

Site Plan Review Checklist

APPEARANCE COMMISSION

Items to bring to the committee meeting:

- Existing conditions plan (show demolition or bring separate demolition plan)
- Site plan
- Grading/ stormwater plan
- Utility plan
- Tree preservation/ landscaping plan
- Site lighting plan, including lighting on building(s) and fixture cut sheets
- Building elevations (all sides) in color, with scale indicated (note: min. 1':1/8" for ground floors); if accurate color renderings not available, samples/ color cut sheets of building materials
- Unity of Development Statement (*if applicable*)

Also helpful:

- Street-level photographs depicting existing site conditions, including adjacent sites
- Applicant portfolio of similar projects (as applicable)

Essential items/ issues to be considered at the meeting:

- Existing trees/ other significant vegetation or site features to be preserved
- Proposed landscaping (*incl. compatibility with City Master Street Tree Plan, if applicable*)
- Building orientation to street; compatibility of building scale with larger environment
- Placement/ configuration of parking areas relative to site and site surroundings
- Pedestrian connectivity and amenities
- Stormwater facility design/ landscaping
- Signage
- Dumpster location/ screening
- HVAC location/ screening
- Type and height of site lighting
- Height and materials of retaining walls
- Consistency with design guidelines in the 2030 Raleigh Comprehensive Plan
- Details of curb radii and driveway apron/ ramp (*if in pedestrian-oriented areas, especially Downtown*)
- If project would exceed retail maximum allotted to its respective zoning district, added amenities intended as mitigation

(over)

Please note:

To ensure the best use of plan applicants' and Commission members' time, the applicant needs to make all project information available at the time of site plan review. In circumstances in which plans fail to meet the following basic criteria, final review may be postponed to a future meeting at the Committee's discretion:

- Visuals are provided by the applicant in the form of a digital presentation, hard copies for all members, or presentation boards of a scale that is readily visible to the whole commission (15 people).
- Availability of information addressing all items in the checklists above.
- Attendance by site plan representatives who can speak with authority to matters of:
 - Architecture
 - Landscape Architecture
 - Civil Engineering
 - Project Ownership (i.e., may speak to whether specific design treatments are viable options)
- Applicant will have 10-15 minutes to present the case, including an overview of the site and context, overview of the project, and plans presented in the order listed on this checklist. The Commission will then ask questions of the applicant and staff (if applicable), and then discuss amongst the Commission members prior to making recommendations.
- Recommendations will be provided in writing (via email from staff) to the applicant in the week following the meeting.