



# MAJOR DEVELOPMENT INTAKE “COMPLETENESS” REVIEW

Development Services Center  
101 City Hall Plaza | Durham, NC 27701  
919-560-4137 or 919-560-4144 | [www.durhamnc.gov](http://www.durhamnc.gov)

Development  
Services Center

## INTAKE “COMPLETENESS” REVIEW ITEMS

This checklist shall be used upon intake of any Level 2, 3 or 4 Site Plan or Preliminary Plat.

### APPLICANT/ PRIMARY CONTACT PERSON

<b>Name:</b>	<b>Company:</b>
<b>Phone:</b>	<b>E-mail:</b>
<b>Name of Case:</b>	<b>Case Number:</b>

**COMPLETENESS REVIEW** “☑” Required and Provided; “☒” Not Provided; “N/A” Not Applicable

Intake Date: _____	Completeness ☐ Pass ☐ Fail	
<input type="checkbox"/> Complete most recent version of Submittal Application.		<input type="checkbox"/> Allowable use? If not, waiver for plans with pending Rezoning/ Development Plan or special use permit.
<input type="checkbox"/> Correct number of folded plan sets.		<input type="checkbox"/> For Conservation subdivision, verification of a Neighborhood Meeting.
<input type="checkbox"/> Required digital copy of submittal.		<input type="checkbox"/> Utility Impact Analysis/SUDS verification.
<input type="checkbox"/> Correct review fee payment ( <i>cash, credit card, and/or check made payable to “City of Durham”</i> ).		<input type="checkbox"/> USGS maps (legible with site drawn to scale).
<input type="checkbox"/> Amendment determination documentation, amendment items listed on cover, and amended items graphically designated on plans.		<input type="checkbox"/> FIRM panel map (legible with site drawn). to scale).
<input type="checkbox"/> Verification that a presubmittal meeting occurred for projects in a Design District, Conservation Subdivision or in a district with a Development Plan.		<input type="checkbox"/> For Stream Crossings onsite, verify Stream Determination(s), Buffer(s), NPAA(s).
<input type="checkbox"/> Jurisdiction (City or County) – County projects located in the RTP or Treyburn, and/or no utility extensions proposed (ex. No proposed water, sewer, or fire related connections to water proposed) can be accepted.		<input type="checkbox"/> Stormwater checklist (sealed & signed) for the correct jurisdiction (or both as applicable)
<input type="checkbox"/> For County project requiring a utility extension, proof of the application for annexation and rezoning provided.		<input type="checkbox"/> Stormwater calculations, including Stormwater Impact Analysis (SIA) or a sealed, signed letter from a Professional Engineer or Registered Landscape Architect.
<input type="checkbox"/> If needed, waiver for a pending annexation, if to be reviewed under City Ordinance but currently within the County’s jurisdiction.		<input type="checkbox"/> Completed Floodplain Determination Form (Required for all properties with floodplain on the property, regardless of location of disturbance).
<input type="checkbox"/> Architectural elevations (for projects in design districts, all non-industrial, non-residential buildings over 100 feet in length visible from a public street or adjacent residential, or as required by zoning development plan) and parking plans for parking garages.		<input type="checkbox"/> For re-reviews, completed Floodplain Submittal Package included (where noted on Floodplain Determination Form from 1 <sup>st</sup> Review).