

# Town of Morrisville Development Review Process Chart

## 1. THE PREREQUISITES

- A Review the UDO**
- What is the zoning of the proposed site?
  - Are there any overlay districts?
  - What approvals are needed and in what order?
  - Is the proposed use in the Town Center or TOD?
  - Who reviews and decides the application?
  - What review schedule applies?
  - Is a Transportation Impact Analysis required?

- B Contact Town Staff**
- Is a rezoning, alternative landscape plan, administrative adjustment, etc. needed?
  - Will mitigation for tree removal be required?
  - Are offsite improvements required?
  - Will the development need a stream origin determination?
  - Are any impacts to the riparian buffers proposed?
  - Are modifications to the EDCM needed?

## 2. SITE PLAN AND/OR PRELIMINARY SUBDIVISION PLAT APPROVAL

- A Pre-Application Meeting**
- Set up meeting with Planning.
  - Discuss development feasibility, application requirements, review steps, and related outside approvals.
  - Submit layout two days prior to the meeting.

- B Memorandum of Understanding**
- Contact the Transportation Planner.
  - Finalize and submit signed MOU.

- C1 Application Preparation & Submittal**
- Drop off complete application in accordance with the published schedule and checklist.

- C2 Concurrent Review & Approvals**
- Combine steps 2 and 3.
  - Use the combined review checklist.

- D Application Completeness Review**
- Review of the application by Town staff.
  - Written notice of submittal deficiencies or submittal acceptance.

- E Staff Review of Submittal and Revisions**
- Review by DRC for compliance.
  - Revisions by applicant.
  - Action by Planning Director on Minor Site Plans, Type 2 and/or Types 3 Subdivisions or recommendation forwarded to Town Boards.

- F Board Review and Approvals**
- Recommendation by the Planning and Zoning Board.
  - Action by Town Council on the Major Site Plan and/or Type 1 Subdivision.

## 3. CONSTRUCTION PLAN, UTILITY AND/OR STORMWATER MANAGEMENT PERMIT APPROVAL

- A Pre-Application Meeting**
- Set up meeting with Engineering.
  - Discuss application requirements, review steps, and related outside approvals.
  - Contact the Town of Cary for water/sewer requirements.
  - Submit layout required two days prior to the meeting.

- B Application Preparation & Submittal**
- Drop off complete application in accordance with the published schedule and checklist.

- C Application Completeness Review**
- Review of the application by Town staff.
  - Written notice of submittal deficiencies or submittal acceptance.

- D Staff Review of Submittal and Revisions**
- Review by DRC for compliance.
  - Revisions by applicant.
  - Issuance of Conditional Approval.
  - Approval of Erosion Control Plan.

- E Agreements, Guarantees, and Securities**
- Record executed Stormwater Operation and Maintenance Agreement.
  - Provide Performance Guarantees.
  - Pay payment in lieu of construction.

- F Approvals**
- Action by Town Engineer, Stormwater Engineer, Wake County Erosion Control, and other required agencies.

## 4. BUILDING PERMIT

- A Pre-Submittal Meeting**
- Set up meeting with Inspections.
  - Confirm all required approvals and permits have been issued.
  - Confirm addresses have been recorded.

- B Application Preparation & Submittal**
- Submit complete application, forms, and fees in accordance with prior approvals and the State Building Code.
  - Submit preliminary flood elevation certificate.
  - Submit plot plans for residential lots.

- C Staff Review and Revisions**
- Review by town staff and other review agencies for compliance.
  - Revisions by applicant.

- D Approvals**
- Action by Inspections Department.
  - Action by Planning Department.
  - Action by Engineering Department.
  - Action by the Fire Department.
  - Action by the Town of Cary.

## 5. PRE-CONSTRUCTION CHECK IN

- A1 Pre-Construction Meeting #1**
- Set up meeting with Engineering.
  - Meet with Morrisville and Cary staff.

- A2 Pre-Construction Meeting #2**
- Set up meeting with Wake County Erosion Control.
  - Issuance of Grading Permit from Wake County.

- B Notification of the Start of Construction**
- Submit a notification of the start of construction at least 24 hours prior to starting construction.

- C Pre-Construction Report**
- Provide a list of existing deficiencies in existing information on or next to the development.
- Note: The developer is held for any damages not included in the report.

- D Tree Protection Fencing**
- Request Planning Department to inspect tree protection fencing.

## 6. INSPECTIONS DURING DEVELOPMENT

- A Required Inspections**
- Request Engineering Department for stormwater and infrastructure.
  - Request Fire Department for Fire Code.
  - Request Inspections Department for Building Code.
  - Request Planning Department for landscaping, lighting, building exterior, and other site plan elements after installed.
  - Request Town of Cary water and sewer inspections.
  - Request Wake County Erosion Control Inspections.
- Note: 48 hours notice required for many inspections. If deficiencies found, re-inspections are required.

## 7. FINAL INSPECTIONS

- A As-Builts**
- Submit as-built plans and calculations for stormwater management facilities to Stormwater Engineer.
  - Submit as-built plans to Engineering Technician.
  - Provide Stormwater Maintenance and Landscaping Securities.

- B Final Inspections**
- Request Engineering Department for stormwater and infrastructure.
  - Request Fire Department for Fire Code.
  - Request Inspections Department for Building Code.
  - Request Planning Department for landscaping, lighting, building exterior, and other site plan elements.
- Note: Same inspection notice requirements as Step 7. No temporary COs will be issued.

- C Certificate of Compliance/Occupancy**
- Move into structure.
  - Complete any unfinished work per maintenance guarantees and agreements.
  - Close-out grading permit with Wake County.