



# DEVELOPMENT PROJECT SUBMITTAL CHECKLIST

## PLANNING TO DEVELOP IN HOLLY SPRINGS?

Use this checklist to make sure you don't miss a critical step and delay your review process!

All official submittals are due by NOON on Friday

### SCHEDULE A GENERAL INQUIRY MEETING

- Email [dsintake@hollyspringsnc.gov](mailto:dsintake@hollyspringsnc.gov) and provide the property address or location, proposed use, key questions for staff, anticipated project schedule. A concept plan is not required, but helpful and should be provided at least one week prior to your meeting.

### COMPLETE SPECIAL STUDY SCOPING FORMS

- Email your completed [scoping forms](#) to [DSIntake@hollyspringnc.gov](mailto:DSIntake@hollyspringnc.gov). Staff will review and determine if you need special studies for Traffic, Sewer, FFA or Reclaimed.  
A scoping meeting will be scheduled via ZOOM.

### ATTEND A SPECIAL STUDY SCOPING MEETING

- If staff determines you need special studies, attend a scoping meeting via ZOOM to get more details about the types of special studies needed and an overview of the process.

### NEIGHBORHOOD MEETING (if required)

- Your Neighborhood meeting should take place no more than twelve (12) weeks prior to your application submittal date.
- A Neighborhood meeting may be conducted virtually.
- A copy of your Neighborhood Meeting Notice and surrounding property owners list must be E-Mailed to [DSIntake@hollyspringsnc.gov](mailto:DSIntake@hollyspringsnc.gov) for review and approval prior to mailing.

### SPECIAL STUDIES (if required)

- It is your responsibility to have Special Studies prepared and ready for review by Town Staff.
- **Preliminary plan reviews, which include all special studies, must be submitted concurrently to be deemed a complete submittal.**

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## SKETCH PLAN MEETING

- Once your Special Studies are complete and your development plan is substantially (80-90%) complete, apply for a Sketch Plan (Pre-submittal) meeting in the Portal. Staff will review and determine if you are ready to schedule a sketch plan meeting.
- Sketch Plan (pre-submittal) meetings are held via ZOOM.
- Your Sketch Plan (pre-submittal) meeting must take place no more than 8 weeks and no less than 5 days prior to your submittal date.

## PRELIMINARY SUBMITTAL TIME!

- Register as a Portal user – you will need a Portal account to access your project and pay fees. Financially responsible parties must register for a Portal account and be linked to the project.
- Review the submittal calendars online to determine your submittal deadline: <https://www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet>
- Submit your development plan and special studies for review in the Portal (Preliminary Development Approval -> Apply for a Planning & Zoning Review-> Choose your project type).
- Preliminary plan reviews, which include all special studies, must be submitted concurrently to be deemed a complete submittal.**
- Preliminary review fees are due once your submittal has been accepted. Your project will not be routed for review until all outstanding fees are up to date.

## COMMENTS

- Your project will receive comments per the published calendar available on our website.
- A Developer's Conference will be scheduled after you have received your first review comments for most projects. Staff is available by email to answer quick questions!

## RESUBMITTAL REMINDERS

- All resubmittals must include a comment response letter.
- All resubmittals must include a [Certification of Plan Submittal](#).
- Do not resubmit until all comments have been addressed.
- Preliminary Plan and Special Study resubmittals must be submitted concurrently to proceed on schedule.**

## READY FOR CONSIDERATION

- Staff will confirm you are on track for approval and schedule your project for the next available agenda meeting.
- Once all approvals have been obtained, you will receive an official action notice.



**WHAT'S NEXT? SUBMIT FOR CONSTRUCTION DRAWING REVIEW!**

**CIVIL CONSTRUCTION DRAWING SUBMITTAL TIME!**

- If not already complete, register as a Portal user. You will need a Portal account to access your project and pay fees. Financially responsible parties must register for a Portal account and be linked to the project.
- Submit your civil construction drawings for review in the Portal (Construction & UDO Permits -> Apply for a Permit-> Choose your project type).
- Do not submit until you have received a copy of your Preliminary Plan Action Notice. Include a copy with your first submittal.

**UTILITY PERMITS**

- Submit utility permits in the Portal! Each permit type is a separate application.
- Do not submit utility permits until you have been instructed to submit by staff.

**FINALIZE ROAD NAMES (if applicable)**

- Finalize development road names by completing the [Wake County Road Name Approval Application](#) and submit to Development Services by emailing a copy of the application to DSIntake@hollyspringsnc.gov. Once completed, Development Services will forward your application to Wake County for final approval.
- Addressing is completed by Development Services.

**COMMENTS**

- Continue to receive comments and resubmit until approval is achieved.

**RESUBMITTAL REMINDERS**

- All resubmittals must include a comment response letter, redlines and a [Certification of Plan Submittal](#).
- Do not resubmit until all comments have been addressed.

**CD APPROVAL**

- Once you have satisfactorily addressed all comments, staff will request a hard copy signed/sealed "signature set" of plans.
- All review fees must be paid at this time in order to proceed to Pre-Construction and receive a final set of stamped approved plans.



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### STORMWATER PRE-CONSTRUCTION MEETING

- For all commercial projects, submit SCM itemized cost estimate for review and approval.
- Once approved, prepare and submit SCM Performance Surety.
- A Pre-Construction meeting held via ZOOM will be scheduled once commercial project sureties have been submitted.
- Construction can begin once you have attended a Pre-Construction meeting with Town staff.
- Residential project sureties will be due at Final Plat submittal.

### CONSTRUCTION BEGINS!

- Stay in contact with your Development Inspector and coordinate inspections and other needs.

### DEVELOPMENT PRE-CONSTRUCTION MEETING

- Your Development Inspector will schedule an on-site pre-construction meeting when infrastructure construction is ready to begin.

### FINAL PLAT

- Once site improvements are completed, submit your final plat for review.
- If you have not submitted signed/sealed cost estimates for Stormwater and Infrastructure sureties, please include with your final plat submittal for review and approval.
- Sureties must be in place before you can record your final plat (if required).

### AS-BUILT SUBMITTAL

- Follow the As-Built submittal guidelines here:  
<https://www.hollyspringsnc.us/1859/Digital-Submittals>
- Hard copies of plans and some certifications are needed.
- Your Development Inspector will review plans and provide comments.



# DEVELOPMENT PROJECT SUBMITTAL CHECKLIST

## FINAL ACCEPTANCE

- Work with your Development Inspector to resolve any punchlist items.
- A "1028 Total Acceptance" letter will be issued for final acceptance once construction is completed satisfactorily to Town Standards.

## SURETY RELEASE

- Infrastructure: Once your 1028 Total Acceptance Letter has been issued by the Development Inspector, staff will start the process to release your bonds.
- Stormwater: Work with the Environmental team for inspections throughout the construction process. A one-year Performance Monitoring Period (PMP) letter will be issued once construction is complete. After the PMP, a final inspection and draft copy of the O&M will be required before moving into long-term maintenance.

## NOW WHAT? LET'S GO VERTICAL!

## APPLY FOR BUILDING PERMITS

- Stay in contact with your Building Inspector and coordinate inspections and other needs.

## APPLY FOR WATER METERS

- Contact Finance at (919) 557-3925 to set up your account and order your meter.

## CERTIFICATES OF OCCUPANCY

- Complete building construction and successful building inspections to receive your C.O's.

## WHAT ELSE? MISCELLANEOUS ITEMS

## BLOWOFF PERMITS

- Coordinate with your Development Inspector to schedule a time for the test.
- Submit a [Blowoff Permit application](#) in the Portal for review and approval no later than 2PM.

## ENCROACHMENT PERMITS

- Apply for an Encroachment Permit in the Portal.