



Town of Cary Electronic Plan Review System

The Town of Cary has developed a web based application in conjunction with idtPlans to manage our projects for Plan Review. Please see the instructions below to visit the website and register.

IDT Website: <http://townofcary.contractorsplanroom.com/secure/>

Once you visit the website, click "Sign Up" to fill out the online registration form. After you submit the form you will receive an activation link in your email. Click this link to activate your registration. You will then receive a second email confirming your acceptance. After this is completed, you will be able to log in and access the electronic plan review website.

If you are not familiar with the procedures for online access to project data, we encourage you to contact IDT with any questions at (520) 319-0988 or email support@idtplans.com. They will be happy to provide an online instruction course or provide individual assistance. You may also contact Tara Adams, Development Support Center Supervisor, at the Town of Cary at (919) 319-4583 or by email at tara.adams@townofcary.org.

Thank you for using the Town of Cary's electronic plan review system.

Payment of Plan Review Fees

Plan review fees are to be paid, at the Development Support counter located on the first floor of Town Hall Campus, in accordance with the deadlines set forth in the rezoning and/or development review schedule. A copy of the online application MUST be provided at the time of payment to ensure all fees are receipted appropriately.

Preparing Your Electronic Files for Submittal

1. All files must be saved at a resolution no less than 200 dpi.
2. Each plan sheet must be individually saved as a PDF document
3. Each plan sheet must be uploaded in the order as they appear in the plan set and titled with the following naming convention (sheet number and name):
 - C0.0 Cover Sheet.pdf
 - C0.1 Existing Conditions
 - C1.0 Site Plan
 - C2.0 Erosion Control
4. Supporting documents (stormwater calculations, color renderings, Statement of Architectural Compatibility, etc.) shall be uploaded as part of the submittal in accordance with the above guidelines.

TOWN OF CARY



TOWN OF CARY

Planning Department
316 North Academy Street
Cary, NC 27513
(919) 469-4046 Fax: (919) 462-3840
developmentssupport@townofcary.org
www.townofcary.org

SITE & SUBDIVISION PLAN SUBMITTAL CHECKLIST

Staff Use Only

HTE# _____ / TOC Project# _____ - _____ - _____

Please provide this completed form **with your payment for application fees**. All items listed below and application fees must be provided by the submittal deadline before a site or subdivision plan application may be accepted as complete.

PROJECT INFORMATION

Project Name _____

Project Location _____

Project Description _____

SUBMITTAL CHECKLIST

Please check all that apply

- Annexation Petition (required if any portion of the property is outside of Town Limits)
- Special Use Application (if applicable)
- Date attended Pre-Application Meeting: _____ (required for all Major Site/Subdivision Plans and Preliminary Development Plans)
- Nutrient Control Plan
- Stormwater Calculations
- Stormwater Drainage Plan

Plan Sheets - provide the following plan sheets in the order shown below:

- Cover Sheet, including:
 - Proposed modifications to regulations
 - Summary of revisions (for revisions to existing approved plans)
 - Must reference what is being changed, AND
 - Indicate the related sheet that shows the change(s)
- Existing Conditions with Certified Tree Survey
- Site Layout Plan
- Erosion Control Plan
- Grading Plan
- Utilities Plan & Profile
- Road Profiles
- Greenway Plan & Profile (if required per PRCR Master Plan)
- Landscape Plan
- Lighting Plan
- Interior Floor Plan (for non-residential site plans only)
- Building Elevations
 - Including architectural overlays that address all standards

Staff will perform a completeness check of your application package within the first week after submittal, at which time incomplete plans will be returned to the applicant.

If you have any questions, please contact us at (919) 469-4046 or DevelopmentSupport@townofcary.org.

APPLICANT VERIFICATION

I hereby certify that the information provided is complete and accurate, and that any incomplete or missing information may result in the application being returned to the applicant without review.

Applicant Name (print)

Applicant Signature

Date

Email _____ Phone { _____ }