



# TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

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

950 Steeple Square Court  
Knightdale, NC 27545  
(v) 919.217.2241

## SKETCH PLAN APPLICATION

In accordance with Development Process outlined in Chapter 15 of the Unified Development Ordinance, Sketch Plan submittals are required for all **Site Plans, Major Subdivisions, Special Use Permits, Planned Unit Developments** and **Conditional Districts**. Completed applications shall include all of the submittal requirements included on Page 2 of this application and on the corresponding application checklist. Approval of the Sketch Plan is not authorization to begin site construction.

### PROJECT INFORMATION

TYPE OF APPLICATION:	SKETCH PLAN		
PROJECT ADDRESS:	_____		
WAKE COUNTY PIN(s):	_____		
PROPOSED USE:	_____		
PROPOSED SQ. FT.:	_____	PROPOSED LOTS:	_____ DENSITY (DWELLING/ACRE):
CURRENT ZONING DISTRICT:	_____	SITE ACRES:	_____
PROPOSED ZONING DISTRICT:	_____	TOWN LIMITS/ETJ:	_____

### CONTACT INFORMATION

APPLICANT:	_____		
ADDRESS:	_____		
	_____		
PHONE:	_____	EMAIL:	_____
SIGNATURE:	_____		
PROPERTY OWNER:	_____		
ADDRESS:	_____		
	_____		
PHONE:	_____	EMAIL:	_____
SIGNATURE:	_____		
DEVELOPER:	_____		
ADDRESS:	_____		
	_____		
PHONE:	_____	EMAIL:	_____
SIGNATURE:	_____		

### THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER:	SUBMITTAL DATE:	X-REFERENCE(s):
RECEIPT #:	SKETCH PLAN MEETING DATE:	



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## SUBMITTAL REQUIREMENTS

NO APPLICATION WILL BE ACCEPTED BY THE LAND USE ADMINSTRATOR 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 THAT 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.

- **COMPLETED APPLICATION FORM.** Application must be signed by the applicant and the property owner.
- **PROCESSING FEE:** A Sketch Plan review fee of \$300.00 is due at time of plan submittal. This can be paid via credit card (Visa, MasterCard) in person or via the telephone, by cash, or by check payable to Town of Knightdale.
- All plan submittals are **electronic**. Please send all documentation via email or a file sharing service.
- Refer to the corresponding checklist for additional submittal requirements.

## SKETCH PLAN APPLICATION CHECKLIST

TO BE COMPLETED BY APPLICANT	YES	N/A
<b>PRE-SUBMITTAL REQUIREMENTS</b>		
1. Pre-Application Meeting	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBMITTAL REQUIREMENTS</b>		
1. Completed Application	<input type="checkbox"/>	<input type="checkbox"/>
2. Processing Fee	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLAN REQUIREMENTS</b>		
1. Vicinity map, including north arrow, showing the location of the subdivision or development site in relation to neighboring tracts, subdivisions, roads, and waterways;	<input type="checkbox"/>	<input type="checkbox"/>
2. Name, address, and telephone number of the property owner;	<input type="checkbox"/>	<input type="checkbox"/>
3. Name of the proposed subdivision or project;	<input type="checkbox"/>	<input type="checkbox"/>
4. Boundary lines of the property;	<input type="checkbox"/>	<input type="checkbox"/>
5. Total acreage;	<input type="checkbox"/>	<input type="checkbox"/>
6. Existing and proposed land uses and the existing land uses of adjacent properties;	<input type="checkbox"/>	<input type="checkbox"/>
7. Existing topographic and planimetric conditions of the property and a surrounding 300' buffer area around the property including contours not exceeding 5' intervals;	<input type="checkbox"/>	<input type="checkbox"/>
8. Location, names, and right-of-way width of any existing streets on or within 300' of the land to be subdivided/developed;	<input type="checkbox"/>	<input type="checkbox"/>
9. Lots of adjacent developed or platted properties;	<input type="checkbox"/>	<input type="checkbox"/>
10. Zoning classification of the land and adjacent properties;	<input type="checkbox"/>	<input type="checkbox"/>
11. Illustrative building elevations denoting general design elements and materials;	<input type="checkbox"/>	<input type="checkbox"/>
12. Watershed classification, if any;	<input type="checkbox"/>	<input type="checkbox"/>
13. A general graphic inventory of the natural resources (wetlands, lakes, ponds, forest cover, stream buffers, geologic features, native vegetative areas, etc.) at the site and surrounding area out to a radius of 300' around the subject subdivision or site as they exist prior to the commencement of development activities;	<input type="checkbox"/>	<input type="checkbox"/>
14. A graphic concept plan of the proposed post-development stormwater management system including but not limited to swales, low-impact designs elements, structural stormwater controls, flow paths, stream channel modifications, bridges and culvert crossings;	<input type="checkbox"/>	<input type="checkbox"/>
15. A statement and any supporting documentation regarding how the proposed development will meet the Town of Knightdale Water Allocation Policy; thereby securing connection to the public water and sewer infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>
16. Environmental Survey per UDO 16.2.A	<input type="checkbox"/>	<input type="checkbox"/>

Additional information may be required by the Administrator prior to formal submittal of further development applications  
*\*See UDO CH. 16.4 for additional description of all plan sheet requirements*