

# Administrative Site Review Application (for UDO Districts only)



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495 | efax 919-996-1831  
Litchford Satellite Office | 8320 – 130 Litchford Road | Raleigh, NC 27601 | 919-996-4200

When submitting plans, please check the appropriate building type and include the Plan Checklist document.

BUILDING TYPE		FOR OFFICE USE ONLY												
<input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> Apartment <input type="checkbox"/> Townhouse	<input type="checkbox"/> General <input type="checkbox"/> Mixed Use <input type="checkbox"/> Open Lot	Transaction Number  Assigned Project Coordinator  Assigned Team Leader												
Has your project previously been through the <b>Due Diligence or Sketch Plan Review</b> process? If yes, provide the transaction #														
GENERAL INFORMATION														
Development Name														
Zoning District	Overlay District (if applicable)	Inside City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No												
Proposed Use														
Property Address(es)		Major Street Locator:												
Wake County Property Identification Number(s) for each parcel to which these guidelines will apply:														
P.I.N.	P.I.N.	P.I.N.												
<b>What is your project type?</b> <input type="checkbox"/> Apartment <input type="checkbox"/> Mixed Residential <input type="checkbox"/> Duplex <input type="checkbox"/> Other: If other, please describe: _____														
<input type="checkbox"/> Elderly Facilities <input type="checkbox"/> School <input type="checkbox"/> Religious Institutions														
<input type="checkbox"/> Hospitals <input type="checkbox"/> Shopping Center <input type="checkbox"/> Residential Condo														
<input type="checkbox"/> Hotels/Motels <input type="checkbox"/> Banks <input type="checkbox"/> Retail														
<input type="checkbox"/> Office <input type="checkbox"/> Industrial Building <input type="checkbox"/> Cottage Court														
<b>WORK SCOPE</b>	Per City Code Section 10.2.8.D.1, summarize the project work scope. For additions, changes of use, or occupancy (per Chapter 6 of the UDO), indicate impacts on parking requirements.													
<b>DESIGN ADJUSTMENT OR ADMIN ALTERNATE</b>	Per City Code Chapter 8, summarize if your project requires either a design adjustment, or Section 10 - Alternate Administrative AE													
<b>CLIENT/DEVELOPER/ OWNER</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Company</td> <td colspan="2">Name (s)</td> </tr> <tr> <td colspan="4">Address</td> </tr> <tr> <td>Phone</td> <td>Email</td> <td colspan="2">Fax</td> </tr> </table>		Company		Name (s)		Address				Phone	Email	Fax	
Company		Name (s)												
Address														
Phone	Email	Fax												
<b>CONSULTANT (Contact Person for Plans)</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Company</td> <td colspan="2">Name (s)</td> </tr> <tr> <td colspan="4">Address</td> </tr> <tr> <td>Phone</td> <td>Email</td> <td colspan="2">Fax</td> </tr> </table>		Company		Name (s)		Address				Phone	Email	Fax	
Company		Name (s)												
Address														
Phone	Email	Fax												



TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY CITY STAFF		
General Requirements	YES	N/A	YES	NO	N/A
1. Filing Fee for Plan Review – Payments may be made by cash, Visa, Master Card or check made payable to the City of Raleigh	<input type="checkbox"/>				
2. <b>Administrative Site Review Application</b> completed and signed by the property owner(s)	<input type="checkbox"/>				
3. Client must complete and adhere page 1 and 2 of the <b>Administrative Site Review Application</b> to the plan cover sheet	<input type="checkbox"/>				
4. I have referenced the <b>Administrative Site Review Checklist</b> and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	<input type="checkbox"/>				
5. Provide the following plan sheets:	<input type="checkbox"/>				
a) Cover sheet: includes general notes, owner’s name, contact’s name, telephone number, mailing address and email address	<input type="checkbox"/>				
b) Existing Conditions Sheet, including, but not limited to, structures, buildings, utilities, infrastructure, and vegetation	<input type="checkbox"/>				
c) Proposed Site Plan	<input type="checkbox"/>				
d) Proposed Grading Plan	<input type="checkbox"/>				
e) Proposed Stormwater Plan, including preliminary stormwater quantity and quality summary and calculations package. If not required, provide City Code section on front cover.	<input type="checkbox"/>	<input type="checkbox"/>			
f) Proposed Utility Plan, including Fire	<input type="checkbox"/>	<input type="checkbox"/>			
g) Proposed Tree Conservation Plan – For secondary Tree Conservation Areas, include two copies of the tree cover report completed by a certified arborist, North Carolina licensed landscape architect, or North Carolina register forester. If not required, provide City Code section on front cover.	<input type="checkbox"/>	<input type="checkbox"/>			
h) Proposed Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>			
i) Building elevations that show existing and/or proposed building height. If demolition, do not include buildings to be demolished.	<input type="checkbox"/>	<input type="checkbox"/>			
j) Transportation Plan	<input type="checkbox"/>	<input type="checkbox"/>			
6. Ten (10) sets of proposed plans to engineering scale (1" = 20', 1" =100', etc.), and date of preparation. <u>For re-submittals – include all revision dates</u>	<input type="checkbox"/>				
7. Minimum plan size 18"x24" not to exceed 36"x42"	<input type="checkbox"/>				
8. A vicinity map no smaller/less than 1"=500' and no larger than 1"=1000' to the inch, showing the position of the plan with its relation to surrounding streets and properties, and oriented in the same direction as the preliminary plan	<input type="checkbox"/>				
9. Include sheet index and legend defining all symbols with true north arrow, with north being at the top of the map	<input type="checkbox"/>				
10. Digital copy of only the plan and elevations. Label the CD or flash drive with the plan name, case file number, and indicate the review cycle #.	<input type="checkbox"/>				
11. Wake County School Form, if dwelling units are proposed	<input type="checkbox"/>	<input type="checkbox"/>			
12. If applicable, zoning conditions adhered to the plan cover sheet	<input type="checkbox"/>	<input type="checkbox"/>			