



# TOWN OF KNIGHTDALE

[www.knightdalenc.gov](http://www.knightdalenc.gov)

## DEVELOPMENT SERVICES DEPARTMENT

950 Steeple Square Court  
Knightdale, NC 27545  
(v) 919.217.2243  
(f) 919.217.2249

### MASTER PLAN

In accordance with Development Process outlined in Chapter 15 of the Unified Development Ordinance, Master Plan submittals are required for all Site Plans, Major Subdivisions, Special Use Permits, and Conditional Districts. Completed applications shall include all of the submittal requirements included on Page 2 of this package, and must be submitted in accordance with the schedule established by the Development Services Department. Approval of the Master Plan is not an authorization to begin site construction.

#### PROJECT INFORMATION

PROJECT NAME:	_____				
PROJECT ADDRESS:	_____				
WAKE COUNTY PIN(s):	_____				
PROPOSED USE:	_____				
PROPOSED SQ. FT.:	_____	PROPOSED LOTS:	_____	DENSITY (DWELLING/ACRE):	_____
ZONING DISTRICT:	_____	SITE ACRES:	_____	INSIDE CORPORATE LIMITS:	_____

#### CONTACT INFORMATION

APPLICANT:	_____	PHONE:	_____	FAX:	_____
ADDRESS:	_____				
	_____				
	_____	EMAIL:	_____		

SIGNATURE: \_\_\_\_\_

PROPERTY OWNER:	_____	PHONE:	_____	FAX:	_____
ADDRESS:	_____				
	_____				
	_____	EMAIL:	_____		

SIGNATURE: \_\_\_\_\_

DEVELOPER:	_____	PHONE:	_____	FAX:	_____
ADDRESS:	_____				
	_____				
	_____	EMAIL:	_____		

SIGNATURE: \_\_\_\_\_

#### **THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY**

CASE NUMBER:	SUBMITTAL DATE:	X-REFERENCE(s):
FILING FEE:	SKETCH PLAN MEETING DATE:	



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### SUBMITTAL REQUIREMENTS

NO APPLICATION SHALL BE ACCEPTED BY THE LAND USE ADMINISTRATOR UNLESS IT CONTAINS ALL OF THE INFORMATION NECESSARY TO DETERMINE IF THE DEVELOPMENT, IF COMPLETED AS PROPOSED, WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE. APPLICATIONS WHICH ARE NOT COMPLETE WILL BE RETURNED TO THE APPLICANT WITH A NOTATION OF DEFICIENCIES.

THE FOLLOWING ARE TO BE SUBMITTED AT THE TIME OF INITIAL SUBMITTAL. FAILURE TO SUBMIT ALL ITEMS WILL RESULT IN DELAY OF YOUR APPLICATION. APPLICATIONS ARE TO BE RECEIVED BY 5 PM ON THE SUBMITTAL DEADLINE DATES ESTABLISHED BY THE DEVELOPMENT SERVICES DEPARTMENT.

- COMPLETED APPLICATION FORM. Application must be signed by the applicant and the property owner.
- PROCESSING FEE. Master Plan application fees vary based on the type of permit being requested. Fees are exact and not rounded up. Please consult the Project Manager and adopted fee schedule for all applicable fees.

**Master Plan submittals are fully electronic.** Please send all documentation electronically.

- Site/civil/landscape plans must be to engineering scale (1" = 20', 1" = 50', etc.). Lighting and Landscaping should be included within the Master Plan set, if required. See Page 3 of this application package for data to be included on the Master Plan.
- Please include any proposed or existing deed restrictions or owners association documents.
- MASTER PLANS REQUIRING PUBLIC HEARINGS (SPECIAL USE PERMITS OR CONDITIONAL DISTRICTS):
  - LIST OF PARCEL IDENTIFICATION NUMBERS AND OWNERS (with their mailing addresses) of all parcels adjoining, including across the street from, and within 200 feet, the parcel(s) making up the proposed development site.
  - PUBLIC HEARING MAILING FEES. The applicant is responsible for the cost of postage for mailings which are required by the public hearing notification procedures. These fees are to be paid at time of application.

The Master Plan shall be drawn to the following specifications and must contain or be accompanied by the information listed below. All plans shall be submitted at a scale not less than one (1) inch = 50 feet unless otherwise authorized by the Administrator. No processing or review of a Master Plan will proceed without all of the following information:

- The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract.
- Scale denoted both graphically and numerically with north arrow.
- A vicinity map at a scale no smaller than one (1) inch equals 1,200 feet showing the location of the subdivision with respect to adjacent streets and properties.
- The location of proposed buildings, parking and loading areas, streets, alleys, easements, lots, parks or other open spaces, site reservations (i.e. school sites), property lines and building setback lines with street dimensions, tentative lot dimensions and the location of any building restriction areas (i.e. flood hazard areas, buffer locations, watershed protection districts, and/or jurisdictional wetlands). Site calculations shall include total acreage of tract, acreage in parks and other non-residential uses, total number and acreage of parcels and the total number of housing units.
- Calculations for required and proposed Recreational Open Space.
- The proposed name of the development; street names; the owner's name and address; the names of adjoining subdivisions or property owners; the name of the Township, county, and state in which the development is located;



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the date of plan preparation and the zoning classification of the tract to be developed along with those of adjoining properties.

- Corporate limits and extra-territorial jurisdiction boundaries (where applicable).
- Typical cross-sections of proposed streets. Where a proposed street is an extension of an existing street, the profile of the street shall include 300 feet of the existing roadway with a cross-section of the existing street. Where a proposed street within the development abuts a tract of land that adjoins the development and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.
- The proposed limits of construction for all proposed development activity.
- A timetable for estimated project completion for each phase proposed.
- Original contours at intervals of not greater than two (2) feet for the entire area to be subdivided and extending into adjoining property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property and 50 feet at all other points of common project boundaries. Wake County or Town of Knightdale digital topography may be used to satisfy this requirement but should be field-verified to ensure accuracy. This requirement may be waived for developments smaller than one (1) acre or where insufficient topographic changes warrant such information.
- 2-D utility plan showing location of sanitary sewer lines, water distribution lines, storm sewer lines, manholes, clean-outs, fire hydrants, fire lines, valves, underground private utilities, backflow prevention devices showing make and model, meters and pipe sizes. If applicable, also well and septic locations, force mains, and pump stations.
- Supplemental Plans as applicable:
  - Landscape Plan** in accordance with Section 16.9.A
  - Lighting Plan** in accordance with Section 16.9.B
  - Traffic Signs & Markings Plan** in accordance with Section 16.9.C
  - Architectural Plans** in accordance with Section 16.9.D
  - Stormwater Management Plan** in accordance with Section 16.9.E
  - Traffic Impact Analysis (if required)** in accordance with Section 16.10
  - Wake County Public Schools - Residential Development Notification Submission** <https://arcg.is/CKbv5>

In addition to the above required information, the following additional information may be required by the Administrator, the Land Use Review Board or the Town Council on a discretionary site-specific basis:

- Environmental Impact Statement, pursuant to Article 113A of the North Carolina General Statutes if: (i) the development exceeds 2 acres in area; and (ii) the Land Use Review Board deems it necessary due to the nature of the land or peculiarities in the proposed design.
- Development Permit and Certification application with supporting documentation as required by the Knightdale Flood Damage Prevention Ordinance in Chapter 6.