



2009 TOWN OF ROLESVILLE RESIDENTIAL DEVELOPMENT REVIEW PROCEDURES POLICY

Town of Rolesville Planning Department
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Rolesville, NC 27571

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PURPOSE

The purpose of the following policy document is to provide guidance to individuals or companies submitting plans that require detailed staff review and/or Town Board approval involving residential development and rezonings.

PROCESS AND PROCEDURE

Step 1: Preliminary Discussion

All development proposals have the option of obtaining staff comments and review before any process is started. Staff is willing to meet and discuss proposals and/or accept proposals and return preliminary comments. This is not mandatory but is recommended in order to clarify any major concerns before the official process is started. Please see the associated fee schedule for costs.

Step 2: Initial Submission

Plans shall first be submitted to the Town of Rolesville staff by the first (1st) Wednesday of the month (see submittal schedule) for review by the Technical Review Committee (TRC). The TRC usually meets during the second or third week of each month. This submittal requires:

- Eight (8) copies on 11x17 size paper
- One (1) copy on 22x34 (or greater) size paper
- One CD of all of the plans submitted in PDF format

The following documents and detailed sheets (in this order) shall be submitted to assist staff in their review:

- Sheet 1: Cover sheet showing name of development and general vicinity map
- Sheet 2: Existing Conditions Plan (showing existing property lines, streams, wetlands, special flood hazard areas, tree lines, full topography, etc.)
- Sheet 3: Soils map
- Sheet 4: Preliminary Plan (showing lots, lot sizes in square feet and acres, sidewalks, handicap ramps, right-of-ways, listed pavement widths, existing road infrastructure improvements, stream protection or riparian areas, etc.)
- Sheet 5: Open Space and Greenways Plan (highlighting stream protection or riparian areas, preserved open space areas, trails, recreational areas, ponds, etc.)
- Transportation Impact Analysis (TIA) if development is over 100 lots

This submittal, the "Development Review Application" form (attached to the end of this packet), and related fees (see fee schedule) shall be simultaneously submitted to the following location:

Town of Rolesville
Planning Department
200 East Young Street
Rolesville, NC 27571

Town Staff will be responsible for distributing these plans to the TRC members for general comments. The general makeup of the TRC contains the City of Raleigh Public Utilities, EMS Chief, Chief of Police, Fire Chief,

Town Board Representative, Planning Board representative, Parks and Recreation Advisory Board representative, Town Engineer, and Planning Director.

Step 3: Technical Review Committee and Staff Consideration

Once all plans have been submitted to the appropriate parties within the required timeframe, then the TRC will meet (sometimes at various times) to discuss the plan and decide whether the project meets all specifications and is ready for consideration by the Planning Board. If corrections are needed, the TRC will provide the developer or applicant with a list of all deficiencies that must be corrected prior to the plan being forwarded to the Planning Board. Plans with deficiencies and concerns will not be forwarded for Planning Board consideration until the matters are resolved under the next review by the TRC. The Planning Director will have the authority to withhold any plans from the Planning Board agenda till all items of concern are corrected.

Step 4: Planning Board Consideration

After obtaining TRC approval, the developer shall return the revised drawings and submit any other applications plus related materials. All plan revisions must be submitted to town hall by the deadline (see timeline schedule) in order to make the next Planning Board agenda. This submittal requires:

- Fourteen (14) copies on 11x17 size paper
- One (1) copy on 22x34 (or greater) size paper
- One CD of all of the plans submitted in PDF format

All Planning Board meetings are held on the fourth (4th) Monday (see timeline schedule) of each month and begin at 7:30 pm in the Town of Rolesville Meeting Hall. The Planning Board will then take up the matter, discuss it, and will either make a recommendation to the Town Board for approval or denial and/or recommend any suggested changes or additions. The Planning Board shall also have the authority to table any proposal for further discussion till the next meeting or until further information is presented as the Board sees fit.

Step 5: Town Board Consideration and Public Hearing

Once the Planning Board has made a formal recommendation to the Town Board on a given development proposal and/or rezoning case, the Town Board will then consider such recommendation. In general, the Town Board shall hear such items on the first (1st) Monday of each month. Understand that public hearings will have to be called by the Town Board and advertised. Due to the deadlines of the local newspaper (The Wake Weekly) all public hearing advertisements must be made by noon on Monday's for that week's newspaper. Advertisement of the public hearings must be made for two (2) consecutive weeks.

The Town Board will then take up the matter, discuss it, and will either vote to approve or deny the requests based upon the proposals compliance with Rolesville's adopted plans and policies.

Step 6: Construction Drawing Review

Following the Board of Commissioners approval of the subdivision plans and/or rezoning, the developer or applicant is to submit one (1) set of construction drawings. The plans will be reviewed by Town staff and Engineer for compliance with infrastructure standards (see fee schedule). Town staff and Town Engineers will be make any recommended additions and/or corrections and return the comments. The following items will need to be submitted:

- Existing Conditions Plan (showing existing properties, streams, wetlands, special flood hazard areas, tree lines, full topography, etc.)
- Site layout Plan (showing lots, building envelopes, lot sizes, sidewalks, right-of-ways, listed pavement widths, existing road infrastructure improvements etc.)
- Soils map
- Water and Sewer Utilities Plan (showing the horizontal and vertical service profiles)
- Storm Drainage Master Plan (showing the entire drainage basin of water flowing onto and off of the development)

- Storm Drainage Plan (showing all stormwater devices and how they will connect to exiting facilities and how they will effect adjacent parcels)
- Grading and Erosion Plan (which will eventually be reviewed by Wake County Environmental Services)
- Landscaping Plan (entrance way design and any trees on collector streets)
- Standard Details for all infrastructure (For Utilities: use City of Raleigh Public Utilities Handbook with Rolesville Fire Hydrant Details. For Streets: use NC DOT standards)

Once plans have been approved by the Town staff and Engineer, staff will notify Wake County Environmental Services of zoning and engineering approval so that the applicant/developer may apply for a grading and land disturbance permit. Staff will also stamp and be responsible for submitting one (1) set to the City of Raleigh Public Utilities Department for review. The City of Raleigh will not review or re-review any plans except those submitted by the Town of Rolesville and its courier (see fee schedule).

Once the applicant/developer has obtained signature approval from the Town of Rolesville, Wake County Environmental Services, and the City of Raleigh Public Utilities, four (4) sets of signed approved construction drawings shall be submitted to Town of Rolesville staff.

Step 7: Pre-Construction Meeting

Following the approval of construction drawings and before utilities installation is started, a Pre-Construction Meeting shall be held. All of the infrastructure and site contractors (water, sewer, streets and stormwater) should be present and meet with Town Staff and Contract Inspectors and Engineers. The process and those to be contacted will be explained and discussed at this time.

Step 9: Final Plat Recordation

After of all the infrastructure has been installed, inspected, and approved, the final plat, officially subdividing the tract of land into individual lots, can be recorded. At this time, all associated impact fees such as water and sewer acreage, capacity, and/or open space, shall be paid. Two (2) paper copies of the plat shall be submitted to Town Hall for preliminary review to make sure all is correct. This plat will also have to be reviewed by the City of Raleigh Public Utilities for easement verification. The City of Raleigh Public Utilities requires a copy of the approved construction drawings submitted with the paper copy of the plat. The City of Raleigh will not review or re-review any plans except those submitted by the Town of Rolesville and its courier (see fee schedule).

Step 10: Pre-Building Meeting

Around or after all infrastructure installation and inspection is completed and final plat recorded, a Pre-Building Meeting shall be held. All builders shall be present to meet with Town Staff and Contract Engineers/Inspectors. The application process, inspection process, and associated fees will be explained and discussed at this time.

TENTATIVE REVIEW AND DEADLINE TIME SCHEDULE

Below are the “best-case-scenario” dates and times for review and deadlines association with any development. All dates and times are subject to change due to holidays, weather, or various emergencies. Town of Rolesville staff reserves the right to and not to place any development proposal on the TRC and Planning Board agendas due to concerns with safety, adopted plans, or ordinance compliance.

TRC = Technical Review Committee

PB = Planning Board

TB = Town Board

January through June

TRC Deadline	7-Jan	4-Feb	4-Mar	1-Apr	6-May	3-Jun
TRC Meeting	14-Jan	11-Feb	11-Mar	8-Apr	6-May	10-Jun
PB Deadline	27-Jan	24-Feb	24-Mar	21-Apr	19-May	23-Jun
PB Meeting	23-Feb	23-Mar	27-Apr	25-May	22-Jun	27-Jul
TB Call PH	2-Mar	6-Apr	4-May	1-Jun	6-Jul	3-Aug
TB Meeting	6-Apr	4-May	1-Jun	6-Jul	3-Aug	8-Sep

July through December

TRC Deadline	1-July	5-Aug	2-Sep	7-Oct	4-Nov	2-Dec
TRC Meeting	8-July	12-Aug	9-Sep	7-Oct	11-Nov	9-Dec
PB Deadline	28-July	25-Aug	29-Sep	27-Oct	24-Nov	29-Dec
PB Meeting	24-Aug	28-Sep	26-Oct	23-Nov	28-Dec	25-Jan
TB Call PH	8-Sep	5-Oct	2-Nov	7-Dec	4-Jan	1-Feb
TB Meeting	5-Oct	2-Nov	7-Dec	4-Jan	1-Feb	1-Mar



DEVELOPMENT PLAN REVIEW APPLICATION

Town of Rolesville Planning Department - 200 East Young Street - Rolesville, NC 27571 - 919.554.6517

Date of Submittal: _____

Name of Project: _____

Owner of Property: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Developer: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Design Engineering Company: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Type of Development (check one)

- Sketch Plan - Site Plan
- Major Subdivision Preliminary Plat (Standard Subdivision)
- Major Subdivision Preliminary Plat (Conservation Subdivision)

Total Acreage of Property To Be Developed: _____ Total Number of Phases: _____

Total Number of Lots: _____ Average Square Footage of Lot: _____

Smallest Developable Lot Square Footage: _____ Largest Developable Lot Square Footage: _____

I, as owner, developer, engineer, and/or agent, understand that I am responsible for all applicable review fees due upon submittal of these plans. I understand that no review will take place until all review fees have been paid. I have read all information within the Development Review Procedures Packet and understand the process and my requirements with the proposal.

Signature

Date