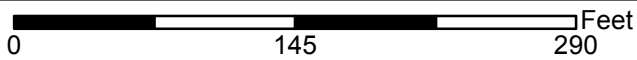


JEFFERS LAW FIRM SR-26-2017



Zoning: **OX-3-GR/ NCOD**

CAC: **South Central**

Drainage Basin: **Pigeon House**

Acreage: **0.2**

Sq. Ft.: **4,882**

Planner: **Daniel Stegall**

Phone: **(919) 996-2712**

Applicant: **Jeffers Law Firm**

Phone: **(919) 546-0099**



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 checked="" type="checkbox"/> General <input type="checkbox"/> Mixed Use <input type="checkbox"/> Open Lot	Transaction Number 506330 Assigned Project Coordinator Assigned Team Leader

Has your project previously been through the Due Diligence or Sketch Plan Review process? If yes, provide the transaction #

GENERAL INFORMATION

Development Name **Jeffers Law Office**

Zoning District **OX-3-GR** Overlay District (if applicable) Neighborhood Conservation Inside City Limits? Yes No

Proposed Use **Commercial Professional Services Office Use**

Property Address(es) **918 New Bern Avenue, Raleigh, NC 27608** Major Street Locator: **New Bern and South Tarboro**

Wake County Property Identification Number(s) for each parcel to which these guidelines will apply:

P.I.N. **1713183858** P.I.N. **BM2014 pg980** P.I.N. **BM2016 pg945** P.I.N. **BM2015 pg950** Change of Use

What is your project type?

<input type="checkbox"/> Apartment	<input type="checkbox"/> Elderly Facilities	<input type="checkbox"/> Hospitals	<input type="checkbox"/> Hotels/Motels	<input checked="" type="checkbox"/> Office
<input type="checkbox"/> Mixed Residential	<input type="checkbox"/> Non-Residential Condo	<input type="checkbox"/> School	<input type="checkbox"/> Shopping Center	<input type="checkbox"/> Industrial Building
<input type="checkbox"/> Duplex	<input type="checkbox"/> Telecommunication Tower	<input type="checkbox"/> Religious Institutions	<input type="checkbox"/> Residential Condo	<input type="checkbox"/> Cottage Court

Other: If other, please describe: _____

WORK SCOPE
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.
Change of Use, Change of Occupancy: Conformance to ADA and Storm Water Management

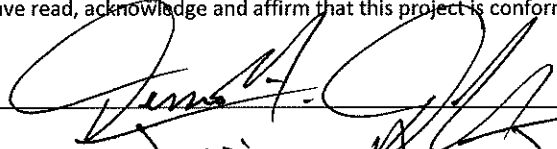
DESIGN ADJUSTMENT OR ADMIN ALTERNATE
Per City Code Chapter 8, summarize if your project requires either a design adjustment, or Section 10 - Alternate Administrative AE
Design Adjustment Required for ADA, Parking, Plantings

CLIENT/DEVELOPER/OWNER

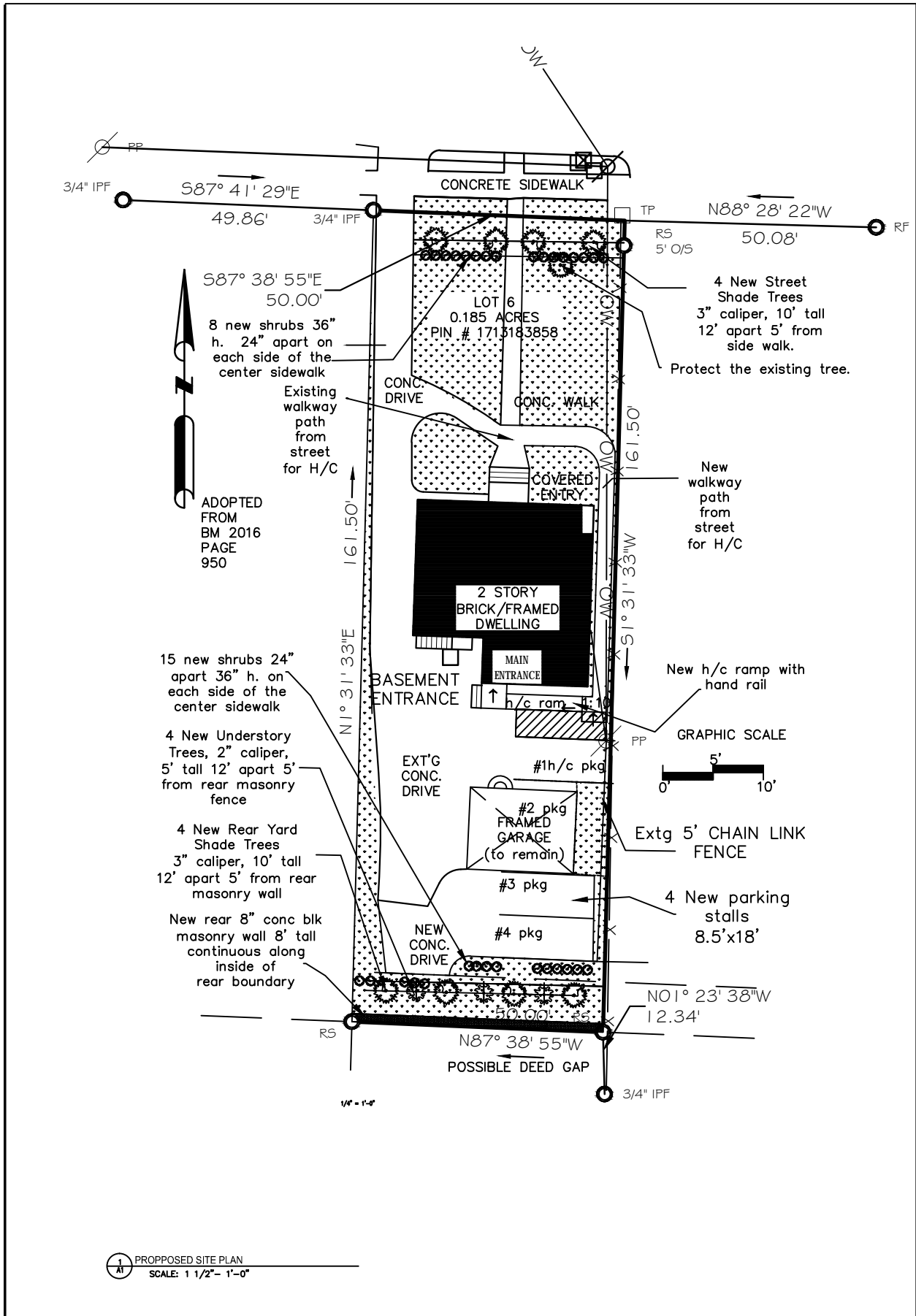
Company Jessie Jeffers	Name (s)
Address p.o. box 761, Raleigh, NC 27702	
Phone 919-546-0099	Email jefferslawfirm@bell.south.net Fax 919-546-0098

CONSULTANT (Contact Person for Plans)

Company YONGUE ARCHITECTS, pa	Name (s) Joseph H. Yongue, Sr.
Address 3203 Yorktown Avenue, ste. 121, Durham, NC 27713	
Phone 919-544-0145	Email yongueaia@aol.com Fax

DEVELOPMENT TYPE & SITE DATA TABLE (Applicable to all developments)	
Zoning Information	Building Information
Zoning District(s) OX-3-GR	Proposed building use(s) Commercial Office
If more than one district, provide the acreage of each:	Existing Building(s) sq. ft. gross 1138 SF
Overlay District Neighborhood Conservation	Proposed Building(s) sq. ft. gross 1138 SF
Total Site Acres Inside City Limits <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total sq. ft. gross (existing & proposed) 1138 SF
Off street parking: Required four Provided four	Proposed height of building(s) 25 ft
COA (Certificate of Appropriateness) case #	# of stories two
BOA (Board of Adjustment) case # A-	Ceiling height of 1 st Floor 8 ft.
CUD (Conditional Use District) case # Z-	
Stormwater Information	
Existing Impervious Surface 4,145/0.85 acres/square feet	Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Proposed Impervious Surface 4,882/0.85 acres/square feet	If Yes, please provide:
Neuse River Buffer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Wetlands <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alluvial Soils Flood Study FEMA Map Panel #
FOR RESIDENTIAL DEVELOPMENTS	
1. Total # Of Apartment, Condominium or Residential Units	5. Bedroom Units: 1br 2br 3br 4br or more
2. Total # Of Congregate Care Or Life Care Dwelling Units	6. Infill Development 2.2.7
3. Total Number of Hotel Units	7. Open Space (only) or Amenity
4. Overall Total # Of Dwelling Units (1-6 Above)	8. Is your project a cottage court? <input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE BLOCK (Applicable to all developments)	
<p>In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed development plan as approved by the City.</p> <p>I hereby designate <u>Yongue Architects, pa</u> to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.</p> <p>I/we have read, acknowledge and affirm that this project is conforming to all application requirements applicable with the proposed development use.</p> <p>Signed <u></u> Date <u>3-6-17</u></p> <p>Printed Name <u>Jessie A. Jeffers</u></p> <p>Signed _____ Date _____</p> <p>Printed Name _____</p>	

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 checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
2. Administrative Site Review Application completed and signed by the property owner(s)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
3. Client must complete and adhere page 1 and 2 of the Administrative Site Review Application to the plan cover sheet	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
4. I have referenced the Administrative Site Review Checklist 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 checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
5. Provide the following plan sheets:	<input checked="" type="checkbox"/>				
a) Cover sheet: includes general notes, owner's name, contact's name, telephone number, mailing address and email address	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
b) Existing Conditions Sheet, including, but not limited to, structures, buildings, utilities, infrastructure, and vegetation	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
c) Proposed Site Plan	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
d) Proposed Grading Plan	<input checked="" 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 checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
f) Proposed Utility Plan, including Fire	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" 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 checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
h) Proposed Landscape Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" 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 checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
j) Transportation Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" 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 checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
7. Minimum plan size 18"x24" not to exceed 36"x42"	<input checked="" type="checkbox"/>		<input checked="" 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 checked="" type="checkbox"/>			<input checked="" 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 checked="" type="checkbox"/>			<input checked="" 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 checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
11. Wake County School Form, if dwelling units are proposed	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
12. If applicable, zoning conditions adhered to the plan cover sheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>



PROPOSED SITE PLAN
SCALE: 1 1/2" = 1'-0"



770126 JJ



YONGUE ARCHITECTS, PA
3203 Yorktown Avenue
DeKalb Office Center # 121
Dorham, NC 27713
tel: (919) 544-0145
fax: (919) 361-0075
email: yongue@yonguearch.com

**JEFFER'S
LAW
OFFICE**

DATE: 06/24/11
DESIGN: M. Young
DRAWN: M. Young
CHECKED: J. Jeffers
REV:

A Renovated Residence for an Attorney's Office
at 618 New Bern Avenue, Raleigh, NC 27601
(contact)
Attorney Jessie Jeffers
p.o. box 761
Raleigh, NC 27602
email: jefferslaw@earthlink.net tel: 919-546-0099