



Preliminary Development Plan Submittal Checklist

PDP submittal required if the proposed zoning district is Mixed Use District (MXD). Once rezoning application has been reviewed and accepted, PDP must be uploaded via [electronic plan review](#).

GENERAL REQUIREMENTS	
	Plan sheet size: 24" X 36"
	Graphical bar scale and numerical scale
	Orient plan north and show north arrow
	Must be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the State of North Carolina.
(1) COVER SHEET	
Vicinity Map - Readable and accurate, showing the location of the site and surrounding area	
Site Data Summary Table indicating the following:	
	<ul style="list-style-type: none"> • Cary Project Number
	<ul style="list-style-type: none"> • Project Name
	<ul style="list-style-type: none"> • Parcel Address
	<ul style="list-style-type: none"> • Parcel Number
	<ul style="list-style-type: none"> • Real ID Number
	<ul style="list-style-type: none"> • Total area in site
	Property owner(s)
Project Data Table	
	Land Uses
	Minimum and maximum lot size
	Minimum and maximum number of lots or dwelling units by type
	Minimum and maximum square footage of non-residential use by type
	Minimum building setbacks
	Front setback
	Side setback minimum
	Side setback aggregate (total of two side yards) <i>if applicable</i>
	Rear setback
	Corner yard setback
	Parking Requirement and Proposed Parking
Rezoning Conditions	
List any commitments that exceed LDO development requirements.	
Standard Notes	
<p><i>The following apply, except where modifications are explicitly granted under "Modifications to Development Standards" below:</i></p> <ol style="list-style-type: none"> <i>Development on this site shall comply with all the requirements of the Cary Land Development Ordinance (LDO) and other applicable laws, standards, policies and guidelines, all of which shall constitute the zoning regulations for the approved district and are binding on the Property.</i> <i>Road improvements, and other applicable requirements of the Cary Comprehensive Transportation Plan shall be required at the time of subdivision or site plan Review. Road alignments and cross-sections shown on this Preliminary Development Plan (PDP) are approximate. At the time of subdivision or site plan review, all public and private roads shall conform to the Town of Cary Standard Specifications and Design Manual.</i> <i>Sidewalks, greenway, multi-purpose paths and pedestrian connections shown on this plan are approximate. At the time of subdivision or site plan review, the location and design of such features shall comply with applicable standards of the Cary Land Development Ordinance (LDO) and other applicable laws, standards, policies and guidelines.</i> <i>Open space areas shown on this plan are approximate. Location and sizes of such areas shall be specified at the time of subdivision or site plan review and will meet or exceed the applicable requirements of the Cary Land Development Ordinance.</i> 	

<p>5. <i>Utilities, including all sanitary sewer, water, and reclaimed waterlines shown on this plan are conceptual. At the time of subdivision or site plan review, the developer may have the opportunity to request a waiver from the reclaimed water line improvements in accordance with Policy Statement 132. No modification of Cary design standards shall be implied.</i></p> <p>6. <i>Where there is a conflict between the graphic depiction of the development plan, and text of this document, the text shall apply.</i></p>	
Roadway Improvements	
<p><i>Roadway Improvements</i> <i>A traffic impact study (20-TAR-_____) was prepared by _____ in _____, 20___. The applicant has agreed to make the following recommended improvements.</i></p> <p>1. 2.</p>	
Modification to Development Standards	
<ul style="list-style-type: none"> ▪ Modification of provisions related to subdivision regulations, connectivity standards, provisions of the Standard Specifications and Details Manual, and requirements of the Comprehensive Transportation Plan requires a quasi-judicial evidentiary hearing and action by Zoning Board of Adjustment. Such requests may only be considered after rezoning approval. 	
MODIFICATIONS TO DEVELOPMENT STANDARDS	
<p>1. <i>Land Development Ordinance Section _____</i> <i>(describe modification)</i></p> <p>2. <i>Land Development Ordinance Section _____</i> <i>(describe modification)</i></p>	
Approval Block	
<ul style="list-style-type: none"> ▪ Provide 3"x4" approval block space for Town of Cary approval stamp (if approved) 	
(2) EXISTING CONDITIONS SURVEY	
	Metes and bounds description along all existing property lines. (Tax maps or deed references may be used if they provided bearings and distances).
	Owner zoning and current use of all adjacent properties
	Riparian buffers and 100-Year flood plain boundaries
	Size, species, and location of champion trees [See LDO Sections 7.2.5(C) and (D)]
(3) PDP SITE PLAN	
	Existing and proposed greenway and park land
	Buffers and streetscapes
	Conceptual lot layout and representative dimensions for residential lots
	Approximate size and location of Community Gathering Area(s)
	Location, and size and use of proposed multi-family and non-residential buildings
	Streets, parking lots, and pedestrian facilities and connections
	Other details as necessary to reflect proposed zoning conditions (Such as parking reductions, fences, enhanced planting areas)
	Conceptual location of proposed stormwater control measures
	Road connections and conceptual layout for adjacent undeveloped property within the boundaries of the Mixed Use Overlay District.