

# Infrastructure Construction Plan Checklist



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

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TO BE COMPLETED BY APPLICANT	YES	N/A
<b>TRANSPORTATION SERVICES REQUIREMENTS</b>		
1. Show all existing adjacent and opposing sidewalks and driveways surrounding the site		
2. Label and dimension existing and proposed right of way and pavement widths, street widths, sidewalk, curb and gutter, medians, median openings, curb radii		
3. Existing property irons labeled "E.I.P"		
4. Centerline profile for existing streets shown for a minimum of 100 feet from the end of proposed streets, or as needed to establish adequate sight distance triangles		
5. Lot numbers, driveways, and parking lots with layout and dimensioning shown on plan view; Cross section and diagram of each floor of a parking structure; Internal traffic circulation details		
6. Plan view indicates whether existing streets are asphalt, concrete, gravel or dirt		
7. Stations beginning 0+00 labeled every 50' feet on plan and profile view		
8. Complete street curve data shall be shown on plan and profile view showing existing right and left right of way and centerline elevations as well as proposed centerline		
9. Driveway permit and/or right of way encroachment agreement from NCDOT, if access is on a State maintained road		
10. Proper location of sidewalk (BOC to right of way < 12.5' sidewalk located 1.0' inside right of way, BOC to right of way > 12.5' sidewalk located 4.0' inside right of way)		
11. All handicap ramps shown and labeled by type (Engineering Standard, STD #20.11)		
12. Typical sections are shown with pavement schedules, use STD #20.31 and 20.32 for all proposed residential, collector, and commercial streets, if applicable		
13. Site and Utility plan sheets show proposed and existing curb and gutter, storm sewers, drainage structures driveway pipes, water mains, sanitary sewer mains, etc.		
14. Street lighting design and layout including specifications		
15. Provide all applicable construction details		
16. Provide any required traffic striping plan, traffic control plan, and detour plan		
17. Overview map for phased projects matches approved preliminary plan		
18. Proposed streets stubbing to undeveloped properties shall show the existing ground profile for a minimum of 300 feet beyond the property line		
19. 1/4 inch slope across entire sidewalk and planting strip area		
20. Stone under curb and gutter when depth of stone and asphalt is 10" or greater for all public streets equal to or greater than 36 ft wide streets		
21. Private streets and any necessary access easements are labeled and include private street inspection statement on cover sheet		
22. Slope easements shown, labeled, and dimensioned		
23. Sight triangles and easements to be shown and labeled including any structures within them. Add note: <b>"Within the sight triangles shown on this plan, no obstruction between two (2) feet and eight (8) feet in height above the curb line elevation or the nearest traveled way, if no curbing exists."</b>		
24. Vehicular stacking space areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, stall width		
26. Corner clearance has been verified and a note placed on the plans stating <b>"Minimum corner clearance from curb line of intersecting streets shall be at least twenty (20) feet from the point of tangency."</b>		
27. Trip Generation Table for plan that requires a TIA (Traffic Impact Analysis)		
28. For roads requiring super elevation, left EOP and right EOP profiles shall be shown in addition to centerline profile		
29. Any other information required by the Public Works Director to determine the safety and effectiveness of improvements made in the public right of way and easements		
<b>STORMWATER REQUIREMENTS</b>		
1. 100-year floodplain boundaries and elevations shown on all plans at profiles, where applicable		
2. Flood Study, if applicable; Please explain why, if not applicable:		
3. Class and location of rip-rap and all creek location/relocation shown on plan view		

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4. Dimensions and locations of all permanent erosion control measures shown on all applicable plan view sheets		
5. All existing and proposed private drainage easements shown on all applicable sheets		
6. All single pipes equal to or larger than 48" diameter and all multiple pipes have headwalls shown and labeled on upstream end and a headwall or FES on the downstream end		
7. Label and show drainage swales, ditches, channels and water courses, and direction of flow		
8. Impoundment or retention/detention structures for storm water, if required		
9. Show location of discharge points, velocity dissipation measures		
10. Show location of existing and proposed storm sewer and inlet structures and culverts		
11. Show floodway and floodway fringe areas. Flood hazard soil boundaries, flood storage area easements and regulatory flood protection elevations and indicate FEMA map/and/or flood study numbers		
12. Provide summary of water quality/quantity calculations		
13. Show all wetlands and Neuse buffer limits		
14. Show backwater elevations for new stream crossings		
15. Show storm water network, including inlets, culverts, swales, ditches and channels (top elevation, invert elevation, pipes size and slope)		
16. Stream crossings have been approved by the required agency		
<b>PUBLIC UTILITIES REQUIREMENTS</b>		
1. Public Water Application and Review Fee, if applicable		
2. Private Water Application and Review Fee, if applicable		
3. Public Sewer Application, Non-discharge Application and Review Fee, if applicable		
4. Private Sewer Application, Non-discharge Application and Review Fee, if applicable		
5. Pump Station Start Up and Inspection Fee, if applicable		
6. Pump Station Application and Review Fee, if applicable		
7. Camera Review Fee (see Development Fee Schedule for current fees)		
8. Deed reference for any proposed offsite sewer or attach recorded map		
9. All elevations shall be shown of the profile view as it relates to water main, sanitary sewer mains, etc.		
10. Existing utility lines shall be shown and labeled on plan view by dashed lines		
11. Proposed utility lines shall be shown by solid lines		
12. Plans show final proposed locations and dimensions of all water and sanitary sewer lines		
13. Include stubs to each property line for water and sanitary sewer		
14. Invert elevations for all manholes and profiles of sanitary sewer lines		
15. Existing paved roads shall be bored, if possible		
16. Smooth steel encasement pipe shall be shown on the plan view and profile view including size and wall thickness		
17. 4", 6", and 8" water lines shall be bored under driveways when possible		
18. All existing and proposed sanitary sewer easements shown on all applicable sheets		
19. Plan view shows all existing and proposed underground utility layout, including fiber optic, electric, gas and cablevision facilities located on the right of way		
20. Existing water meter boxes and sewer cleanouts shown and labeled as "exist w. conn." and "exist s. conn." Connection number should be given for existing water connections		
<b>PLANNING REQUIREMENTS</b>		
1. Plans show approved or proposed phase as shown on preliminary plan		
2. Encroachment agreements submitted, as specified in conditions of approval		
3. Lot layout and street locations as approved on preliminary plan		
<b>FIRE REQUIREMENTS</b>		
1. Review the plans for proper piping (size, type, location), backflows, hydrants, valves Plans show		
2. Check plans for Fire Department apparatus access for compliance, Chapter 5 of the NC fire code		
3. Inquiring about fire flow analysis (see chapter 5 of the NC fire code)		
4. Evaluation of Access incline, curb radius, road width and proper support		
<b>TREE CONSERVATION REQUIREMENTS (URBAN FORESTRY)</b>		
1. Review the tree conservation area locations		
2. Review to determine if there is a conflict with transportation, stormwater, and other trade requirements		
3. Assess the amount of tree conservation area given/proposed		
4. Confirm that the recordation of easements, right-of-way and tree conservation area will occur smoothly		