



## Major Subdivision Preliminary Plat Checklist

This checklist is provided as a starting point for plan preparation for developers and their consultants. It is not intended as a complete list of all information that the Development Review Committee (DRC) may need in order to review a set of plans. Each site is unique, and there may be additional information that the consultant should provide or the DRC may request.

### **General Information**

- Title Block with project name, label of "Major Subdivision Preliminary Plat", date, and revisions
- Developer's and property owner's name, address and contact information
- Engineer's name, address, contact information, seal, date, & signature
- Parcel identification number
- Vicinity map that clearly shows the project location
- North arrow
- Graphic scale (1" = 100'; 1"= 20' preferred for details)
- Minimum sheet size of 18" X 24" (Maximum sheet size of 24" X 36" preferred)
- Adjacent property owners' names
- Adjacent property land uses
- Street address for each lot
- Metes and bounds of tract perimeter boundary (referenced to NAD 83)
- Total size of proposed subdivision
- Proposed lot lines with rough dimensions, lot numbers & block numbers
- Size of each lot in square feet
- Building setbacks from property lines
- Arterial setback (if applicable)
- Zoning district (with conditional uses if applicable) of tract & adjacent properties
- Location of all existing & proposed easements and rights-of-way
- Existing structures, parking lots, loading areas, driveways & signs (if applicable)
- Proposed building footprint(s) (If applicable; Clearly distinguish between existing and proposed)
- Proposed construction phasing (if applicable)
- Director of Planning & Development's & Director of Engineering's certification & signature block  
(Please locate in the lower right corner of each sheet.)

### **Landscaping & Buffers**

- Conceptual landscape plan showing existing & proposed plantings, fencing, buffers & walls
- Recreation/play area (if applicable)
- Common area(s) (if applicable)

### **Traffic & Transportation**

- Location and name of all public and private streets within & surrounding the project  
(Proposed street names are subject to approval)
- Proposed street cross-section
- Proposed signs (location, size & type)
- Proposed sidewalk along street frontage per City Details 2.20, 2.1, 2.2, 2.17, 2.21, 2.22, & 2.23 (if applicable)
- Peak hour and daily trip generation calculations (if applicable)
- Submission to NCDOT (if project is located adjacent to NCDOT maintained road)
- Traffic impact analysis (TIA) (if applicable)

### **Grading, Drainage & Stormwater**

- Existing contours (referenced to NAVD 88)
- Existing pipe systems & drainage courses (including Tar-Pamlico riparian buffers)
- Location and elevation of 100-year flood plain boundary (if applicable)

## Major Subdivision Preliminary Plat Checklist

- Location of floodway boundary (if applicable)
- Proposed contours (Clearly distinguish between existing and proposed)
- 5' drainage & utility easement around the perimeter of each lot
- Proposed pipe systems, swales & ditches (plan view)
- Watershed plan showing drainage area to each structure and/or water course
- Conceptual Stormwater Management Plan for detention & nutrient management

### Utilities

- Existing utilities (water, sewer, gas & electric)  
(Contact City Gas Division at 252/467-4827 & City Electric Division at 252/467-4808 for assistance)
- Proposed water services (location, size & material)
- Proposed water main extension & fire hydrant(s) (plan view)
- Proposed sanitary sewer services (location, size, & material)
- Proposed sanitary sewer main extension (plan view)

### City of Rocky Mount Standard Information

A. Applicable Standard Details ( [www.rockymountnc.gov/engineering/drawings.html](http://www.rockymountnc.gov/engineering/drawings.html))

#### B. Site Data

- Existing Impervious Area = \_\_\_\_\_ acre(s)
- Proposed Impervious Area = \_\_\_\_\_ acre(s)
- Total Impervious Area (Post-construction) = \_\_\_\_\_ % of the site
- Total Disturbed Area = \_\_\_\_\_ acre(s)
- Total No. of Lots = \_\_\_\_\_

#### C. Standard Notes

1. All required improvements shall conform to the City of Rocky Mount's Land Development Code and Manual of Specifications and Details, latest edition. All lots shall equal or exceed the minimum development standards specified in Chapters 4, 5, and 6 of the Land Development Code.
2. This plan is valid for two (2) years from the date of approval.
3. All signs shown on this plan shall conform to Tables 7-6 and 7-7 of the Land Development Code.
4. The City of Rocky Mount will not record a final plat for this project until the developer or contractor provides a landscape maintenance bond.
5. The disturbed area for this project is greater than 0.5 acre. Therefore, stormwater detention and nutrient management are typically required.

*Select the applicable statement(s) below to complete Note 5:*

- a. Detention for this project is accomplished utilizing \_\_\_\_\_ (*describe BMP*).
  - b. Nutrient management for this project is accomplished utilizing (*describe BMP and/or in-lieu fee payment*).
  - c. There is no net increase in impervious area for this project. Therefore, stormwater detention and nutrient management are not required.
  - d. The overall impervious surface area is less than 15% of the total site. Therefore, stormwater detention is not required for this project.
  - e. The increase in peak flow between the pre-development and post-development conditions does not exceed 10%. Therefore, stormwater detention is not required for this project.
6. The disturbed area for this project is greater than 1.0 acre. Therefore, a formal sedimentation and erosion control plan and permit are required prior to any grading or construction on the site.
  7. Copies of all permits and approved plans must be kept on site in a permit box that is conspicuously located and easily accessible during construction. This includes approved construction plans, encroachment agreements, and driveway permits.
  8. Contours on these plans were obtained from an actual field survey performed by (*Name of PLS*) \_\_\_\_\_ on (*date*). Reference horizontal datum is NAD 83 and reference vertical datum is NAVD 88.
  9. Site lies in Flood Zone \_\_\_\_\_, per FEMA FIRM # \_\_\_\_\_ dated \_\_\_\_\_. Base flood (100-year) elevation is \_\_\_\_\_.
  10. Contractor/Developer shall contact City of Rocky Mount Construction Inspector Bill Pridgen at 252/343-3156

## Major Subdivision Preliminary Plat Checklist

one week prior to beginning construction.

11. Contractor/owner/developer shall contact City of Rocky Mount Public Utilities at 252/467-4808 to coordinate the installation of electric services and 252/467-4827 to coordinate the installation of natural gas services.

12. The electric customer shall own and be responsible for the installation of electric service to the point of delivery identified by Rocky Mount Public Utilities.

13. The developer/owner is responsible for all costs related to the relocation of any existing utilities.

14. For underground utilities, the developer/owner is responsible for all costs of borings, conduit, pavement patching and landscaping replacement.

15. The property owner shall provide an executed right-of-way easement prior to the installation of gas or electric utilities.

16. The contractor is responsible for calling the NC One Call Center at 811 to locate existing utilities prior to beginning work.

17. The contractor shall provide the Fire Department with vehicular access to all structures under construction at all times. In areas where ground surfaces are soft or are likely to become soft, the contractor shall provide and maintain stable all weather surfaces.

18. A geotechnical report and pavement design sealed by a N.C. registered professional engineer must be approved by the Director of Engineering prior to construction of any roadway improvements.

19. Roadway sub-grade soil conditions must be evaluated by a geotechnical engineer for conformance with pavement design conditions. A proof-roll must be witnessed and approved by a City of Rocky Mount Department of Engineering representative prior to placement of stone base.

**20. Construction may not begin until a Major Subdivision Construction Plan showing all required design details and calculations is approved by the Development Review Committee.**

21. Water and sewer fees may be due on this project. Please contact Elaine Pate at 252/972-1126 for fee information.