master Plan. 	
	<ul style="list-style-type: none"> Plan shall include plan and profile views. 	
	<ul style="list-style-type: none"> All public water system must be designed to meet TOC Standard Specifications Section 06000. 	
6	Pre-treatment items	

Construction Plan Approval for Infrastructure Projects Submittal Checklist		
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.		Staff Use Only
✓, n/a, or w	Application Submittal Requirement	✓, n/a, or w
	<ul style="list-style-type: none"> Locations of grease interceptors. Location of the multi-user interceptor may also be considered during site plan review. Grease traps and interceptors are not typically sized in the Utility Plan review stage of project development. However, grease interceptor location, size, design, and details of construction shall be approved by the Cary Public Works and Utilities Department's Pretreatment Section before issuance of a Building Permit by the Town of Morrisville. This is accomplished during the building design and permitting phase of the project. More information is available here. 	
	<ul style="list-style-type: none"> Locations of qualifying trash compactors (for grocery stores, cafeterias, apartment complexes, high rise facilities with food service, and other sites where compactors may be proposed), and associated drains to sanitary sewer and grease traps. More information is available here. 	
	<ul style="list-style-type: none"> For plans including a swimming pool(s): These pools most likely include filter backwash. Please contact the Town of Cary, Utility Pretreatment Unit. 	
7	If the proposed development includes phases:	
	<ul style="list-style-type: none"> Submit a separate utility sheet(s) for each individual phase. Each phase will be required to have a separate water and sewer permit. 	
	<ul style="list-style-type: none"> Where the sewer connection to existing Town of Cary collection system is conditioned upon the completion of any earlier phase(s), include a call-out note on the phased utility sheets stating that the sewer cannot be accepted until downstream sewer is connected to existing Town of Cary collection system that has been accepted. Do the same for any sewer that is dependent on non-existing sewer located in projects outside of this project that is under review. 	
	<ul style="list-style-type: none"> Show waterline blow-off assemblies and upstream sanitary sewer manholes that are provided with sanitary sewer protection (std. detail 07000.17) at all phasing lines. 	
	<ul style="list-style-type: none"> Include a written sequence phasing plan. 	
8	For each sewer and water main connection to be made to planned/existing mains that are, or to be, built outside the scope of this project, list which infrastructure actually exists at this time and which is planned infrastructure. Include the project numbers	
9	Reclaimed Water	
	<ul style="list-style-type: none"> Reclaimed Water 	
	<ul style="list-style-type: none"> Design of the reclaimed water system should follow the standards in place. All public Reclaimed water system must be designed to meet TOC Standard Specifications Section 06500. Click here for specifications. 	
	<ul style="list-style-type: none"> Provide information on pipe sizing and material. 	
	<ul style="list-style-type: none"> Reclaimed Waterlines along major roadways shall be designed to meet the Town of Cary's Reclaimed Water System Master Plan: Click here for additional information. 	
	<ul style="list-style-type: none"> Show air release valves on lines 6 inches and above. 	
H	Soil Erosion Control Plan - see Wake County Environmental Services for requirements	
I	Lighting Plan	
1	Location of proposed lighting fixtures (See Section 5.15, Exterior Lighting, of UDO.) pole details, including height, color, and manufacturer	
2	Fixture details, including color, graphic, shape, wattage, IESNA cutoff classification, lumen rating, and manufacturer. This includes both pole and fixtures affixed to building.	
3	Footcandle grid (Not required on public streets)	
4	Summary table that shows minimum, average and maximum FC values as well as the average to minimum uniformity ratio (Not required on public streets)	
5	Maintenance factor (Not required on public streets)	
6	Streetlight pole locations (This does include thoroughfares adjacent to the project)	
J	Roadway Plan	
1	Plan/Profile Sheet	
	<ul style="list-style-type: none"> Sufficient field survey beyond property lines for sight distance and/or transition to existing roadway 	
	<ul style="list-style-type: none"> Proposed roadway design criteria 	
	<ul style="list-style-type: none"> Layout adequately dimensioned, radius 	
	<ul style="list-style-type: none"> Existing and proposed utilities 	

Construction Plan Approval for Infrastructure Projects Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w		Application Submittal Requirement	✓, n/a, or w
	2	Pavement marking and street signage plan in accordance with the Manual of Uniform Traffic Control Devices and/or NCDOT standards	
	3	Cross section	
	4	Pavement design	
	K	Details Sheet	
	1	Standard details	
	L	Stormwater Report	
	1	Runoff Calculations report for all proposed storm drainage structures including, but not limited to culverts, storm drain systems, inlets, ditches, open channels, BMPs, outlet protection, etc. The report shall be sealed and signed by a registered North Carolina Professional Engineer.	
	2	Narrative description of Existing Conditions, Natural Resource Inventory, Stormwater Management Plan, calculations (methods, variables, assumptions, etc.) and results.	
	3	Copy & .xls file of completed Storm-EZ form	
	4	Maps	
		• Pre- and Post-Development Drainage Area Maps (on full-size plan sheet)	
		• BMP drainage area map (include area of BMP itself) (on full-size plan sheet)	
		• Inlet drainage area map (on full-size plan sheet)	
		• USGS Quad map (identify site)	
		• FIRM map (identify site)	
		• Wake County Soil Survey (1970) map (identify site)	
	5	Runoff coefficient calculations	
		• Rational Formula (up to 5 acres)	
		• SCS Method (discrete CN method)	
	6	Time of concentration for pre/post development conditions	
	7	Analyze pre-development and post-development runoff conditions for each discharge point from the site	
	8	No net increase from pre-development peak flow for 1-yr, 2-yr, & 10-yr, 24-hr storm events	
	9	Roof drain & leader calculations (designed per the NC Plumbing Code)	
	10	Storm Drain System Design Calculations	
		• Pipe material – RCP, minimum pipe diameter of 15 inches, minimum slope of 0.5%	
		• Pipes carry the 2-yr storm at a velocity of at least 2	
		• 10-yr (contained in pipe) & 25-yr (contained in structures) HGL calculations & profiles	
		• Swale calculations showing non-erosive flow for 10-yr storm	
		• Gutter spread calculations for 4 in/hr storm (8ft max spread)	
		• Culvert calculations (energy equation & nomographs)	
		• Rip rap apron calculations/nomographs	
	11	Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)	
		• Stormwater BMPs must be designed in accordance with the NCDENR Stormwater BMP Design Manual, or the Minimum Design Criteria (MDC), and any supplements to it issued by the Town of Morrisville including the Town of Morrisville EDCM and Policy or Technical Memorandums,	
		• Stormwater BMP detention routing (1, 2, 10, 25, and 100-year storm events)	
		• Provide 1 foot of freeboard from the top of any dam embankment during the 100-year storm event	
		• Permanently stabilized emergency spillway must be provided	
		• Water Quality Computations and BMP sizing/drawdown for the 1-inch (1") runoff depth	
	12	Nutrient Calculations: Copy (of all tabs) & .xls file of completed J/F Nutrient Loading Accounting Tool	
	13	BMP Operation and Maintenance manual	
		• Engineers estimate for BMP. Provide detailed, line-item bid summary with item/activity description, unit price, amounts of units, and total cost.	
		• Maintenance surety calculation (30% cash payment)	
		• Draft O&M agreement with site-specific data included for review prior to execution and recordation	

Construction Plan Approval for Infrastructure Projects Submittal Checklist

For each listed item, check (✓) if provided, write “n/a” if the feature does not exist or is not proposed, and write “w” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	M	Other	
	14	Keynotes are not permitted	
	15	Include a blank 3x5 block for approval stamps	

4.5.6 Administrative Adjustment

Administrative Adjustment Submittal Checklist

For each listed item, check (✓) if provided, write “n/a” if the feature does not exist or is not proposed, and write “w” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	A	Documents to be Submitted	
	1	A separate application fee is required per request. For example, if the applicant is asking for a side and rear setback adjustment for two lots, a total of four fees are required.	
	2	Detailed description of the request(s) and how it meets guidelines for administrative adjustments set out in <u>Section 2.5.19</u> of the Unified Development Ordinance.	

4.5.7 Administrative Appeal

Administrative Appeal Submittal Checklist

For each listed item, check (✓) if provided, write “n/a” if the feature does not exist or is not proposed, and write “w” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	A	Documents to be Submitted	
	1	Statement that identifies the decision, interpretation, or order being appealed; presents facts demonstrating that the applicant is a party aggrieved by such decision, interpretation, or order; describe the alleged error in such decision, interpretation, or order; set forth facts in support of the appeal; and set forth the relief sought	
	B	Existing Conditions Map (if the appeal involves a particular property)	
		An existing conditions map showing the following information for an area including and within 1,000 feet of the site [8.5" x 11" or 11" x 17"]	
	1	Property lines	
	2	Zoning districts – boundaries and names	
	3	Notation of existing land uses	
	4	Names of existing and approved subdivisions and other major developments	
	5	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private)	
	6	Topographic contours (at intervals of not more than 10 feet)	
	7	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	

Administrative Appeal Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			√, n/a, or w
√, n/a, or w	Application Submittal Requirement		
	8	Inset map showing site's location relative to County's municipalities and major roads	
	9	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Existing Conditions Map"	
	C	Site Plan (if the appeal involves a particular property)	
	1	A site plan showing the following information for an area including and within 50 feet of the site [24" x 36", at a scale of not less 1"=400' paper]	
	1	Property lines, with measured distances	
	2	Topographic contours (at intervals of not more than 5 feet)	
	3	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
	4	Location and relevant dimensions of any proposed development to which the appealed staff decision applied (ex.: the outline and dimensions of the building affected by staff decision re application of a minimum yard depth or setback regulation)	
	5	Inset map showing site's location relative to County's municipalities and major roads	
	6	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "General Variance Site Plan"	
	D	Other	
	1	List of the parcel identification numbers (PINs) and owners of the applicant, the owners of the application site, and all properties abutting the site. This is provided by the Planning Department upon request.	

4.5.8 Alternative Equivalent Compliance

Alternative Equivalent Compliance Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			√, n/a, or w
√, n/a, or w	Application Submittal Requirement		
	A	Documents to be Submitted	
	1	A detailed description of the request	
	2	Evidence supporting Findings of Fact	
	B	Other	
	1	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels within 500 feet. This is provided by the Planning Department upon request.	

4.5.9 Alternative Standards (EDCM)

Alternative Standards (EDCM) Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
	A	Application Submittal Requirement	
		Documents to be Submitted	
	1	Detailed description of the request(s)	
	2	Supporting calculations, plans, and details	

4.5.10 Bulletin Drawing

Bulletin Drawing Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
	A	Application Submittal Requirement	
		Documents to be Submitted	
	1	A brief narrative explanation of the circumstances necessitating the change	
	2	11"x17" electronic plan – sealed and prepared by a qualified design professional	
		Bulletin Drawing Requirements	
	1	Features of the existing construction drawing displayed in the background of the drawing in gray-scale.	
	2	Proposed changes should be highlighted or clouded with brief, narrative descriptions or call-outs for each change	
	3	Where applicable, provide both existing and proposed drawings/illustrations for comparison	
	4	Where applicable, a table should be included to show existing and proposed fenestration material percentages for any elevations being changed	
	5	Where applicable, existing and proposed tables should be provided for any changes to the approved landscape plan and plant schedule	
	6	Where applicable, the drawing should provide a reference to relevant construction detail(s) on the approved Construction Plans.	
	7	Where applicable, detail/manufacture sheets should be provided with drawings and include the title block information below	
	8	Title block	
		"Bulletin Drawing #__" and drawing date on each sheet	
		Reference to existing approved construction drawing to be altered, including the name, drawing number, and approval date.	
		Town project/file number near the bottom right corner of each sheet	
	9	North arrow	
	10	Graphic and numeric scale.	
	11	Bulletin approval block near bottom right corner of each drawing sheet (see Section 4.7.12)	
		Note	
	1	A Bulletin Drawing should be submitted for a single change occurring, often only requiring one or two sheets to demonstrate. Modifications with multiple changes and amendments to the approved site plan/construction drawings will require a more in-depth review and will need to be submitted as a Minor Modification.	

4.5.11 Comprehensive Plan Amendment

Comprehensive Plan Amendment Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Land Use Plan Amendment, if applicable	
	1	Letter to Town Council stating justification for Land Use Plan Amendment	
	2	Map clearly showing proposed change	
	B	Comprehensive Plan Amendment, if applicable	
	1	Signed Memorandum of Understanding (MOU)	
	2	Traffic Study	
	3	Rendering of existing and proposed cross-section for Transportation Plan Amendment	
	4	Letter to Town Council stating justification for Transportation Plan Amendment	
	5	Vicinity Map with amendment limits clearly defined	

4.5.12 Annexation

Annexation Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	A recorded Boundary Survey with Map Book and Page Number	
	2	Metes and Bounds of Property	
	3	A letter signed by all property owners petitioning to annex	

4.5.13 Conceptual Master Plan Approval

Conceptual Master Plan Approval Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			✓, n/a, or w
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Basic Information	
	1	Sets of plans – 24"x36", including all reports/documents	
	B	Existing Conditions Map	
	1	Title: Conceptual Master Plan: Existing Conditions Map	
	2	Date, north point and scale of drawing	
	3	A vicinity map sufficient to define the location and boundaries of the development site, the location an identity of the fronting and nearest cross streets, and Tax Assessor's map numbers for the site	
	4	An aerial photograph showing the development site and properties within 250 feet of it	
	5	The size, dimensions, and zoning, including dimensions and gross area of each lot or parcel tax lot and Tax Assessor's map designations for the proposed site and properties within 100 feet of the site	
	6	The location, dimensions and names, as appropriate, of existing and platted streets and alleys on and within 250 feet of the perimeter of the property, together with the location and dimensions of existing and planned easements, sidewalks, bike routes and bikeways, pedestrian/bicycle access ways and other pedestrian or bicycle ways, transit streets and facilities, neighborhood activity centers, and the location of other important features such as section lines, section corners, Town boundary lines and monuments	
	7	Contour lines related to some established benchmark or other datum approved by the Town Engineer and having minimum intervals as follows: <ul style="list-style-type: none"> • For slopes of less than ten percent, two feet; • For slopes of ten percent to 20 percent, five feet. For slopes of over 20 percent, ten feet; • For slopes of over 20 percent, ten feet. 	
	8	The location of natural resource areas on and within 100 feet of the site, including fish and wildlife habitat, natural areas, wooded areas, areas of significant trees or vegetation, wetlands and other water resources, and significant features such as large rock outcroppings and scenic views	
	9	The location, dimensions and setback distances of all existing permanent structures, improvements and utilities on and within 25 feet of the site, and the current or proposed uses of the structures	
	C	Proposed Development Plans	
	1	The approximate projected location, acreage, type and density of the proposed development	
	2	A preliminary site access and circulation plan showing the approximate location of proposed vehicular, bicycle, and pedestrian access points and circulation patterns, parking and loading areas or, in the alternative, proposed criteria for the location of such facilities to be determined during Site Plan review	
	D	Narrative Statement	
	1	A description, approximate location and timing of each proposed phase of development	
	2	An explanation of how the proposed development is consistent with the purposes of the UDO and the intent of the appropriate zoning district	
	3	A summary statement describing the anticipated traffic impacts of the proposed development	
	4	A statement describing the impacts of the proposed development on natural and cultural resources that are located within or adjacent to the proposed site	

4.5.14 Development Agreement

Development Agreement Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
√, n/a, or w	Application Submittal Requirement		√, n/a, or w
	A	Documents to be Submitted	
	1	Proposed Development Agreement meeting the requirements in Chapter 160D-1006 of the N.S. General Statutes.	
	2	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels 500 feet. This is provided by the Planning Department upon request.	

4.5.15 Final Plat

Final Plat Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
√, n/a, or w	Application Submittal Requirement		√, n/a, or w
	A	Basic Information	
	1	Fee payment	
	2	Sets of plans – 18"x24"	
	3	Date of Construction Plan Approval: (*only required for site plans, subdivisions, public infrastructure projects)	
	B	All Final Plats	
	1	Property designation and purpose in title block	
	2	Township, county and state in title block	
	3	Date or dates the survey was made	
	4	Scale or scale ratio in words or figures and bar graph	
	5	Name, address, and phone of surveyor or firm preparing the plat on each sheet	
	6	Vicinity Map	
	7	Method of computation (for acreage and ratio of precision)	
	8	Accurately positioned north arrow coordinated with any bearings shown on plat. Indication shall be made as to whether the north index is true, magnetic, NC grid (NAD 83 or NAD 27) or referenced to old deed or plat bearings. If north index is magnetic or referenced to old deed or plat bearings, the date and the source shall be clearly indicated	
	9	The azimuth or course and distance of every property line, street, easement, and tree protection area in feet and decimals	
	10	All distances are horizontal or grid measurements, with a note clearly identifying which measurement used	
	11	If boundary formed by curve, provide curve data table; provide line data table as applicable	
	12	Control corner(s) (when required)	
	13	Location of any monuments within 2000 feet or note if none are located within said distance	
	14	Names of adjacent property owners, subdivision, PIN, and other legal reference where applicable	
	15	All roads with name, right-of-way or easement width, and State Road # if applicable	
	16	All streams and bodies of water with buffer width and designation, including wetlands	
	17	Existing easements: Label with type, width, ownership, public or private, and legal reference	

Final Plat Submittal Checklist		
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.		
√, n/a, or w	Application Submittal Requirement	Staff Use Only √, n/a, or w
18	<p>New easements: Label with type, width, acreage, ownership, and public or private</p> <p>Potential new easements can include:</p> <ul style="list-style-type: none"> • Private Access Easements • Public Town of Morrisville Access Easements • Conservation Easement • (Temporary) Construction Easement • Private Entry Monument/Signage and Landscape Easement • Public Town of Morrisville Greenway Easements • Private Retaining Wall Easements • Public Town of Morrisville Sidewalk Easements • Sight Triangle Easements (label with size) • Slope Easement <p>On ownership and public/private:</p> <ul style="list-style-type: none"> • Public or Private Storm Drainage Easements • Stormwater Control Measure and Access Easements • Town of Cary Utility and Pipeline Easements • Public Utility Easements • Label Town of Morrisville easements as public. • Town of Cary easements do not receive public labels. • Following public easements, include "offered for dedication" • Following private or non-public easements, include "hereby created" • Public Storm Drainage Easements do not receive an ownership label. • Stormwater Control Measure and Access Easements do not receive an ownership label or private/public designation. • Town of Cary water and sewer easements are labeled as Utility and Pipeline Easements. 	
19	Acreage of right-of-way dedicated with label adjacent to the road name	
20	Lot numbers (the numbering shall be consecutive for new lots)	
21	Address(es) (Note: New addresses will be assigned by Town Staff as part of the 1st review)	
22	Existing structures (*may be required by the Town to confirm compliance with setbacks and other regulations)	
23	An "*" on each lot located within a FEMA designated floodplain and the following note, "For lots with an *, a signed and sealed Federal Emergency Management Agency National Flood Insurance Program Elevation Certificate demonstrating the base flood elevation meets Town code shall be submitted with the building permit application."	
24	Zoning boundaries	
25	Jurisdictional boundaries	
26	<p>Site Data Table: (Include the following table. If an item is not applicable, it is not required in table.)</p> <p>Property owner:</p> <p>Parcel Identification Number (PIN): _____</p> <p>Total right-of-way dedication: _____(ac)</p> <p>Total Public Town of Morrisville Greenway Easements: _____</p> <p>Total Public Town of Morrisville Sidewalk Easements: _____</p> <p>Total Public Town of Morrisville Access Easements: _____</p> <p>Total tree preservation area: _____(ac)</p> <p>Total area recorded: _____(ac)</p> <p>Zoning ordinance # and list of conditions (when applicable): _____</p> <p>Tree Preservation Area: _____</p>	

Final Plat Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations. ✓, n/a, or w			✓, n/a, or w
Application Submittal Requirement			
	27	Dimensional Standards Table: (Include the following table) Zoning District (including Overlay Districts): Min. Front Setback: _____ ft. Min. Side Setback: _____ ft. Min. Corner Side Setback: _____ ft. Min. Rear Setback: _____ ft. Min. Building Separation: _____ ft. Max. Lot Coverage: _____ % Existing Lot Coverage: _____ % (for new or recombined lots with structures)	
	28	Project # and File # (will be assigned by Town Staff as part of the 1st review) in lower right hand corner of each sheet	
	29	Deed Book and Page for any variance, special use permit or Operations and Maintenance Agreement in the general notes.	
	B	Subdivision Final Plats	
	1	Parkland Payment in Lieu paid	
	2	Lots that conform with minimum requirements. Note the following for all new lots: Width Area Lot shape as determined by the shape factor (Perimeter ² /Area)	
	3	In the Site Data Table include the items required as well as a line for the number of lots.	
	4	Minimum building setback envelope	
	5	Location, type, and width of perimeter and streetyard buffer(s) or reference previously recorded plat that includes the information	
	6	Open space labeled as public or private	
	7	Dimensions Standards Table required on each sheet	
	C	Exempt Final Plats (including recombination plats)	
	1	Lots that conform with minimum requirements. Note the following for all new lots: Width Area Lot shape as determined by the shape factor (Perimeter ² /Area)	
	2	In the Site Data Table include the items required as well as a line for the number of lots.	
	D	Certificates	
	1	See Part 4.7, Certifications and Approval Blocks, of the Administrative Manual,	
	E	Standard Easement Blocks	
	1	See Part 4.8, Final Plat Standard Easement Blocks, of the Administrative Manual.	

4.5.16 Food Truck Permit

Food Truck Permit Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
	A	Application Submittal Requirement	
		Documents to be Submitted	
	1	Fee payment	
	2	Copy of County Vending Permit (Note: Morrisville is located in both Durham and Wake County)	
	3	Copy of NC Sales and Use Certificate	
	4	Documentation of method of grease disposal	

4.5.17 Floodplain Development Permit

Floodplain Development Permit Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
	A	Application Submittal Requirement	
		Documents to be Submitted	
	1	FIRM map (identify site)	

4.5.18 Interpretation

Interpretation Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
	A	Application Submittal Requirement	
		Documents to be Submitted	
	1	Fee payment	
	2	Formal written request (submitted electronically) addressed to the Planning Director	
	3	Supporting documentation, if needed	

4.5.19 Mural

Mural Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
A	Application Submittal Requirement		
	Documents to be Submitted		
1	Fee payment(s)		
2	Cover Sheet		
	• Address of property		
	• Wake County PIN		
	• Name of property owner		
	• Zoning designation of property		
	• Name of artwork		
	• Type of UV ray resistant paint proposed		
	• Type of anti-graffiti coating (non-sacrificial) proposed		
3	Signed acknowledgment by the property owner		
	• If for any reason the mural is removed, altered, or destroyed, the property owner is responsible for restoring the surface, the mural is painted or mounted on to the original condition.		
	• Murals shall be maintained in good repair, free from peeling paint or damage due to age, weather, vandalism, or the like. Failure to maintain a mural in good repair may result in enforcement action by the Town, including recovery of related expenses for enforcement, Section 10.3 and 10.4		
4	Aerial map of site, with the proposed façade of installation highlighted		
5	Photo of the building façade of installation		
	• Façade materials labeled		
6	Rendering of the design (to scale)		
7	Photos of 2-3 prior work samples of comparable scale/ detail by the proposed artist		
8	To scale image of the mural design superimposed on the building facade		
	•Add the following note: All surfaces must be power washed and primed (two coats) prior to mural installation.		
9	Building Permit required: If a mural is constructed off-site on moveable panels to be installed on a façade.		

4.5.20 Plot Plan

Plot Plan Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
√, n/a, or w	Application Submittal Requirement		√, n/a, or w
	A	Documents to be Submitted	
	1	Building Permit Application	
	2	Copy of the Plot Plan	
	3	Preliminary Elevation Certificate (EC) or final EC for preliminary plot plans and final plot plans, respectively, for lots within the floodplain.	
	B	Plot Plan Requirements	
	1	North arrow	
	2	Legal reference to Book of Maps	
	3	Graphic scale and scale ratio in words	
	4	Vicinity map	
	5	Project number and file number	
	6	Zoning	
	7	Lot number	
	10	Property address	
	11	Property boundary (labeled with bearing and distances), including curve/line table when applicable	
	12	Lot area	
	13	For corner lots, distance of driveway from intersections, measured from the edge of the driveway to the point of tangency of the radius curvature of the intersecting street	
	14	Easements limits, width and type	
	15	Right-of-Way limits	
	16	Street name	
	17	Tree preservation area	
	18	Open space	
	19	Streetyard and perimeter buffers	
	20	Riparian buffer	
	21	Flood area/zones. If in floodplain, add note referencing the flood zone, panel number and effective date. If not in a floodplain, note that the property is not in a floodplain.	
	22	Building setback table or list, including required building separation	
	23	Building envelope	
	24	Structure(s) footprint situated on the lot (including any decks, porches, bay windows, driveways, retaining walls, etc.)	
	25	Dimensions of all buildings and structures on property, including house, porches, decks, patios, driveway (two spaces each at least 9'x18', minimum of 12' in width), sidewalks, etc.	
	26	Setback distances for front, side, rear, etc. (all structures including additions and decks)	
	27	Adjoining lots showing the structure and the separation between buildings	
	28	Maximum allowable lot coverage and existing or proposed lot coverage	
	29	Sufficient (at least 12) existing grades referenced to either NGVD or an assumed benchmark set at the street centerline along the extension of a side property line. The benchmark location and assumed	

Plot Plan Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
		grade shall appear on the plan. The existing grades shall be those at the four property corners, and those along the side property lines opposite the extension of the proposed structure corners.	
	29	Location and invert grades of any drainage feature (pipes, headwalls, etc.) within the confines of the property line extension to the road centerline.	
	30	Elevations referenced to the same datum as the existing grades, depicting the proposed levels at points set forth in item 14 above, as well as a proposed first floor grade for the structure. These spot elevations and/or contour lines must provide sufficient detail to indicate the proposed system of surface drainage and the relationship of proposed grading to the land surrounding the site.	
	31	Signed and sealed by NC license land surveyor (final plot plan only)	
	32	Wake County Erosion Control Requirements (see 4.1.3 for specific requirements)	

4.5.21 Retaining Wall

Retaining Wall Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Supporting calculations for the wall design in a bounded, original signed, and sealed report. The report must have a clear specific narrative connecting the wall design to the corresponding project, identifying the design methodology, specifying any software utilized, clearly highlighting what data was inputted into the program and identifying which is site specific information or an assumption.	
	2	A cover sheet to read "Retaining Wall Plans for" and reference the plan set as shown on the civil drawings, include the Town Project and File numbers and a 3"x 3" area at the bottom right corner of every sheet for the Town's release for construction stamp.	
	3	Provide a specifications sheet providing any special notes/information related to the construction of the wall system. Note all quality assurances requirements.	
	4	Provide a site plan showing the locations of all walls. Show all easements and locations of any proposed tiebacks.	
	5	Provide profile drawings to scale include stationing. Show all pipe penetrations, grid locations, railings or fences along the wall.	
	6	Provide a detail sheet and provide all details specific to the wall system.	
	7	Provide a copy of the approved grading plan from the civil set.	

4.5.22 Riparian Buffer Development Review

Riparian Buffer Development Review Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	2	Request for No Practical Alternatives Review / Request for Buffer Authorization (Town form)	
	3	Buffer Impact Exhibit (impacts to Zone 1 and Zone 2 in sf.)	

4.5.23 Riparian Buffer Variance

Riparian Buffer Variance Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	2	Statement of justification presenting factual evidence supporting each of the required conclusions in Section 6.6.3 of the UDO [2 copies]	
	B	Existing Conditions Map	
	1	An existing conditions map showing the following information for an area including and within 1,000 feet of the site [8.5" x 11" or 11" x 17"]	
	2	Property lines	
	3	Zoning districts – boundaries and names	
	4	Notation of existing land uses	
	5	Names of existing and approved subdivisions and other major developments	
	6	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private)	
	7	Topographic contours (at intervals of not more than 10 feet)	
	8	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
	9	Inset map showing site's location relative to County's municipalities and major roads	
	10	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Existing Conditions Map"	
	C	Site Plan	
	1	A site plan showing the following information for an area including and within 50 feet of the site [24" x 36", at a scale of not less 1"=400']	
	2	Property lines, with measured distances	
	3	Topographic contours (at intervals of not more than 5 feet)	
	4	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
	5	Boundaries and identification of riparian buffer Zones One and Two	
	6	Location and relevant dimensions of any proposed structures or structures proposed to be extended located within and immediately adjacent to a riparian buffer	
	7	Location and relevant dimensions of any existing structures, easements, etc. that substantially hinder strict compliance with the riparian buffer regulations proposed to be varied	
	8	Location and relevant dimensions of yards, setbacks, and other required areas that substantially hinder strict compliance with the buffer regulations proposed to be varied	
	9	Location and relevant dimensions of any other natural or man-made features on the parcel that substantially hinder strict compliance with the riparian buffer regulation proposed to be varied	
	10	Inset map showing site's location relative to major roads	
	11	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Riparian Buffer Variance Site Plan"	
	D	Other	
	1	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels adjoining, or across the street from, the parcel(s) making up the proposed development site. This is provided by the Planning Department upon request.	

4.5.24 Structures in the Right-of-Way Encroachment Agreement

Structures in the Right-of-Way Encroachment Agreement Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	2	Structures in the Public Right of Way Encroachment Agreement (see 4.1.3)	
	3	Plan (11"x17" or larger, signed/sealed by NC design professional) showing compliance with Section 4.3.3.C.	
	4	Expressed written support from either the Homeowners Association or the Property Owners Association	
	B	Other	
	1	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels 500 feet. This is provided by the Planning Department upon request.	

4.5.25 Rezoning

Rezoning Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	2	Letter to the Town Council stating justification for rezoning	
	3	Transportation Impact Analysis or reduced set of analysis requirements (must comply with MOU)	
	B	Conditional Rezoning	
	1	Signed conditions	
	2	Sketch Plan	
	C	Planned Development Rezoning	
	1	PD Plan/Agreement	
	D	Other	
	1	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels 500 feet. This is provided by the Planning Department upon request.	
	2	Map identifying property outlined in red	

4.5.26 Sign Permit

Sign Permit Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			✓, n/a, or w
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Set of drawings of the sign design and specifications	
	2	Plans (11"x17" inches or larger, signed/sealed by NC design professional) showing the location of the sign(s) (on an approved Site Plan if available), distance from the street rights-of-way and sidewalks	
	B	Ground-Mounted Signs A, B, or C (Requirements for Scaled Drawings)	
	1	Number of proposed sign(s)	
	2	Area and dimensions per face sign(s)	
	3	Height of the sign(s)	
	4	Image of ground-mounted sign	
	5	Location of signs(s)	
	6	Number and location of existing Ground-Mounted sign(s)	
	C	Wall-Mounted Fascia Sign (Requirements for Scaled Drawings)	
	1	Number of proposed sign(s)	
	2	Area and dimensions per face sign(s)	
	3	Height of the sign	
	4	Façade wall location	
	5	Measurement of linear feet of the building wall the sign is placed on	
	6	Percentage of wall coverage	
	7	Image of sign	
	8	Number of tenants in building, if applying for multiple tenants	
	D	Projection Fascia Sign (Requirements for Scaled Drawings)	
	1	Number of signs	
	2	Area and dimensions per face sign(s)	
	3	Height of the sign	
	4	Clearance height	
	5	Projection from building	
	6	Image of sign	
	7	Measurement of linear feet of the building wall the sign is placed on	
	E	Bracket-Mounted Sign (Requirements for Scaled Drawings)	
	1	Number of signs	
	2	Sign dimensions	
	3	Clearance height	
	4	Projection from building	
	5	Image of sign	
	F	Awning-Mounted Sign (Requirements for Scaled Drawings)	

Sign Permit Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	1	Number of signs	
	2	Area and dimensions per face sign	
	3	Measurement of linear feet of the building wall the sign is placed on	
	4	Percentage of overall width of the awning	
	5	Percentage of wall coverage	
	6	Image of sign	
	G	Marquee Sign (Requirements for Scaled Drawings)	
	1	Number of signs	
	2	Area and dimensions per face sign	
	3	Height of the sign	
	4	Clearance height	
	5	Image of sign	
	H	Sidewalk Sign (Requirements for Scaled Drawings)	
	1	Number of signs	
	2	Area and dimensions per face sign	
	3	Image of sign	
	I	Sock Sign (Requirements for Scaled Drawings)	
	1	Area and dimensions per face sign	
	2	Height of the sign	
	3	Length of time (no more than 90 consecutive days)	
	4	Material of sign	
	5	Image of sign	
	J	Swing Sign (Requirements for Scaled Drawings)	
	1	Number of signs	
	2	Area and dimensions per face sign	
	3	Height of the sign	
	4	Length of time (no more than 270 days per year)	
	5	Image of sign	
	K	Yard Sign Types A, B, or C (Requirements for Scaled Drawings)	
	1	Number of signs	
	2	Area and dimensions per face sign	
	3	Height of the sign	
	4	Locational map	
	5	Length of time	
	6	Image of sign	
	L	Banner Sign (Requirements for Scaled Drawings)	

Sign Permit Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	1	Number of signs	
	2	Area and dimensions per face sign	
	3	Height & Width of the sign including sign structure (if taller or wider than dimensions of sign)	
	4	Number of tenants in building if proposing multiple signs	
	5	Length of time	
	6	Image of sign	
	M	Light Pole Banner Signs (Requirements for Scaled Drawings)	
	1	Number of signs and number of light poles	
	2	Area and dimensions per face sign	
	3	Height of the sign	
	4	Material of sign	
	5	Clearance	
	6	Image of sign	
	N	Window Sign (Requirements for Drawings)	
	1	Max window coverage percentage	
	T	Other	
	1	Fee payment is due prior permit issuance	

4.5.27 Site-Specific Development Plan Designation

Site-Specific Development Plan Designation Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	B	Other	
	1	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels 500 feet. This is provided by the Planning Department upon request.	

4.5.28 Special Event Permit

Special Event Permit Approval Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Basic Information	
	1	Fee payment	

Special Event Permit Approval Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	B	Fire Department (919) 463-6123	
	1	If applicable, the Fire Department will need a NC Department of Labor inspection certification for any bounce houses. Please call ahead if you plan to drop forms off in person.	
	2	If applicable, the Fire Department will need to inspect any bounce houses on the day of the event. You must contact the Fire Marshal to schedule an inspection.	
	3	If applicable, the Fire Department will need to be notified of any performances that involve pyrotechnics. You must contact the Fire Marshal for any pyrotechnics approvals.	
	4	If applicable, the Fire Department will need to inspect any tents larger than 200 sq ft. The inspection would need to take place the day of the event. You must contact the Fire Marshal to schedule an inspection.	
	C	Police Department (919) 463-1600	
	1	If applicable, the Police Department will need approve of any proposed alternative traffic patterns and/or street closures that are needed for the event. NCDOT must also approve of any alternative traffic patterns and/or street closures that directly affect NCDOT-maintained roads.	
	2	If applicable, the Police Department will need to confirm that you have agreed to hire/assign off-duty/on-duty officers in order to manage crowds, alternative traffic patterns, and/or road closures.	
	D	Public Works Department (919) 463-7070	
	1	If applicable, you will need to work with the Public Works Department in order to obtain the necessary amount of traffic cones for any alternative traffic patterns and/or road closures. Road cones will be available for pickup prior to the event but must be returned afterwards. Applicants are responsible for setting up traffic cones. Traffic cone placement must adhere to alternative traffic patterns and street closures approved by the Police Department and Public Works.	
	E	Parks Rec. & Cult. Resources Department (919) 463-7110	
	1	If applicable, please finalize all facility/park space rental agreements with the Parks, Recreation, & Cultural Resources Department	
	F	Planning Department: (919) 463-6210	
	1	Please provide a diagram indicating all available parking areas for the event, tents/temporary structures, bounce houses, performance spaces, restroom facilities, and vendors. Please note that adequate restroom facilities for attendees are required. Parking areas not operated by the applicant must provide written permission for their use. If there is not enough parking at the site, off-site parking must be made available. A shuttle service is typically implemented whenever off-site parking is necessary. Any temporary structures must comply with the State Building Code.	
	2	Please notify adjoining property owners of your event and provide proof of notification. For course events on roadways, sidewalks, or trails such as run/walk events, cycling events, and parades you must place one (1) notification sign for every 3,280 feet (1 kilometer) of the course.	
	3	Please provide a route map for any course events.	
	4	You must contact the Planning Department once you have completed all applicable tasks listed above. The Planning Department will then verify task(s) completion with responsible departments and issue a permit.	

4.5.29 Special Use Permit

Special Use Permit Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Basic Information	
	1	Fee payment	
	B	Existing Conditions Map	

Special Use Permit Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
Application Submittal Requirement			
		Existing conditions map showing the following information, for an area including and within 500 feet of the site [8.5" x 11" or 11" x 17"]	
	1	Property lines	
	2	Zoning districts – boundaries and names	
	3	Notation of existing land uses	
	4	Names of existing and approved subdivisions and other developments	
	5	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private)	
	6	Existing and under-construction major water lines and fire hydrants	
	7	Existing and under-construction major sewer lines and pump stations/treatment facilities	
	8	Topographic contours (at intervals of not more than 5 feet)	
	9	Surface waters, FEMA 100-year floodway and floodway fringe boundaries	
	10	Inset map showing site's location relative to major roads	
	11	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Existing Conditions Map"	
	C	Preliminary Site Plan	
		A preliminary site plan showing the following information for an area including and within 100 feet of the site [10 copies on 24"x 36" paper, at a scale of not less 1"=400', plus 2 copies on 8.5"x 11" or 11"x 17" paper]:	
	1	Property lines, with measured distances	
	2	Outline of existing and proposed structures (show total floor area and maximum height, plus setbacks of proposed structures from nearest property lines)	
	3	Outline of existing and proposed roadways [including proposed improvements] and driveways (show width and surface material), parking areas (show spaces and surface material), loading areas (show dimensions and surface material), and walkways (show surface material) – plus associated access rights-of-way and easements (show width) [Label roadways as public or private; note any access restrictions]	
	4	Existing or proposed vegetative screening and plantings along the perimeter and within parking areas (show location, type, and average mature height and spread)	
	5	Location of existing and proposed water lines (show diameter), fire hydrants, and/or wells (show capacity) – plus associated utility easements (show width) [Note water service provider]	
	6	Location of existing and proposed sewer lines (show diameter) and pump stations/treatment facilities (show capacity) – plus associated easements (show width) [Note sewer service provider], or outline existing and proposed septic tank and fields (including repair area)	
	7	Location and depth of proposed streetyard and perimeter bufferyards, plus proposed screening measures [For plantings, show location, type, and average mature height and spread; for berms, walls, and fences, show height; for existing vegetation, outline area and show general type, average height and spread, and indicate intensity]	
	8	Location and width of riparian and watershed buffers	
	9	Notation of the amount of impervious surface coverage (sq. ft. and as % of total site area)	
	10	Topographic contours (at intervals of not more than 5 feet)	
	11	Surface waters, FEMA 100-year floodway and floodway fringe boundaries	
	12	Location, type, and relevant dimensions/capacities of stormwater management structures and other devices (if in a water supply watershed or if stormwater management is required) – plus associated easements (show width)	
	13	Location of existing and proposed signs (show type (ground, pole, etc.) and size (per side))	
	14	Inset map showing site's location relative to County's municipalities and major roads	
	15	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Preliminary Special Use Permit Site Plan"	
	D	Other	
	1	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels 500 feet. This is provided by the Planning Department upon request.	
	2	Traffic Impact Analysis or Reduced Analysis	

Special Use Permit Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	3	Statement of justification presenting factual evidence supporting each of the required Conclusions found in UDO Section 2.5.5.D	

4.5.30 Stormwater Variance

Stormwater Variance Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	2	Statement of justification presenting factual evidence supporting each of the required conclusions in Section 7.2.5 of the UDO	
	B	Existing Conditions Map	
		An existing conditions map showing the following information for an area including and within 1,000 feet of the site [8.5"x 11" or 11"x 17"]	
	1	Property lines	
	2	Zoning districts – boundaries and names	
	3	Notation of existing land uses	
	4	Names of existing and approved subdivisions and other major developments	
	5	Existing and under-construction stormwater management facilities and associated access rights-of-ways or easements	
	6	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private)	
	7	Topographic contours (at intervals of not more than 10 feet)	
	8	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
	9	Inset map showing site's location relative to County's municipalities and major roads	
	10	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Existing Conditions Map"	
	C	Site Plan	
		A site plan showing the following information for an area including and within 50 feet of the site [24"x 36" at a scale of not less 1"=400']	
	1	Property lines, with measured distances	
	2	Topographic contours (at intervals of not more than 5 feet)	
	3	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
	4	Boundaries and identification of riparian buffer Zones One and Two	
	5	Location and relevant dimensions of any proposed structures, or structures proposed to be extended, to which the regulation proposed to be varied applies	
	6	Location and relevant dimensions of any existing structures, easements, etc. that substantially hinder strict compliance with the regulation proposed to be varied	
	7	Location and relevant dimensions of yards, setbacks, riparian areas, and other required areas that substantially hinder strict compliance with the regulation proposed to be varied	

Stormwater Variance Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write “n/a” if the feature does not exist or is not proposed, and write “w” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	8	Location and relevant dimensions of any other natural or man-made features on the parcel that substantially hinder strict compliance with the regulation proposed to be varied	
	9	Inset map showing site’s location relative to major roads	
	10	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title “Riparian Buffer Variance Site Plan”	

4.5.31 Street Vendor

Street Vendor Permit Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
√, n/a, or w	Application Submittal Requirement		√, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	2	Proof of encroachment permit and liability insurance if operating within Town or State right-of-way	
	3	Documentation of permission from owner of business if operating adjacent to or in front of a business not owned by the street vendor	
	4	Documentation from the County Health Department if food is sold (Note: Morrisville is located in both Durham and Wake County)	
	5	Copy of County Vending Permit, if serving food (Note: Morrisville is located in both Durham and Wake County)	
	6	Copy of NC Sales and Use Certificate	

4.5.32 Telecommunications Facility Collocation/Modification

Telecommunications Facility Collocation/Modification Submittal Checklist			Staff Use Only
For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
✓, n/a, or w	Application Submittal Requirement		✓, n/a, or w
	A	Documents to be Submitted	
	1	Fee payment	
	2	A detailed written explanation (submitted electronically) of the circumstances necessitating the change	
	3	11"x 17" prepared and sealed by a qualified design professional	
	B	Complete Site Plans of the proposed changes	
	1	Existing conditions displayed in the background of the site plan in grayscale	
	2	Proposed changes must be shown in bold and all corresponding elements must be labeled	
	3	Strike-through items being removed or changed	
	4	If needed, the site plan must include a reference to relevant construction detail(s)	

Telecommunications Facility Collocation/Modification Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			√, n/a, or w
√, n/a, or w		Application Submittal Requirement	√, n/a, or w
	5	Additional construction detail(s) must be provided on the site plan or a separate sheet	
	6	Title block	
		• Site plan name and submittal date	
		• Tower number and address	
		• Town project and file numbers	
	7	North arrow	
	8	Graphic and numeric scale	
	C	Other	
	1	A statement on letterhead from a qualified individual that the applicant will comply with all FCC rules regarding human exposure to radio frequency (RF) energy, along with the individual's qualifications	
	2	A statement on letterhead from a qualified individual that the applicant will comply with all FCC rules regarding RF interference	
	3	A structural certification by a Registered Professional Engineer that the facility complies and will continue to comply with EIA/TIA-222-G (as amended) for Wake County, NC	
	4	Supplemental information may be requested for purposes of clarify or confirmation	

4.5.33 Telecommunications Facility New Tower

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist			Staff Use Only
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			√, n/a, or w
√, n/a, or w		Application Submittal Requirement	√, n/a, or w
	A	Documents to be Submitted	
	1	Sets of plans – 24"x36"	
	2	Elevation and bench-marks referenced to National Geodetic Vertical Datum (NGVD)	
	3	Compact disc of plans with a PDF of each submitted plan sheet and all reports/documents	
	4	Request for No Practical Alternatives Determination / Request for Buffer Authorization (for any proposed impacts to riparian buffers)	
	5	Copy of all stream determinations & signed JDs (jurisdictional determinations)	
	6	No Rise flood study, copy of any CLOMR or LOMR, & Elevation Certificate	
	7	Stormwater Report	
	B	Base Information for Each Plan Sheet	
	1	Name, address, and telephone number of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans	
	2	Date of drawing preparation and all revision dates	
	3	Sheet number and title	
	4	North arrow (except detail and elevation sheets)	
	5	The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 10' and larger than 1" = 50' is recommended (except detail & elevation sheets)	
	6	Seal and signature of Registered Design Professional registered in the State of North Carolina	
	7	Name of the site in title block	
	8	Project number and file number in lower righthand corner (numbers assigned once project submitted)	

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w		Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	C	Cover Sheet Information	
	1	Name of proposed facility and "Construction Plan" or "Site Plan /Construction Plan" if combined review	
	2	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads.	
	3	The dates, resolution or ordinance number(s), and details of any previously approved rezoning and if applicable, special use permit approval.	
	4	All general notes	
	5	Sheet Index (Note: The plan must be in the same order as this checklist)	
	6	Additional requirements for certain permitted uses per Article 4: Use Standards, of the UDO (if applicable)	
	D	Existing Conditions Survey	
	1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 4730 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining zoning districts – boundaries and names	
	4	Jurisdictional boundaries	
	5	Adjoining current land uses	
	6	Right(s)-of-way or easement(s) e.g. street, railroad, and utility	
	7	Street name, right-of-way width, public or private, and state road number	
	8	Water, sewer, natural gas, and other utility lines	
	9	Existing structures (buildings, fencing, etc.)	
	10	Topographic contours (cite source)	
	11	Surface waters (label top of bank)	
	12	FEMA 100-year floodplain and floodway boundaries including FIRM number	
	13	Outline of generally forested areas (note any significant stands of trees)	
	14	Wetlands	
	15	Rock outcroppings	
	16	Cemeteries	
	17	Streets and driveways within 500' of the project site	
	18	Riparian buffers (label zone 1 & 2)	
	19	Other significant existing features	
	E	Site Plan	
	1	Property lines and distances per the Existing Survey Sheet	
	2	Names of adjoining property owners and subdivisions	
	3	Adjoining Zoning districts – boundaries and names	
	4	Adjoining current land uses	
	5	Jurisdictional boundaries	
	6	A table containing the following:	
		• Current property owner	
		• Leasee	
		• Developer	
		• Acreage of parcel (with and without thoroughfare right-of-way dedication)	
		• Lease area	
		• Wake County Parcel Identification Number (PIN)	
		• Leased area setbacks (front, side, rear, cornerside)	
		• Minimum separation and maximum structure height	

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only
		✓, n/a, or w
	<ul style="list-style-type: none"> Facility height and accessory building height(s) if applicable 	
	<ul style="list-style-type: none"> Fall zone 	
	<ul style="list-style-type: none"> Lot width at road frontage (if applicable) 	
	<ul style="list-style-type: none"> Zoning (current and proposed) including any overlay districts (e.g. noise) 	
	<ul style="list-style-type: none"> Current principal and accessory use(s) 	
	<ul style="list-style-type: none"> Proposed use(s) (see Section 4.2.4, Principal Use Table, UDO) 	
	<ul style="list-style-type: none"> Proposed building square footage (if applicable) 	
	<ul style="list-style-type: none"> Number of parking spaces required and proposed as well as the supporting calculation 	
	<ul style="list-style-type: none"> Lot Coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials 	
7	Location and dimensions of the facility (facility footprint)	
8	Location and dimensions of existing and proposed driveways and curb cuts on site to be developed and on adjacent properties within 500 feet of the project site	
9	Location, material, and width of existing and proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties.	
10	Location and width of existing and proposed public/private greenway(s) and access easement(s)	
11	Location and width of existing and proposed rights-of-way and road widths, including road names and State Road (SR) number	
12	Location, width, and type of each perimeter buffer	
13	Location, width, and type of each streetyard buffer	
14	Location and width of minimum setbacks	
15	Location and width of landscape buffer around compound area	
16	Location and dimensions of proposed hotboxes, HVAC units, and other on ground/free standing mechanical equipment	
17	Width and depth of parking bays	
18	Width of drive aisle	
19	Turning radius at entrances and traffic islands	
20	Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank	
21	Location and width of fire lane (if applicable)	
22	Length of fire access roadway(s) with any required turnarounds	
23	An "X" on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain with a corresponding note that referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements	
24	Wastewater System	
25	Show existing and proposed easements for all sewer lines, indicate status of easement acquisition across any off-site properties. Verify easement width for proposed depth.	
26	Label all manholes that are greater than 4' in diameter.	
27	Water System	
28	Show existing public waterlines and appurtenances, show existing and proposed easements for all proposed water lines, indicate status of easement acquisition across any off-site properties	
29	Show existing and proposed hydrants	
F	Grading and Drainage Plan (if applicable)	
1	An overall drainage and grading plan shall be provided showing existing and proposed contours. 1% minimum slope impervious areas, 2% minimum slope pervious areas.	
2	Stormwater Layout Design	
	<ul style="list-style-type: none"> Location and dimensions of pipes, culverts, and other storm drain system elements 	
	<ul style="list-style-type: none"> Stormwater Table- drainage structure ID, rim/grate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into the pipe structure 	
	<ul style="list-style-type: none"> Public drainage easements for all pipes collecting water from public right-of-ways 	

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only
		✓, n/a, or w
	<ul style="list-style-type: none"> Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse 	
	3 Stormwater Quality/Quantity Best Management Practices (BMPs)	
	<ul style="list-style-type: none"> Each BMP shall be on an individual plan sheet with associated BMP specific plan & profile/section views, and all applicable construction details 	
	<ul style="list-style-type: none"> Include a table of pertinent design parameters with columns indicating Existing/Required, Design/Provided, and As-Built columns including, but not limited to: 	
	<ul style="list-style-type: none"> Drainage Area (sf) 	
	<ul style="list-style-type: none"> Surface Area of BMP (sf) (per BMP Manual requirements) 	
	<ul style="list-style-type: none"> Land use Areas (sf) (Impervious, Open Space, Woodlands, etc.) 	
	<ul style="list-style-type: none"> Design Storm Flows (Q₁, Q₂, Q₁₀, Q₂₅ & Q₁₀₀) 	
	<ul style="list-style-type: none"> Design Storm Water Surface Elevations 	
	<ul style="list-style-type: none"> Free Board 	
	<ul style="list-style-type: none"> Other pertinent BMP specific parameters 	
	<ul style="list-style-type: none"> Table of maximum allowable impervious area proposed for each lot/outparcel 	
	4 Grading/Drainage plans	
	<ul style="list-style-type: none"> Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material and slope 	
	<ul style="list-style-type: none"> One (1) foot contour lines 	
	<ul style="list-style-type: none"> Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb/pavement corners and grade changes, high points, tie-in points, swales, etc. 	
	<ul style="list-style-type: none"> Location of all existing and proposed utilities (screened), and blow-up of utility conflicts 	
	<ul style="list-style-type: none"> All existing and proposed easements 	
	<ul style="list-style-type: none"> FEMA 100-year floodplain and floodway boundaries including FIRM number 	
	<ul style="list-style-type: none"> Surface waters (show & label top of bank) & wetlands 	
	<ul style="list-style-type: none"> Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank 	
	<ul style="list-style-type: none"> Show all building roof leaders 	
	G Soil Erosion Control Plan - see Wake County Environmental Services for requirements	
	H Tree Survey (See Section 5.4.3, Tree Survey, of UDO)	
	1 Property lines per the Existing Survey Sheet	
	2 The latest available aerial photograph of the development site	
	3 Stands of trees, include the location, area, predominant species, general health, estimated tree number, and average DBH	
	4 Specimen trees, show the location, species, general health, and DBH	
	5 Dead or diseased trees, where practical	
	6 The percentage of the development site area covered by existing tree canopy (excluding all proposed street rights-of-way, existing utility easements, and natural water surface areas)	
	7 All potential retention areas (1, 2,3) See Section 5.4.4, Tree Canopy Retention, of UDO	
	I Tree Protection Plan	
	1 Property lines per the Existing Survey Sheet	
	2 The proposed percentage of existing tree canopy to be retained	
	3 Tree protection areas (must comply with Section 5.4.4, Tree Canopy Retention, of UDO)	
	4 Location of intersection sight distance areas for all road and driveway intersections (See EDCM for requirements)	
	5 Location, width, and type of all utility easements	
	6 Location of all buildings	
	7 Location of surface vehicle parking	
	8 Location of roadways and driveways and associated rights-of-way or easements	
	9 Location of sidewalk(s) and greenway(s) and associated easements	

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	10 Location of grading limits	
	11 Boundaries of common open space and public recreation areas, including percentage of the development site	
	12 Boundaries of tree protection area(s) including drip lines of trees near the fencing proposed to be protected	
	13 Location and details of protective fencing, marking, and signage (See Section 5.4.6.B, Protective Fencing and Signage, of UDO.)	
	J Landscape Plan	
	1 Property lines per the Existing Survey Sheet	
	2 Adjoining Zoning districts – boundaries and names	
	3 Adjoining current land uses	
	4 Location, species, and size of all existing vegetation within proposed perimeter and streetyard buffers(s) to be used towards required buffer screening	
	5 Location of intersection sight distance areas for all road and driveway intersections	
	6 Location, width, and type of all utility easements	
	7 Location of all buildings	
	8 Location of roadways and driveways and associated rights-of-way and easements	
	9 Location of surface vehicle parking	
	10 Location of sidewalk(s) and greenway(s) and associated easements	
	11 Location of plantings with key symbol	
	12 Plant Schedule that includes:	
	• Plant type (shade, understory, shrubs, & groundcover/grasses)	
	• Key symbol (e.g. "AR" for Acer Rubrum)	
	• Quantity	
	• Scientific name	
	• Common name	
	• Caliper at planting	
	• Height at planting	
	• Root (e.g. B&B)	
	• Spacing	
	• Location (streetyard, VUA, foundation etc.)	
	13 Location, width, and type/option of perimeter and streetyard buffer(s)	
	14 Table for each perimeter and streetyard buffer that includes:	
	• Buffer type and option	
	• Length (linear feet) of buffer	
	• Number of required plantings (including supporting calculation)	
	• Number of provided plantings	
	• Location, height, material, and graphic of fences/walls proposed as buffer screening	
	• Location, width, and height of proposed berms	
	• Location and width of landscape buffer around compound area	
	• Table for compound buffer that includes:	
	• Length (linear feet) of buffer	
	• Width of buffer	
	• Number of required plantings (including supporting calculation)	
	• Number of provided plantings	
	• Location, height, material, and graphic of fences/walls proposed as buffer screening	
	• Location, width, and height of proposed berms	
	15 Location and width of perimeter landscaping strips between Vehicle Use Areas (VUAs) and adjacent streets and property lines (See Section 5.12.4.C, Perimeter Landscaping, of UDO.)	

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	16 Location, height, and material of any fence, berm, and wall existing or proposed	
	17 VUA table that includes:	
	• Square footage of VUA area	
	• Number of required plantings, with supporting calculation (See Section 5.1 2.4.D, Interior Landscaping Standards, of UDO.)	
	• Number of provided plantings	
18	Location of planting strips and/or tree pits proposed to contain required street trees (See Section 5.1 2.6, Street Trees in the TOD and MS Districts, of UDO.)	
19	Tree Protection Areas	
20	The following note: All landscaping shall be maintained in perpetuity	
21	The following note: All hotboxes and other on ground/free standing mechanical equipment shall be screened with vegetation prior to the issuance of a Certificate of Compliance/Occupancy	
K	Lighting Plan	
1	Location of proposed lighting fixtures (See Section 5.1 5, Exterior Lighting, of UDO). Pole details, including height, color, and manufacturer	
2	Fixture details, including color, graphic, shape, wattage, IESNA cutoff classification, lumen rating, and manufacturer. This includes both pole and fixtures affixed to building.	
L	Details Sheet	
1	Fence (see Section 5.1 4, Fences and Walls, of UDO)	
2	Standard details	
M	Elevations	
	Facility Elevations	
1	Label all facility materials and colors	
2	Label each side of the facility at north, south, east, west	
3	Label the overall facility height	
4	The scale of the elevations	
5	Location of each on-facility light fixture (not exceeding FAA minimum standards)	
6	Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment	
	Compound Building Elevations	
1	Label all building materials and colors (façade, cornices, awnings etc.)	
2	Label each side of the building at north, south, east, west	
3	Label the number of stories	
4	Label the overall building height and the height of each story	
5	The height of structures above the roofline (e.g. parapets and towers)	
6	The scale of the elevations	
7	Location of each on-building light fixture (not exceeding FAA minimum standards)	
8	Location of roof-mounted mechanical equipment including proposed screening and a shadow (height and width) of the equipment	
9	Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment	
10	Location of all utilities attached to the building	

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w												
	<p>Add the following tables for each structure (fill in blanks)</p> <table border="1"> <tr> <td>Area of Façade Walls</td> <td>_____sf</td> </tr> <tr> <td>Area of Window and Doors</td> <td>_____sf</td> </tr> <tr> <td>Total Façade Wall Area1</td> <td>_____sf</td> </tr> </table> <p>1 Net Total Façade Wall Area is the Area of Façade Walls minus Area of Window and Doors</p> <table border="1"> <tr> <td>Area of predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> <tr> <td>Area of non-predominant net façade material</td> <td>_____sf</td> <td>_____%</td> </tr> </table>	Area of Façade Walls	_____sf	Area of Window and Doors	_____sf	Total Façade Wall Area1	_____sf	Area of predominant net façade material	_____sf	_____%	Area of non-predominant net façade material	_____sf	_____%	
Area of Façade Walls	_____sf													
Area of Window and Doors	_____sf													
Total Façade Wall Area1	_____sf													
Area of predominant net façade material	_____sf	_____%												
Area of non-predominant net façade material	_____sf	_____%												
	12 Demonstrate façade walls have no less than three of the following: color change; texture change; material change; or an expression of architectural or structural bays through a change in plane no less than 12 inches in width.													
	13 Demonstrate that all proposed parapet walls extend around the perimeter of the roofline and include a three-dimensional cornice treatment.													
	14 Demonstrate that parapets do not exceed 1/3 the height of the supporting wall unless the parapet is in scale with the building and development.													
	15 Add the following note: Prior to the issuance of any certificate of occupancy, a certification from the manufacturer of correct installation of all EIFS shall be provided to the Town Planning Department.													
	N Stormwater Report													
	1 Runoff Calculations report for all proposed storm drainage structures including, but not limited to culverts, storm drain systems, inlets, ditches, open channels, BMPs, outlet protection, etc. The report shall be sealed and signed by a registered North Carolina Professional Engineer.													
	2 Narrative description of Existing Conditions, Natural Resource Inventory, Stormwater Management Plan, calculations (methods, variables, assumptions, etc.) and results.													
	3 Copy & .xls file of completed Storm-EZ form													
	4 Maps													
	<ul style="list-style-type: none"> • Pre- and Post-Development Drainage Area Maps • BMP drainage area map (include area of BMP itself) • Inlet drainage area map • USGS Quad map (identify site) • FIRM map (identify site) • Wake County Soil Survey (1970) map (identify site) 													
	5 <ul style="list-style-type: none"> • Runoff coefficient calculations • Rational Formula (up to 5 acres) • SCS Method (discrete CN method) 													
	6 Time of concentration for pre/post development conditions													
	7 Analyze pre-development and post-development runoff conditions for each discharge point from the site													
	8 No net increase from pre-development peak flow for 1-yr, 2-yr, & 10-yr, 24-hr storm events													
	9 Roof drain & leader calculations (designed per the NC Plumbing Code)													
	10 Storm Drain System Design Calculations													
	<ul style="list-style-type: none"> • Pipe material – RCP, minimum pipe diameter of 15 inches, minimum slope of 1% • Pipes carry the 2-yr storm at a velocity of at least 2 • 10-yr (contained in pipe) & 25-yr (contained in structures) HGL calculations & profiles • Swale calculations showing non-erosive flow for 10-yr storm • Gutter spread calculations for 4 in/hr storm (8ft max spread) • Culvert calculations (energy equation & nomographs) • Rip rap apron calculations/nomographs 													

New Telecommunication Facility Construction Plan Approval for a Site Plan (Major or Minor) Submittal Checklist

For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.

✓, n/a, or w	Application Submittal Requirement	Staff Use Only ✓, n/a, or w
	11 Stormwater Quality (85% TSS removal)/Quantity Best Management Practices (BMPs)	
	<ul style="list-style-type: none"> Stormwater BMPs must be designed in accordance with the NCDENR Stormwater BMP Design Manual or the Minimum Design Criteria (MDC), and any supplements to it issued by the Town of Morrisville including the Town of Morrisville EDCM and Policy or Technical Memorandums, 	
	<ul style="list-style-type: none"> Stormwater BMP detention routing (1, 2, 10, 25, and 100-year storm events) 	
	<ul style="list-style-type: none"> Provide 1 foot of freeboard from the top of any dam embankment during the 100-year storm event 	
	<ul style="list-style-type: none"> Permanently stabilized emergency spillway must be provided 	
	<ul style="list-style-type: none"> Water Quality Computations and BMP sizing/drawdown for the 1-inch (1") runoff depth 	
	12 Nutrient Calculations: copy (of all tabs) & .xls file of completed J/F Nutrient Loading Accounting Tool	
	13 BMP Operation and Maintenance manual	
	<ul style="list-style-type: none"> Engineers estimate for BMP. Provide detailed, line-item bid summary with item/activity description, unit price, amount of units, and total cost. Maintenance surety calculation (30% cash payment) Draft O&M agreement with site-specific data included for review prior to execution and recordation 	
	0 Other	
	1 Keynotes are not permitted	
	2 A statement on letterhead from a qualified individual that the applicant will comply with all FCC rules regarding human exposure to radio frequency (RF) energy, along with the individual's qualifications	
	3 A statement on letterhead from a qualified individual that the applicant will comply with all FCC rules regarding RF interference	
	4 A map of the same search ring submitted and used by the applicant's site locator	
	5 A map indicating applicant's existing RF signal propagation	
	6 A statement on letterhead from a qualified individual that the submitted search ring is the same as utilized in the selection of the site	
	7 A structural certification by a Registered North Carolina Professional Engineer that the facility complies with applicable Federal, State and County building codes	
	8 Documentation of notification to property owners within 500 feet and Planning Department of the date and time of balloon testing	
	9 Results of balloon testing	
	10 Supplemental information may be requested for purposes of clarity or confirmation	

4.5.34 Variance Submittal

This checklist is for all UDO variance requests, with the exception of Riparian Buffer Variances and Stormwater Variances. See 4.5.23 and 4.5.30, respectively, for those specific checklists.

Variance Submittal Checklist			Staff Use Only
<p>For each listed item, check (✓) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.</p> <p>✓, n/a, or w</p>			✓, n/a, or w
Application Submittal Requirement			
	A	Documents to be Submitted	
	1	Fee payment	
	2	Statement of justification presenting factual evidence supporting each of the required conclusions in Section 2.5.16.D of the UDO [2 copies]	
	B	Existing Conditions Map	
		An existing conditions map showing the following information for an area including and within 1,000 feet of the site [8.5"x11" or 11"x17"]	
	1	Property lines	
	2	Zoning districts - boundaries and names	
	3	Notation of existing land uses	
	4	Names of existing and approved subdivisions and other major developments	
	5	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private)	
	6	Topographic contours (at intervals of not more than 10 feet)	
	7	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
	8	Inset map showing site's location relative to County's municipalities and major roads	
	9	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Existing Conditions Map"	
	C	Site Plan	
		A site plan showing the following information for an area including and within 50 feet of the site [24"x36" at a scale of not less 1"=50']	
	1	Property lines, with measured distances	
	2	Topographic contours (at intervals of not more than 5 feet)	
	3	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
	4	Location and relevant dimensions of any proposed structures or structures proposed to be extended to which the regulation proposed to be varied applies (ex.: the outline, dimensions, and floor area of the building, parking area, etc. for which a variance of a minimum yard depth or setback regulation is proposed)	
	5	Location and relevant dimensions of any existing structures, easements, etc. that substantially hinder strict compliance with the regulation proposed to be varied, or whose relation to accommodate (ex.: the outline and dimensions of an existing or approved septic field and repair area, and/or utility easements that prevent location of a proposed building within the building envelope defined by minimum yard depth and setback regulations)	
	6	Location and relevant dimensions of yards, setbacks, transitional buffer yards, watershed buffers, riparian areas, and other required areas that substantially hinder strict compliance with the regulation proposed to be varied (ex.: the location and width of a watershed buffer, and minimum setback therefrom, that prevent location of a proposed building within the building envelope defined by minimum yard depth regulations)	
	7	Location and relevant dimensions of any other natural or man-made features on the parcel that substantially hinder strict compliance with the regulation proposed to be varied	
	8	Inset map showing site's location relative to major roads	
	9	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "General Variance Site Plan"	
	D	Other	
	1	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels 500 feet. This is provided by the Planning Department upon request.	

4.6 FEE SCHEDULES

4.6.1 Application and Inspections Fee Schedule

To help ensure the appropriate fee is paid, all fees are automatically calculated. The downloadable fee schedule is located [here](#).

Please call the Planning Department at (919) 463-6210 for additional information.

4.7 CERTIFICATIONS AND APPROVAL BLOCKS

4.7.1 Acceptance of Public Dedication

ACCEPTANCE OF PUBLIC DEDICATION

The Town of Morrisville hereby accepts, for the use of the general public, the offer of public dedication of all public rights-of-way, public easements, public streets, public recreation areas, public open space, public utilities, and other public improvements shown on this plat.

Morrisville Town Manager

Date

4.7.2 Certificate of Approval of the Design and Installation of Streets, Public Utilities, and Other Required Improvements

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS, PUBLIC UTILITIES, AND OTHER REQUIRED IMPROVEMENTS

I hereby certify that all streets, utilities, and other required improvements have been installed in an acceptable manner and according to Town of Morrisville specifications and standards, in the (insert development name) or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Morrisville, have been received.

Morrisville Town Engineer

Date

4.7.3 Certificate of Approval for Recording

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations for Morrisville, North Carolina, with the exception of such variances, if any, as are noted and that this plat has been approved by the Town of Morrisville for recording in the office of the Register of Deeds for the county in which the development site is located.

Morrisville Town Clerk

Date

4.7.4 Review Officer Certification

REVIEW OFFICER CERTIFICATION

I, _____, the Review Officer of the Town of Morrisville, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date

This plat shall be filed with the Register of Deeds for the county in which the development site is located within 30 days after the date of approval. Otherwise, such approval shall become invalid per the standards set forth in the Town of Morrisville Unified Development Ordinance.

4.7.5 Tree Preservation Certificate

TREE PRESERVATION CERTIFICATE

Tree preservation is the responsibility of the underlying property owner(s). Activities such as mowing and clearing of understory is permitted, provided trees required to be protected as part of [add project name and type of approval (e.g., ABC Development Minor Site Plan Approval)] are not damaged or killed. Activities such as construction, paving, and grading of land are prohibited. Trees within the tree preservation area may not be cut down, removed, or destroyed without prior written consent from the Planning Director, including diseased trees. Tree preservation information shall be conveyed to new owners as lots are transferred. Subsequent property owners are required to maintain compliance with tree preservation requirements.

4.7.6 Certificates of Ownership

4.7.6.1 Subdivision Plat

CERTIFICATE OF OWNERSHIP

I certify that I am (we are) the owner(s) of the property shown and described hereon, which is located in the jurisdiction of the Town of Morrisville, and that I (we) hereby adopt this plat with my (our) free consent, establish minimum building setbacks, permanent tree preservation areas, private open space, private easements, and dedicate public parks, easements, and rights-of-ways.

Owner(s) Signature, Title (when applicable)

Date

Printed Name

North Carolina

County

I, _____, a notary public for said county and state, do hereby certify that
_____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.

Notary Public

SEAL

My commission expires _____

4.7.6.2 Exempt Plats

CERTIFICATE OF OWNERSHIP

I certify that I am (we are) the owner(s) of the property shown and described hereon, which is located in the jurisdiction of the Town of Morrisville, and that I (we) hereby adopt this plat with my (our) free consent.

Owner(s) Signature, Title (when applicable) Date

Printed Name

North Carolina
_____ County

I, _____, a notary public for said county and state, do hereby certify that
_____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.

Notary Public SEAL

My commission expires _____

4.7.7 Cross Access Agreement

CROSS ACCESS AGREEMENT

The undersigned Owner does hereby establish a perpetual, non-exclusive and unobstructed easement on, over, across and through all interior driveways, access roads and roadways used for ingress and egress now or hereafter existing on the Lots shown hereon for vehicular (including truck traffic) and pedestrian ingress and egress to and from such Lots to [add road name(s)].

Owner(s) Signature, Title Date

Printed Name

North Carolina
_____ County

I, _____, a notary public for said county and state, do hereby certify that
_____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.

Notary Public SEAL

My commission expires _____

4.7.8 Exempt Plat Certification

CERTIFICATE OF EXCEPTION FROM SUBDIVISION ORDINANCE

I hereby certify this plat is exempt from the subdivision ordinance under definitions of subdivision contained in NC General Statutes and the Town of Morrisville Unified Development Ordinance (UDO) for the following reason: (Select appropriate reason)

- ☐ The combination or recombination of portions of previously subdivided and recorded lots, where the total number of lots is not increased and the resultant lots meet or exceed the lot standards set forth in the UDO;
- ☐ The division of land into parcels greater than ten acres where no street right-of-way is involved;
- ☐ The public acquisition of land for the opening or widening of streets or for public transportation corridors;
- ☐ The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the lot standards set forth in the UDO; or
- ☐ The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the NC General Statutes.

Authorized Signature

Date

4.7.9 Review Officer Certification Surveyor's Certificate and Seal Certifying the Following

SURVEYOR'S CERTIFICATE AND SEAL CERTIFYING THE FOLLOWING:

- ☐ A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- ☐ B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- ☐ C. Any one of the following:
 - i. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street;
 - ii. That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse;
 - iii. That the survey is a control survey; or
 - iv. That the survey is of a proposed easement for a public utility as defined in NC General Statutes 62-3.
- ☐ D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;
- ☐ E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in A through D above.

4.7.10 Town of Cary

CERTIFICATE OF TOWN OF CARY ACKNOWLEDGEMENT OF OFFER OF DEDICATION

I, _____, Town Clerk/Deputy Town Clerk of Cary, NC certify that the Town of Cary acknowledges the offer of dedication of the streets, easements, rights of way and public parks shown herein to the public, but the Town of Cary assumes no responsibility to accept, open or maintain the same until it is in the public interest to do so and action is taken by the Town of Cary to accept said offer of dedication.

Town Clerk or Deputy Town Clerk

Date

4.8 FINAL PLAT STANDARD EASEMENT BLOCKS

4.8.1 Conservation Easement

CONSERVATION EASEMENT

This easement prohibits any clearing or grading other than selective thinning and ordinary maintenance of existing vegetation.

4.8.2 Entry Monument/Signage and Landscape Easement

ENTRY MONUMENT/SIGNAGE AND LANDSCAPE EASEMENT

All elements within this easement will be maintained by the association (homeowners', property owner's, or similar entity, etc.). This easement grants the association a right of entry for the purpose of installing and maintaining any and all structures related to the exercise of the easement. This easement prohibits, within the boundaries of the easement, any construction which will obstruct or interfere with the natural flow of the watercourse. This easement prohibits the owner from placing any permanent structures within the boundaries of the easement, but the property owner shall have the right to make any other use of the land not inconsistent with the rights of the association, or the other uses as noted on the plat. Any such obstructions will be removed as necessary for maintenance and access purposes and will not be repaired or replaced.

4.8.3 Private Access Easement

PRIVATE ACCESS EASEMENT

All private access easements will be maintained by the association (homeowners', property owner's, or similar entity, etc.) and public access is granted.

4.8.4 Private Open Space

PRIVATE OPEN SPACE

All remaining land outside of single-family lots and public right of way dedication shall be designated by deed as common open space for the use of the homeowners' association and/or other entity (i.e. — conservation easement) as may be determined by the owner.

4.8.5 Private Retaining Wall Easement

PRIVATE RETAINING WALL EASEMENT

Where Private Retaining Wall easements serving more than one property extend into private property, the Homeowner's Association ("HOA" or legal entity responsible for maintenance and repair of the wall) shall have the right to enter upon the easement for purposes of inspecting, repairing, or replacing the structure and appurtenances. Neither the Town of Morrisville nor the individual lot property owner shall be responsible for the maintenance, repair or replacement of the retaining wall. The continued use of the surface of said real property by the individual property owner shall be subject to the condition that the erecting of buildings, walls, fences, and other structures, the planting or growing of trees or shrubs, the changing of the surface grade, the installation of privately-owned pipelines, or installation of permanent equipment shall be prohibited unless written permission is first obtained from the HOA. It is the HOA's responsibility to confirm with an appropriately licensed design professional that any proposed improvement within the easement will not compromise the structural integrity of the retaining wall.

4.8.6 Public Access Easement

PUBLIC ACCESS EASEMENT

All public access easements will be maintained by the Town of Morrisville and public access is granted.

4.8.7 Public Greenway Easement

PUBLIC GREENWAY EASEMENT

All public greenway easements will be maintained by the Town of Morrisville and public access is granted.

4.8.8 Public Sidewalk Easement

PUBLIC SIDEWALK EASEMENT

All public sidewalk easements will be maintained by the Town of Morrisville and public access is granted.

4.8.9 Public Utility Easement

PUBLIC UTILITY EASEMENT

Easements intended for use of public utilities shall not be deemed to be dedicated to the public but shall be private easements for public utilities and shall be equitably shared among such utilities. This easement grants a public utility the right of entry for the purpose of maintaining any and all elements related to the exercise of the easement and of installing and maintaining their utility. This easement prohibits the owner from placing any permanent structures within the boundaries of the easement, but the property owner shall have the right to make any other use of the land not inconsistent with the rights of public utilities, or the other uses as noted on the plat. A public utility shall have the right to trim or remove trees that interfere with their use of the easement.

4.8.10 Sight Triangle Easement

SIGHT TRIANGLE EASEMENT

Within the sight triangle nothing shall be erected, placed, planted, or allowed to grow in such a manner as to impede the sight vision at the intersection and the maximum height of any material shall not exceed 3 ½ feet, in accordance with the Town of Morrisville Ordinance and NCDOT's standards, as applicable.

4.8.11 Storm Drainage Easements

4.8.11.1 Private Storm Drainage Easement

PRIVATE STORM DRAINAGE EASEMENT

All private storm drainage easements and stormwater control measures will be maintained by the association (homeowners', property owner's, or similar entity, etc.). The Town of Morrisville will accept no responsibility to maintain any storm drainage structures or easements except those lying within a formally accepted public right-of-way or easement. This easement grants the association a right of entry for the purpose of maintaining any and all structures related to the exercise of the easement and of installing and maintaining the storm sewer system. This easement prohibits, within the boundaries of the easement, any construction which will obstruct or interfere with the natural flow of the watercourse. This easement prohibits any permanent structures or encroachments including, but not limited to fill slopes, retaining walls, fencing, sheds, or landscaping to be permitted or constructed within or over any drainage easement. Any such obstructions will be removed as necessary for maintenance and access purposes and will not be repaired or replaced.

4.8.11.2 Public Storm Drainage Easement

PUBLIC STORM DRAINAGE EASEMENT

Maintenance of the Public Drainage Easement is the responsibility of the underlying property owner(s). The easement allows the NCDOT and the Town of Morrisville the right to access the drainage easement and perform work it deems necessary or prudent to alleviate any issues jeopardizing the integrity of the roadway. It is the responsibility of the underlying property owner(s) to maintain the easement, and the underlying infrastructure within the easement, to allow positive conveyance of stormwater. The easement prohibits any construction which will obstruct or interfere with the natural flow of the watercourse. Any such obstructions will be removed, at the underlying property owner(s) expense, as necessary for maintenance and access purposes.

4.8.12 Stormwater Control Measure and Access Easement

STORMWATER CONTROL MEASURE AND ACCESS EASEMENT

Maintenance of the stormwater control measure (BMP) and access easement is the responsibility of the underlying property owner(s). The easement grants the Town of Morrisville the right to access the stormwater control measure for the purposes outlined in the recorded Operation and Maintenance Agreement, to include, at a minimum, inspecting the stormwater control measure and associated storm drainage infrastructure. It is the responsibility of the underlying property owner(s) to maintain the easement, the stormwater control measure, and the underlying infrastructure within the easement, to maintain compliance with the recorded Operation and Maintenance Agreement and approved plans. The easement prohibits any construction which will obstruct or interfere with the access to, or performance of, the stormwater control measure. Any such obstructions will be removed, at the underlying property owner(s) expense, as necessary for maintenance and access purposes.

4.9 REVIEW SCHEDULES

Each of the review schedules represents average time within which a decision may be reached. Some development applications may require additional review time to resolve issues that may arise in the staff review and/or board review and decision process. The amount of time it takes an applicant to revise an application to correct deficiencies as well the overall quality of each submittal impacts the overall review time.

4.9.1 Planning and Zoning Board Quasi-Judicial Decision Review Schedule

Planning and Zoning Board Quasi-Judicial Decision Estimated Review Schedule					
Submit Application [1]	Completeness Review [2] [3]	If Application Accepted for Review by Date Below	Initial Staff Review Due	Agenda Posted to the Web	Planning and Zoning Board Meeting [4]
		08/01/2025	09/01/2025	12/05/2025	12/11/2025
		09/01/2025	10/01/2025	01/02/2026	01/08/2026
		10/01/2025	11/01/2025	02/06/2026	02/12/2026
		11/01/2025	12/01/2025	03/06/2026	03/12/2026
		12/01/2025	01/01/2026	04/03/2026	04/09/2026
		01/01/2026	02/01/2026	05/08/2026	05/14/2026
		02/01/2026	03/01/2026	06/05/2026	06/11/2026
		03/01/2026	04/01/2026	07/03/2026	07/09/2026
		04/01/2026	05/01/2026	08/07/2026	08/13/2026
		05/01/2026	06/01/2026	09/04/2026	09/10/2026
		06/01/2026	07/01/2026	10/02/2026	10/08/2026
		07/01/2026	08/01/2026	11/06/2026	11/12/2026
		08/01/2026	09/01/2026	12/04/2026	12/10/2026
		09/01/2026	10/01/2026	01/08/2027	01/14/2027
		10/01/2026	11/01/2026	02/05/2027	02/11/2027
		11/01/2026	12/01/2026	03/05/2027	03/11/2027
		12/01/2026	01/01/2027	04/02/2027	04/08/2027
		01/01/2027	02/01/2027	05/07/2027	05/13/2027
Notes: [1] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal here . [2] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle. [3] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 30 days, the application is considered abandoned. [4] Board meetings begin at 6:30 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560).					

4.9.2 Staff Decision Review Timeframes

Staff Decision Review Timeframes										
Type of Development Application [1]	Pre-Application Materials Deadline [2]	Pre-Application Conference [3]	Submit Application	Completeness Review [5][6]	Application Enters the Review Cycle	Initial Staff Review Due	Revisions to Application by the Applicant [7]	Staff Review of Revised Application [8]	Decision [9]	Typical Total Review Time [10]
Type 2 Subdivision Preliminary Plat Approval [3]						30 days [DRC]		15 days		3-4 months
Final Plats						15 days		15 days		45-60 days
Site Plan Approval [3]						30 days [DRC]		15 days		3-4 months
Construction Plan Approval [3]						30 days		15 days		3-4 months
Floodplain Development Permit						30 days		15 days		45 days
Riparian Buffer Development Review						Part of Construction Plan Approval		-		-
Stormwater Management Permit						Part of Construction Plan Approval		-		-
NOTES: days = business days										
[1] This list is not an all-inclusive development application list.										
[2] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application.										
[3] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal. Any request for stream origin determinations shall be made at or prior to this meeting.										
[4] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal here .										
[5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle.										
[6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 6 months, the application is considered abandoned.										
[7] This step typically occurs 2-3 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn.										
[8] This step typically occurs 2-3 times. Time needed to review a revised application can take longer than 15 days due to the extent of initial staff comments and responding revisions.										
[9] The applicant will receive notice of the Town's decision to approve the application, approve it with condition(s), or deny the application via the online portal.										
[10] Applications reviewed concurrently (e.g. combined Minor Site Plan and Construction Plan Approvals) typically increase the typical total review time by 30 days.										

4.9.3 Town Council Decision Review

Schedules A. Administrative Review

Schedules

4.9.3.1.1 Type 1 Subdivision Preliminary Plat

Type 1 Subdivision Preliminary Plat Estimated Review Schedule										
Pre-Application Materials Deadline [1]	Pre-Application Conference [2]	Submit Application [3] [4]	Completeness Review [5] [6]	If Application Accepted for Review by Date Below	Initial Staff Review Due	Revisions to Application [7]	Staff Report Posted to the Web	Planning & Zoning Board Meeting [8]	Town Council Briefing & Public Hearing [9]	Town Council Decision Meeting [9][10]
				08/01/2025	09/01/2025		01/02/2026	01/08/2026	02/10/2026	02/24/2026
				09/01/2025	10/01/2025		02/06/2026	02/12/2026	03/10/2026	03/24/2026
				10/01/2025	11/01/2025		03/06/2026	03/12/2026	04/14/2026	04/28/2026
				11/01/2025	12/01/2025		04/03/2026	04/09/2026	05/12/2026	05/26/2026
				12/01/2025	01/01/2026		05/08/2026	05/14/2026	06/09/2026	06/23/2026
				01/01/2026	02/01/2026		06/05/2026	06/11/2026	07/14/2026	07/28/2026
				02/01/2026	03/01/2026		07/03/2026	07/09/2026	08/11/2026	08/25/2026
				03/01/2026	04/01/2026		08/07/2026	08/13/2026	09/08/2026	09/22/2026
				04/01/2026	05/01/2026		09/04/2026	09/10/2026	10/13/2026	10/27/2026
				05/01/2026	06/01/2026		10/02/2026	10/08/2026	11/10/2026	11/24/2026
				06/01/2026	07/01/2026		11/06/2026	11/12/2026	12/08/2026	01/12/2027
				07/01/2026	08/01/2026		12/04/2026	12/10/2026	01/12/2027	01/26/2027
				08/01/2026	09/01/2026		01/08/2027	01/14/2027	02/09/2027	02/23/2027
				09/01/2026	10/01/2026		02/05/2027	02/11/2027	03/09/2027	03/23/2027
				10/01/2026	11/01/2026		03/05/2027	03/11/2027	04/13/2027	04/27/2027
				11/01/2026	12/01/2026		04/02/2027	04/08/2027	05/11/2027	05/25/2027
				12/01/2026	01/01/2027		05/07/2027	05/13/2027	06/08/2027	06/22/2027
				01/01/2027	02/01/2027		06/04/2027	06/10/2027	07/13/2027	07/27/2027
Notes: [1] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application. [2] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal. Any requests for stream origin determinations shall be made at or prior to this meeting. [3] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal here . [4] The Town recommends dropping off a complete application 2-3 weeks prior to date listed in the Deadline to Enter Monthly Review Cycle. Dropping off an application prior to the deadline date does not guarantee an application will enter that review cycle. [5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle. [6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 6 months, the application is considered abandoned. [7] This step typically occurs 2-3 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn. [8] The Planning and Zoning Board meets at 6:30 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560). [9] The Town Council meets at 6:00 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560). [10] Staff provides applicant written notice of Town Council's decision to approve the application, approve it with condition, or deny the application. The overall timeline is impacted by the complexity of the process and actions taken by the boards such as tabling an item or cancelling a meeting.										

4.9.3.1.2 Site Specific Development Plan Designation

Site Specific Development Plan Designation Estimated Review Schedule											
Pre-Application Materials Deadline [1]	Pre-Application Conference [2]	Submit Application [3][4]	Completeness Review [5][6]	If Application Accepted for Review by Date Below	Initial Staff Review Due	Revisions to Application [7]	Staff Report Posted to the Web	Planning & Zoning Board Meeting [8]	Town Council Meeting [8]	Town Council Public Hearing [8]	Town Council Decision Meeting [8][9]
				08/01/2025	09/01/2025		01/02/2026	01/08/2026	02/10/2026	02/24/2026	03/10/2026
				09/01/2025	10/01/2025		02/06/2026	02/12/2026	03/10/2026	03/24/2026	04/14/2026
				10/01/2025	11/01/2025		03/06/2026	03/12/2026	04/14/2026	04/28/2026	05/12/2026
				11/01/2025	12/01/2025		04/03/2026	04/09/2026	05/12/2026	05/26/2026	06/09/2026
				12/01/2025	01/01/2026		05/08/2026	05/14/2026	06/09/2026	06/23/2026	07/14/2026
				01/01/2026	02/01/2026		06/05/2026	06/11/2026	07/14/2026	07/28/2026	08/11/2026
				02/01/2026	03/01/2026		07/03/2026	07/09/2026	08/11/2026	08/25/2026	09/08/2026
				03/01/2026	04/01/2026		08/07/2026	08/13/2026	09/08/2026	09/22/2026	10/13/2026
				04/01/2026	05/01/2026		09/04/2026	09/10/2026	10/13/2026	10/27/2026	11/10/2026
				05/01/2026	06/01/2026		10/02/2026	10/08/2026	11/10/2026	11/24/2026	12/08/2026
				06/01/2026	07/01/2026		11/06/2026	11/12/2026	12/08/2026	01/12/2027	01/12/2027
				07/01/2026	08/01/2026		12/04/2026	12/10/2026	01/12/2027	01/26/2027	02/09/2027
				08/01/2026	09/01/2026		01/08/2027	01/14/2027	02/09/2027	02/23/2027	03/09/2027
				09/01/2026	10/01/2026		02/05/2027	02/11/2027	03/09/2027	03/23/2027	04/13/2027
				10/01/2026	11/01/2026		03/05/2027	03/11/2027	04/13/2027	04/27/2027	05/11/2027
				11/01/2026	12/01/2026		04/02/2027	04/08/2027	05/11/2027	05/25/2027	06/08/2027
12/01/2026	01/01/2027	05/07/2027	05/13/2027	06/08/2027	06/22/2027	07/13/2027					
01/01/2027	02/01/2027	06/04/2027	06/10/2027	07/13/2027	07/27/2027	08/10/2027					
Notes: [1] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application. [2] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal. Any requests for stream origin determinations shall be made at or prior to this meeting. [3] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal here . [4] The Town recommends dropping off a complete application 2-3 weeks prior to date listed in the Deadline to Enter Monthly Review Cycle. Dropping off an application prior to the deadline date does not guarantee an application will enter that review cycle. [5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle. [6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 6 months, the application is considered abandoned. [7] This step typically occurs 2-3 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn. [8] The meeting is at 6:00 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560). [9] Staff provides applicant written notice of Town Council's decision to approve the application, approve it with condition, or deny the application. The overall timeline is impacted by the complexity of the process and actions taken by the boards such as tabling an item or cancelling a meeting. Any site plan or preliminary subdivision requesting a Site Specific Development Plan Designation will follow this review schedule.											

4.9.3.1.3 Right-of-Way Encroachment Agreement

Right-of-Way Encroachment Agreement Estimated Review Schedule for Structures Located in the Right-of-Way

Pre-Application Materials Deadline [1]	Pre-Application Conference [2]	Submit Application [3][4]	Completeness Review [5][6]	If Application Accepted for Review by Date Below	Initial Staff Review Due	Revisions to Application [7]	Staff Report Posted to the Web	Planning & Zoning Board Meeting [8]	Town Council Meeting [8]	Town Council Public Hearing [8]	Town Council Decision Meeting [8][9]
				08/01/2025	09/01/2025		01/02/2026	01/08/2026	02/10/2026	02/10/2026	02/24/2026
				09/01/2025	10/01/2025		02/06/2026	02/12/2026	03/10/2026	03/10/2026	03/24/2026
				10/01/2025	11/01/2025		03/06/2026	03/12/2026	04/14/2026	04/14/2026	04/28/2026
				11/01/2025	12/01/2025		04/03/2026	04/09/2026	05/12/2026	05/12/2026	05/26/2026
				12/01/2025	01/01/2026		05/08/2026	05/14/2026	06/09/2026	06/09/2026	06/23/2026
				01/01/2026	02/01/2026		06/05/2026	06/11/2026	07/14/2026	07/14/2026	07/28/2026
				02/01/2026	03/01/2026		07/03/2026	07/09/2026	08/11/2026	08/11/2026	08/25/2026
				03/01/2026	04/01/2026		08/07/2026	08/13/2026	09/08/2026	09/08/2026	09/22/2026
				04/01/2026	05/01/2026		09/04/2026	09/10/2026	10/13/2026	10/13/2026	10/27/2026
				05/01/2026	06/01/2026		10/02/2026	10/08/2026	11/10/2026	11/10/2026	11/24/2026
				06/01/2026	07/01/2026		11/06/2026	11/12/2026	12/08/2026	12/08/2026	01/12/2027
				07/01/2026	08/01/2026		12/04/2026	12/10/2026	01/12/2027	01/12/2027	01/26/2027
				08/01/2026	09/01/2026		01/08/2027	01/14/2027	02/09/2027	02/09/2027	02/23/2027
				09/01/2026	10/01/2026		02/05/2027	02/11/2027	03/09/2027	03/09/2027	03/23/2027
				10/01/2026	11/01/2026		03/05/2027	03/11/2027	04/13/2027	04/13/2027	04/27/2027
				11/01/2026	12/01/2026		04/02/2027	04/08/2027	05/11/2027	05/11/2027	05/25/2027
				12/01/2026	01/01/2027		05/07/2027	05/13/2027	06/08/2027	06/08/2027	06/22/2027
				01/01/2027	02/01/2027		06/04/2027	06/10/2027	07/13/2027	07/13/2027	07/27/2027

- Notes:
- [1] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application.
- [2] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal.
- [3] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal [here](#).
- [4] The Town recommends dropping off a complete application 2-3 weeks prior to date listed in the Deadline to Enter Monthly Review Cycle. Dropping off an application prior to the deadline date does not guarantee an application will enter that review cycle.
- [5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle.
- [6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 6 months, the application is considered abandoned.
- [7] This step typically occurs 1-2 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn.
- [8] Meetings are at 6:00 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560).
- [9] Staff provides applicant written notice of Town Council's decision to approve the application, approve it with condition, or deny the application. The overall timeline is impacted by the complexity of the process and actions taken by the boards such as tabling an item or cancelling a meeting.

B. Legislative Review Schedules

4.9.3.1.4 Comprehensive Plan Amendment and General Rezoning

Comprehensive Plan Amendment and General Rezoning Estimated Review Schedule

Pre-Application Materials Deadline [1]	Pre-Application Conference [2]	Submit Application [3][4]	Completeness Review [5][6]	If Application Accepted for Review by Date Below	Initial Staff Review	Revisions to Application [7]	Staff Report Posted to the Web	Planning & Zoning Board Meeting [8]	Town Council Meeting [8]	Town Council Public Hearing [8]	Town Council Decision Meeting [8][9]
				08/01/2025	09/01/2025		12/05/2025	12/11/2025	01/13/2026	01/13/2026	01/27/2026
				09/01/2025	10/01/2025		01/02/2026	01/08/2026	02/10/2026	02/10/2026	02/24/2026
				10/01/2025	11/01/2025		02/06/2026	02/12/2026	03/10/2026	03/10/2026	03/24/2026
				11/01/2025	12/01/2025		03/06/2026	03/12/2026	04/14/2026	04/14/2026	04/28/2026
				12/01/2025	01/01/2026		04/03/2026	04/09/2026	05/12/2026	05/12/2026	05/26/2026
				01/01/2026	02/01/2026		05/08/2026	05/14/2026	06/09/2026	06/09/2026	06/23/2026
				02/01/2026	03/01/2026		06/05/2026	06/11/2026	07/14/2026	07/14/2026	07/28/2026
				03/01/2026	04/01/2026		07/03/2026	07/09/2026	08/11/2026	08/11/2026	08/25/2026
				04/01/2026	05/01/2026		08/07/2026	08/13/2026	09/08/2026	09/08/2026	09/22/2026
				05/01/2026	06/01/2026		09/04/2026	09/10/2026	10/13/2026	10/13/2026	10/27/2026

Notes:

- [1] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application.
- [2] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal.
- [3] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal [here](#).
- [4] The Town recommends dropping off a complete application 2-3 weeks prior to date listed in the Deadline to Enter Monthly Review Cycle. Dropping off an application prior to the deadline date does not guarantee an application will enter that review cycle.
- [5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle.
- [6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 6 months, the application is considered abandoned.
- [7] This step typically occurs 1-2 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn.
- [8] Meetings are at 6:00 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560).
- [9] Staff provides applicant written notice of Town Council's decision to approve the application, approve it with condition, or deny the application. The overall timeline is impacted by the complexity of the process and actions taken by the boards such as tabling an item or cancelling a meeting.

4.9.3.1.5 Conceptual Master Plan and Planned Development Rezoning

Conceptual Master Plan and Planned Development Rezoning Estimated Review Schedule

Pre-Application Materials Deadline [1]	Pre-Application Conference [2]	Submit Application [3][4]	Completeness Review [5][6]	Initial Staff Review Due	Revisions to Application [7]	Staff Report Posted to the Web	Planning & Zoning Board Meeting [8]	Town Council Meeting [8]	Town Council Public Hearing [8]	Town Council Decision Meeting [8][9]
				If Application Accepted for Review by Date Below						
				08/01/2025		01/02/2026	01/08/2026	02/10/2026	02/10/2026	02/24/2026
				09/01/2025		02/06/2026	02/12/2026	03/10/2026	03/10/2026	03/24/2026
				10/01/2025		03/06/2026	03/12/2026	04/14/2026	04/14/2026	04/28/2026
				11/01/2025		04/03/2026	04/09/2026	05/12/2026	05/12/2026	05/26/2026
				12/01/2025		05/08/2026	05/14/2026	06/09/2026	06/09/2026	06/23/2026
				01/01/2026		06/05/2026	06/11/2026	07/14/2026	07/14/2026	07/28/2026
				02/01/2026		07/03/2026	07/09/2026	08/11/2026	08/11/2026	08/25/2026
				03/01/2026		08/07/2026	08/13/2026	09/08/2026	09/08/2026	09/22/2026
				04/01/2026		09/04/2026	09/10/2026	10/13/2026	10/13/2026	10/27/2026
				05/01/2026		10/02/2026	10/08/2026	11/10/2026	11/10/2026	11/24/2026
				06/01/2026		11/06/2026	11/12/2026	12/08/2026	12/08/2026	01/12/2027
				07/01/2026		12/04/2026	12/10/2026	01/12/2027	01/12/2027	01/26/2027
				08/01/2026		01/08/2027	01/14/2027	02/09/2027	02/09/2027	02/23/2027
				09/01/2026		02/05/2027	02/11/2027	03/09/2027	03/09/2027	03/23/2027
				10/01/2026		03/05/2027	03/11/2027	04/13/2027	04/13/2027	04/27/2027
				11/01/2026		04/02/2027	04/08/2027	05/11/2027	05/11/2027	05/25/2027
				12/01/2026		05/07/2027	05/13/2027	06/08/2027	06/08/2027	06/22/2027
				01/01/2027		06/04/2027	06/10/2027	07/13/2027	07/13/2027	07/27/2027

Notes:

- [1] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application.
- [2] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal. Any requests for stream origin determinations shall be made at or prior to this meeting.
- [3] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal [here](#).
- [4] The Town recommends submitting a complete application 2-3 weeks prior to date listed in the Deadline to Enter Monthly Review Cycle. Submission of an application prior to the deadline date does not guarantee an application will enter that review cycle.
- [5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle.
- [6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 60 months, the application is considered abandoned.
- [7] This step typically occurs 2-3 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn.
- [8] Meetings are at 6:00 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560).
- [9] Staff provides applicant written notice of Town Council's decision to approve the application, approve it with condition, or deny the application. The overall timeline is impacted by the complexity of the process and actions taken by the boards such as tabling an item or cancelling a meeting.

4.9.3.1.6 Conditional Rezoning

Conditional Rezoning Estimated Review Schedule											
Pre-Application Materials Deadline [1]	Pre-Application Conference [2]	Submit Application [3][4]	Completeness Review [5][6]	If Application Accepted for Review by Date Below	Initial Staff Review	Revisions to Application [7]	Staff Report Posted to the Web	Planning & Zoning Board Meeting [8]	Town Council Meeting [8]	Town Council Public Hearing [8]	Town Council Decision Meeting [8][9]
				08/01/2025	09/01/2025		01/02/2026	01/08/2026	02/10/2026	02/10/2026	02/24/2026
				09/01/2025	10/01/2025		02/06/2026	02/12/2026	03/10/2026	03/10/2026	03/24/2026
				10/01/2025	11/01/2025		03/06/2026	03/12/2026	04/14/2026	04/14/2026	04/28/2026
				11/01/2025	12/01/2025		04/03/2026	04/09/2026	05/12/2026	05/12/2026	05/26/2026
				12/01/2025	01/01/2026		05/08/2026	05/14/2026	06/09/2026	06/09/2026	06/23/2026
				01/01/2026	02/01/2026		06/05/2026	06/11/2026	07/14/2026	07/14/2026	07/28/2026
				02/01/2026	03/01/2026		07/03/2026	07/09/2026	08/11/2026	08/11/2026	08/25/2026
				03/01/2026	04/01/2026		08/07/2026	08/13/2026	09/08/2026	09/08/2026	09/22/2026
				04/01/2026	05/01/2026		09/04/2026	09/10/2026	10/13/2026	10/13/2026	10/27/2026
				05/01/2026	06/01/2026		10/02/2026	10/08/2026	11/10/2026	11/10/2026	11/24/2026
				06/01/2026	07/01/2026		11/06/2026	11/12/2026	12/08/2026	12/08/2026	01/12/2027
				07/01/2026	08/01/2026		12/04/2026	12/10/2026	01/12/2027	01/12/2027	01/26/2027
				08/01/2026	09/01/2026		01/08/2027	01/14/2027	02/09/2027	02/09/2027	02/23/2027
				09/01/2026	10/01/2026		02/05/2027	02/11/2027	03/09/2027	03/09/2027	03/23/2027
				10/01/2026	11/01/2026		03/05/2027	03/11/2027	04/13/2027	04/13/2027	04/27/2027
				11/01/2026	12/01/2026		04/02/2027	04/08/2027	05/11/2027	05/11/2027	05/25/2027
				12/01/2026	01/01/2027		05/07/2027	05/13/2027	06/08/2027	06/08/2027	06/22/2027
				01/01/2027	02/01/2027		06/04/2027	06/10/2027	07/13/2027	07/13/2027	07/27/2027
Notes:											
[1] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application.											
[2] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal.											
[3] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal here .											
[4] The Town recommends dropping off a complete application 2-3 weeks prior to date listed in the Deadline to Enter Monthly Review Cycle. Dropping off an application prior to the deadline date does not guarantee an application will enter that review cycle.											
[5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle.[6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 6 months, the application is considered abandoned.											
[7] This step typically occurs 1-2 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn.											
[8] Meetings are at 6:00 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560).											
[9] Staff provides applicant written notice of Town Council’s decision to approve the application, approve it with condition, or deny the application. The overall timeline is impacted by the complexity of the process and actions taken by the boards such as tabling an item or cancelling a meeting.											

C. Quasi-Judicial Review Schedules

4.9.3.1.7 Special Use Permit and Alternative Equivalent Compliance Review Schedule

Special Use Permit and Alternative Equivalent Compliance Estimated Review Schedule										
Pre-Application Materials Deadline [1]	Pre-Application Conference [2]	Submit Application [3][4]	Completeness Review [5][6]	If Application Accepted for Review by Date Below	Initial Staff Review	Revisions to Application [7]	Staff Report Posted to the Web	Town Council Meeting [8]	Town Council Public Hearing [8]	Town Council Decision Meeting [8][9]
				08/01/2025	09/01/2025		01/02/2026	02/10/2026	02/10/2026	02/24/2026
				09/01/2025	10/01/2025		02/06/2026	03/10/2026	03/10/2026	03/24/2026
				10/01/2025	11/01/2025		03/06/2026	04/14/2026	04/14/2026	04/28/2026
				11/01/2025	12/01/2025		04/03/2026	05/12/2026	05/12/2026	05/26/2026
				12/01/2025	01/01/2026		05/08/2026	06/09/2026	06/09/2026	06/23/2026
				01/01/2026	02/01/2026		06/05/2026	07/14/2026	07/14/2026	07/28/2026
				02/01/2026	03/01/2026		07/03/2026	08/11/2026	08/11/2026	08/25/2026
				03/01/2026	04/01/2026		08/07/2026	09/08/2026	09/08/2026	09/22/2026
				04/01/2026	05/01/2026		09/04/2026	10/13/2026	10/13/2026	10/27/2026
				05/01/2026	06/01/2026		10/02/2026	11/10/2026	11/10/2026	11/24/2026
				06/01/2026	07/01/2026		11/06/2026	12/08/2026	12/08/2026	01/12/2027
				07/01/2026	08/01/2026		12/04/2026	01/12/2027	01/12/2027	01/26/2027
				08/01/2026	09/01/2026		01/08/2027	02/09/2027	02/09/2027	02/23/2027
				09/01/2026	10/01/2026		02/05/2027	03/09/2027	03/09/2027	03/23/2027
				10/01/2026	11/01/2026		03/05/2027	04/13/2027	04/13/2027	04/27/2027
				11/01/2026	12/01/2026		04/02/2027	05/11/2027	05/11/2027	05/25/2027
				12/01/2026	01/01/2027		05/07/2027	06/08/2027	06/08/2027	06/22/2027
				01/01/2027	02/01/2027		06/04/2027	07/13/2027	07/13/2027	07/27/2027
Notes: [1] At least two business days before a scheduled pre-application conference, the applicant shall submit a conceptual plan or drawings showing the location, general layout, and main elements of the proposed development application. [2] A pre-application conference with staff is required or strongly encouraged for all applications (see UDO for specific application requirements). It is recommended to have a pre-application conference at least six weeks prior to application submittal. [3] Applications can be submitted any time through the Town of Morrisville Customer Self Service Online Portal here . [4] The Town recommends dropping off a complete application 2-3 weeks prior to date listed in the Deadline to Enter Monthly Review Cycle. Dropping off an application prior to the deadline date does not guarantee an application will enter that review cycle. [5] The applicant will receive notice of submittal deficiencies or submittal acceptance through the online portal within 2 business days from the time of submission. Review of an application does not start until staff determines it to be complete, accepts the application for review, and enters an application into the monthly review cycle. [6] Time needed to correct application submittal deficiencies and resubmit a complete application is the responsibility of the applicant. If the applicant fails to resubmit a complete application within 6 months, the application is considered abandoned. [7] This step typically occurs 2-3 times. Time needed to review revised applications varies with the extent of staff comments and responding revisions. If the applicant fails to submit a revised application within 15 days of receiving staff comments, the review time will most likely take longer than this published timeline. If the applicant fails to submit a revised application within 6 months (or staff-granted extension), the application is considered withdrawn. [8] Meetings are at 6:00 p.m. in the Town Hall Council Chambers (100 Town Hall Drive, Morrisville, NC 27560). [9] Staff provides applicant written notice of Town Council's decision to approve the application, approve it with condition, or deny the application. The overall timeline is impacted by the complexity of the process and actions taken by the boards such as tabling an item or cancelling a meeting.										

4.10 Transportation Impact Analysis

4.10.1 Content of the Analysis

A. General Requirements

The analysis shall:

- a. Be sealed and dated by the Professional Engineer and include the information outlined in this subsection 4 as well as an executive summary; and
- b. Include a table of contents and clearly labeled maps, tables, and figures presented in a legible scale.

B. Site Location, Access, and Background Information

This section of the analysis shall include:

- a. A description of the existing land use(s), site, and analysis study area boundary;
- b. A vicinity map that includes the existing and approved uses/developments in the vicinity of the proposed development;
- c. A description of the uses in the proposed development;
- d. A site plan for the proposed development, if applicable;
- e. A figure showing the existing lane geometry of study intersections, including current approach and departure laneage at each intersection, distances between intersections, speed limits, traffic control, and length of the full width storage for exclusive turn lanes, lane additions, or lane merges;
- f. A figure showing traffic accident counts as recorded by the NC Highway Patrol and other local law enforcement agencies, if available;
- g. Figure showing average annual daily traffic volume (AADT), if available;
- h. Bicycle and pedestrian infrastructure within ½ mile of the proposed development; and
- i. Public transportation facilities within one mile of the proposed development.

C. Existing Analysis

This section of the analysis shall include:

- a. A figure showing existing AM and PM turning movement volumes; and
- b. A table showing existing level of service (LOS) results, which includes overall LOS indicated for signalized intersections and worst movement/approach for unsignalized intersections.

D. Future No-Build Analysis

This section of the analysis shall include:

- a. A figure showing no-build AM and PM turning movement volumes; and
- b. A table showing no-build LOS results, which includes overall LOS indicated for signalized intersections and worst movement/approach for unsignalized intersections.

E. Trip Generation

This section of the analysis shall include a table showing trip generation rates that include:

- a. Land use and size (e.g. square footage, number of rooms, number of employees);
- b. ITE Code with resulting volumes using most recent NCDOT guidance;
- c. AM and PM peak entering and exiting volumes;
- d. AM and PM non-traditional peak entering and exiting volumes, if applicable;
- e. Internal Capture, if applicable; and
- f. Pass-by trips, if applicable.

F. Trip Distribution and Assignment

This section of the analysis shall include:

- a. A figure showing the directional distribution percentages; and
- b. A figure showing the site generated trip assignment.

G. Future Build Analysis

This section of the analysis shall include:

- a. A figure showing the build AM and PM turning movement volumes; and
- b. A table showing the build LOS results, which includes overall LOS indicated for signalized intersections and worst movement/approach for unsignalized intersections.

H. Future Build Improved Analysis

This section of the analysis shall include:

- a. A figure showing build improved AM and PM turning volumes;
- b. A figure showing proposed mitigation(s); and
- c. A table showing build improved LOS results, which includes overall LOS indicated for signalized intersections and worst movement/approach for unsignalized intersections.

I. Supplemental Analysis

This section of the analysis shall include any safety, signal warrant, queue, or other analyses identified as required in the MOU.

J. Summary of Findings and Identified Improvements

This section of the analysis shall include the findings and identified improvements to mitigate the impact of the development on the transportation network. See Section 5.8.6.A.4 of the Unified Development Ordinance. This section shall include a table of the LOS comparisons of all scenarios, which includes the overall LOS and delay for intersections and the LOS and delay for each approach of an intersection. This section shall also include a figure showing the roadway lane configurations for existing and identified improvements.

K. Appendices

A separate appendix for each of the following shall be included (if applicable) in the report.

- a. Traffic count data;

- b. Trip generation calculations;
- c. Intersection capacity analysis, including the associated Synchro output;
- d. Any other additional documents or analyses required per the MOU;
- e. Signal plans, including timing plans;
- f. A figure showing the approved development trips; and
- g. Any future volume calculations.

4.10.2 Analysis Standards

A. Analysis Period

The analysis shall examine future traffic conditions one year after the proposed development is scheduled to be completed (build +1).

B. Annual Growth Rate

The annual growth rate used for the analysis shall be 2%, unless otherwise agreed upon by the applicant, staff and the third-party reviewer.

B. Analysis Software

The study shall be performed using the operational analysis of the latest Highway Capacity Manual and the preferred software listed in the Table 4.10.2.B, Preferred Software. Other software packages such as Synchro are preferred for coordinated signal systems and may be required for supplemental analysis.

Table 4.10.2.B Preferred Software [1]	
Items for Analysis	Software [2]
Multiple Intersections	Synchro
Isolated Signalized Intersections	Synchro
Isolated Unsignalized Intersections	Synchro, HCS
Simulation	SimTraffic, VISSIM, CORSIM
Roundabouts	SIDRA, VISSIM
Roadway Segment	HCS
Merge, Diverge, and Weave	HCS
Notes: [1] Use of alternate analysis software must be approved by the Town of Morrisville; however, the above software is not specifically endorsed by the Town of Morrisville. [2] Version of software currently in use by NCDOT	

C. Analysis Study Area Boundary

1. The analysis study area shall at a minimum include any roadways and intersections within one-half mile of the proposed development.
2. The Planning Director may
 - a. waive the need to study roadways or intersections that are determined not to be significantly affected by the proposed development, as long as all key intersections within the study area are studied.

D. Analysis Scenarios

The analysis shall have a timeframe adequate to address all phases of the proposed development. Intersections shall be analyzed using the four scenarios in Table 4.10.2.D: Analysis Scenario Requirements, and shall include queue analysis:

Table 4.10.2.D: Analysis Scenario Requirements					
Type of Scenario [1]	Existing	Annual Growth [2]	Approved Developments	Proposed Development	Necessary Improvements
Existing	X				
No-Build	X	X	X		
Build	X	X	X	X	
Build Improved [3]	X	X	X	X	X
Notes: [1] For a phased proposed development analysis, the build and build improved conditions shall be assessed, and the traffic associated with each previous phase shall be included in the analysis of each successive phase of the proposed development. [2] The Annual Growth rate shall be 2%, unless otherwise noted in MOU. [3] This scenario may be eliminated if improvements are not necessary to satisfy any queuing problems or the LOS criteria in Section 5.8.6.A.4 of the UDO.					

E. Traffic Counts

Traffic counts shall reflect normal and/or peak hour traffic conditions, as determined by the Planning Director.

1. Traffic counts used for analysis shall be collected:
 - a. Within the twelve months prior to the date of the TIA submittal;
 - b. On Tuesday, Wednesday, or Thursdays, unless a different time period is approved;
 - c. On other peak periods such as noon or weekend periods, if required; and
 - d. When school is in session. If not practicable, the Planning Director can approve the use of school traffic estimates.
2. Traffic counts used for analysis should not be collected:
 - a. On holidays; and
 - b. When significant weather or traffic incidents occur.

F. Trip Generation Standards

Trip generation data for each proposed development shall be based upon the ITE Trip Generation Manual, most recent edition, or another source of trip generation approved by the Planning Director. In addition to this requirement, the following standards shall apply:

1. **Internal Capture**
 - a. The internal capture calculation shall utilize the percentages from the most recent edition of the ITE Trip Generation Manual, or the most recent guidance from the National Cooperative Highway Research Program (NCHRP), to estimate the internal capture reduction percentage;

- b. Internal capture reduction shall be applied before the pass-by trips are calculated.

2. Pass-by Trips

- a. Pass-by percentages shall be obtained from the most recent edition of the ITE Trip Generation Manual;
- b. Pass-by trips shall not exceed 10% of the total volume on the adjacent street; and
- c. All efforts should be made to ensure that upstream and downstream traffic volumes along corridors balance and maintain continuity. If balanced volumes are not attainable, an explanation should be provided. Documentation regarding the balancing methodology should be provided as well.

G. Signal Analysis

All signals shall be analyzed. The following assumptions with supporting data are required:

1. Present signal timings including coordination and phasing shall be used for the existing conditions analysis;
2. Optimized signal timings and phasing can be proposed as a part of a Build Improved scenario if it can be shown that the signal timings and phasings can be optimized without degradation elsewhere along the corridor;
3. A peak hour factor of 0.90 shall be applied for all cases except existing traffic when traffic counts have been acquired;
4. Zero right turns on red shall be used for signalized intersections as a worst-case scenario;
5. Minimum five-second yellow two-second all-red clearance interval and a -2 second lost time adjustment, or the actual timing of any existing signal(s) shall be used;
6. Minimum seven-second green time per phase for left turns or the actual timing of any existing signal(s) shall be used;
7. Minimum green time for through movements as specified by NCDOT or the actual timing of any existing signal(s) shall be used;
8. Base Saturation Flow Rates and Lane Utilization Factors shall be used in accordance with the latest edition of the Highway Capacity Manual. Lane Utilization shall be accounted for when one or more lanes drop less than 1,000 feet from an intersection); and
9. Minimum signal cycle lengths as listed in Table 4.10.2.G, Minimum Signal Cycle Lengths, shall be used:

Table 4.10.2.G: Minimum Signal Cycle Lengths	
Number of Phases	Minimum Recommended (seconds) [1]
2	60
3	90
4 or more [2]	120
Notes:	
[1] All cycle lengths should be rounded to the nearest 5 seconds.	
[2] Traffic Signal Timing Manual (FHWA) for planning level analysis.	

H. MODIFICATIONS TO ANALYSIS STANDARDS

The Planning Director, in conjunction with the third-party reviewer, may waive or modify the analysis standards contained herein, on determining that the characteristics of the particular development warrant a different analysis than required herein.