



TOWN OF WILSON'S MILLS  
**MAJOR SUBDIVISION  
REVIEW PROCESS  
APPLICATION**

**Planning Department**  
**PO box 448, Wilson's Mills, NC 27593**  
**Phone: (919) 938-3885 Fax: (919) 938-1121**

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**PROCESS INFORMATION:**

**Major Subdivision Submissions:** It is required that every applicant for a Major Subdivision meet with the Planning, Zoning & Subdivision Administrator prior to the submittal of an application. The purpose of this meeting is to provide clarification and assistance in the preparation and submission of plans for approval.

**Sketch Plan:** It is required that the applicant provide a Sketch Plan to the Planning, Zoning & Subdivision Administrator prior to or at the pre-application meeting. The provision of a sketch plan will allow the Planning, Zoning & Subdivision Administrator an opportunity to review the proposal before the applicant expends funds on the preparation of a Preliminary Plat/Site Development Plan.

**Preliminary Plat/Site Development Plan:** Upon review of a Sketch Plan, a Preliminary Plat/Site Development Plan for a proposed Major Subdivision may be submitted and shall be prepared by a registered architect, engineer, landscape architect, and/or land surveyor licensed in the State of North Carolina. Such submittal shall be prepared in accordance with the standards set forth by the Planning Department, Wilson's Mills Development Ordinance (WMDO) and applicable state standards.

**Submissions:** All plans for review by the Planning, Zoning & Subdivision Administrator must conform to any applicable provision of the WMDO. Three (3) paper copies of the plans must be submitted for review along with a complete application.

**Review Process:** All submittals shall be reviewed by the Planning, Zoning & Subdivision Administrator for compliance with the WMDO. Upon complete review by the Planning, Zoning & Subdivision Administrator, the Planning Board shall review the Preliminary Plat/Site Development Plan for Major Subdivisions for compliance with the applicable requirements of the WMDO.

**Permit validity.** Approval shall be valid for two (2) years from the date of approval.

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**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plan Preparer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION:**

Proposed Land Use (Specific): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address / Location: \_\_\_\_\_

Number of lots/units: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Size of Property (in acres): \_\_\_\_\_ Johnston Co. Tax PIN #: \_\_\_\_\_

Special Flood Hazard Area: \_\_\_\_\_ Yes \_\_\_\_\_ No *(if Yes, a Floodplain Development Permit may be required)*

Watershed Information: \_\_\_\_\_ Critical \_\_\_\_\_ Protected

Project Impervious Surface Area (sf): \_\_\_\_\_ Town Jurisdiction: \_\_\_\_\_ In-Town Limits \_\_\_\_\_ ETJ

**SIGNATURE:**

I / we do hereby certify that all information given above is true, complete and accurate to the best of my / our knowledge. I also authorize the Town of Wilson's Mills or a contractor on behalf of the Town to conduct a site inspection to insure compliance to this application.

\_\_\_\_\_  
Applicant Print Name\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date**REQUIRED PLAN INFORMATION:**

All plans shall be prepared by a registered architect, engineer, landscape architect, and/or land surveyor licensed in the State of North Carolina for the work in which the professional is trained and licensed to perform.

**EXISTING CONDITIONS SHEET(S):**

As part of the Preliminary Plat/Site Development Plan submittal, an existing conditions map should be provided to identify existing developed conditions and natural features including, but not limited to, the following:

- \_\_\_\_\_ Property boundaries with dimensions
- \_\_\_\_\_ Existing & adjacent streets and rights of way and their widths
- \_\_\_\_\_ Existing easements and their widths
- \_\_\_\_\_ Existing structures (dimensions and setbacks)
- \_\_\_\_\_ Driveways & curb cuts
- \_\_\_\_\_ Generalized depiction or description of natural features on and immediately adjoining the site including streams, wetlands and other water bodies, steep slopes, large stands of mature trees, etc.
- \_\_\_\_\_ Location of all special flood hazard areas
- \_\_\_\_\_ Existing topography
- \_\_\_\_\_ Location & names of adjoining properties and both the existing zoning designation and land use of these properties

**SITE PLAN SHEET(S):**

The Preliminary Plat/Site Development Plan is intended to provide a detailed two-dimensional drawing that illustrates all the following site features of the proposed development:

- \_\_\_\_\_ Site data information (i.e. name and address of owner & developer, zoning, land use, tax pin number, setbacks, acreage).
- \_\_\_\_\_ Proposed lot locations, lot lines and setbacks
- \_\_\_\_\_ Location of existing and proposed streets with widths and cross-sections
- \_\_\_\_\_ Location of proposed sidewalks, pedestrian ways and open space areas
- \_\_\_\_\_ Location of proposed stormwater facilities
- \_\_\_\_\_ Conceptual location and size of all landscaping, street trees & buffer areas
- \_\_\_\_\_ Development calculations including but not limited to: density, impervious surface, etc. in sufficient detail to show compliance with the WMDO.
- \_\_\_\_\_ Generalized depiction or description of natural features on and immediately adjoining the site including streams, wetlands and other water bodies, steep slopes, large stands of mature trees, etc.
- \_\_\_\_\_ Location of all special flood hazard areas
- \_\_\_\_\_ Conceptual location of subsurface utilities. Detailed engineering drawings for water and sewer facilities are typically not required for Preliminary Plat/Site Development Plan plans unless specifically requested by the utility provider or plan reviewer.
- \_\_\_\_\_ Other information determined by the Planning, Zoning & Subdivision Administrator as necessary to evaluate the request.

**ADDITIONAL REQUIRED INFORMATION:**

- \_\_\_\_\_ **Administrative Review Fees.** The application filing fee.
- \_\_\_\_\_ **Cover sheet detail.** The cover sheet of the Preliminary Plat/Site Development Plan shall include the following detail:

**TOWN OF WILSON'S MILLS MAJOR SUBDIVISION REVIEW**

PLANNING BOARD REVIEW DATE: \_\_\_\_\_

PLANNING BOARD ACTION: \_\_\_\_\_

APPROVAL \_\_\_\_\_ DENIAL \_\_\_\_\_