



Sketch Plan Review Application

Development Services Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495

Sketch Plan Review is an optional, paid service which provides an opportunity to discuss and receive feedback from multi-departmental staff members about site design for development projects. The scheduled, 60-minute face-to-face meeting allows applicants to discuss any potential property-related issues or site-related concerns the reviewers may have with the provided site plan.

To schedule an appointment, please complete this form and submit via email to expresscoordinator@raleighnc.gov. The Express Coordinator will work with the contact person listed below to secure an available timeslot.

Once your appointment has been confirmed, enter the date and time for your records.		Date:	Time:
Contact Information			
Project contact:		Phone:	
Email:			
Is the project associated with an approved development plan?		Yes	No
If yes, provide the following:	Plan name:	Case #:	
Property Information			
Owner:		Project name:	
PIN #:	PIN #:	PIN #:	PIN #:
Project address:			
Current zoning of the property:			
Has anyone participated or schedule a Rezoning Pre-application Conference for this property?		Yes	No
Description of proposed work and any special conditions:			
You are encouraged to provide specific questions below. Staff will answer questions to the best of their ability based on available property information and discussion during the face-to-face meeting. If necessary, additional questions may be submitted on a supplemental sheet.			
Q1:			
Q2:			
Q3:			
Q4:			

Applicants must bring a copy of the same site design/concept provided with the application to the face-to-face review. The extent of the property limits involved must be clearly identified to ensure a quality review. **The Sketch Plan Review is a paid service with a fee that can be found on the [Development Fee Guide](#), required to be paid within two business days of receiving the confirmation email from the Express Coordinator.** Once a Sketch Plan is scheduled, review staff performs research to identify relevant information pertaining to a parcel. Failure to cancel or attend will result in a loss of staff time and the inability to fill a vacant slot. If for any reason, you must cancel a scheduled Sketch Plan Review, please do so no less than ten business days prior to the session. Failure to do so will prohibit scheduling future dates for any current or future project. Please sign below to acknowledge the Sketch Plan Review policies as described above.

Applicant name (printed):	Date:
Signature:	