

Concurrent Review Requirements



**DEVELOPMENT
SERVICES
DEPARTMENT**

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

| GENERAL INFORMATION | |
|--|--------------|
| Project Address | |
| Development Plan Name: | Plan Number: |
| Property Owner | Phone |
| Email | |
| Project Contact Person | Phone |
| Email | |
| Provide detailed description of the project scope: | |
| Owner/Agent Signature | |

| CHECKLIST | APPLICANT | | | CITY | |
|---|-----------|----|-----|------|----|
| | YES | NO | N/A | YES | NO |
| 1. I have reviewed the current code requirements to ensure that I receive a thorough first review by the City of Raleigh | | | | | |
| 2. Land Disturbing Activity plan review fee is included with this submittal | | | | | |
| 3. Concurrent review fee is included with this submittal | | | | | |
| 4. Six (6) sets of bound and rolled proposed plans (minimum size 18" x 24", not to exceed 36" x 42"), to engineering scale, including date of preparation, all revision dates (for resubmittals only), and sealed by a design professional. Bluelines must be submitted for initial review. Staff will inform applicant when it is appropriate to submit mylars. | | | | | |
| 5. One electronic copy of the entire submittal package on a CD is included | | | | | |
| 6. The following items must be printed on the Plan Cover Sheet (do not submit separately or staple): A) Project Data Sheet for Final Site, Commercial Building, and Concurrent Review B) Sheet Index C) Vicinity Map no smaller than 1"=500', showing the position of the site, its relation to surrounding streets and properties, with true North Arrow D) If zoned Conditional Use District, list all conditions and how the plan complies E) General notes, owner's name, contact's name, telephone numbers, mailing addresses, and email addresses F) Public Improvement quantities (if no improvements, indicate 0 on the table) | | | | | |
| 7. The most recent Recorded Map or Boundary Survey (in each set) | | | | | |
| 8. Existing Conditions Plan | | | | | |
| 9. Proposed Site Plan | | | | | |
| 10. Proposed Grading and Drainage Plan | | | | | |
| 11. Proposed Sediment and Erosion Control Plan | | | | | |
| 12. NPDES Stabilization Plan (required if disturbing 1 acre or more) | | | | | |
| 13. Proposed Utility Plan | | | | | |

| CHECKLIST (CONTINUED) | APPLICANT | | | CITY | |
|---|-----------|----|-----|------|----|
| | YES | NO | N/A | YES | NO |
| 14. Proposed Tree Conservation Plan | | | | | |
| 15. Proposed Landscape Plan | | | | | |
| 16. Detail sheets | | | | | |
| 17. Building elevations that show maximum height from natural and finished grade | | | | | |
| 18. Plan sheets have a legend defining all symbols | | | | | |
| 19. One (1) separate set of Stormwater Calculations package | | | | | |
| 20. One (1) sealed 8.5 x 11 copy of complete drainage calculations including one copy of the drainage area map and catch basin/gutter flow calculations | | | | | |
| 21. For secondary tree conservation areas, Shod 1, Shod 2, parkway frontage, and undisturbed areas adjoining a major or minor thoroughfare; include two (2) copies of the Tree Cover Report completed by a certified arborist, NC licensed landscape architect, or NC registered forester (Per UDO 9.1 : 4.E.1). | | | | | |
| 22. One (1) copy of Maintenance Manual for any BMP devices | | | | | |
| 23. Concurrent signature block on all sheets (must be located in the lower right-hand corner of plan sheets) | | | | | |
| 24. Financial Responsibility Form, if grading 12,000 sf or more | | | | | |
| 25. If there are any retaining walls greater than five (5) feet in height on the site, attach the Building Code Summary Sheet to each set of plans. Print special inspections statement on each set of plans | | | | | |
| 26. The "Private Street Inspection Statement" below must be on all plan sheets containing private street: "The construction inspection of private streets within cluster units, condominiums, group housing, townhouse developments and mobile home parks submitted for City approval is the responsibility of the owner/developer. Copies of certified inspection reports involving sub-grade/aggregate base proof rolls, aggregate base and asphalt densities and thickness, and other pertinent information must be submitted to the Engineering Inspections Manager at Post Office Box 590, Raleigh, NC 27602." Contact Kenneth Ritchie at 919-996-2409 to obtain details of these requirements. | | | | | |

| | APPLICANT | | CITY | |
|--|-----------|-----|------|-----|
| | YES | N/A | YES | N/A |
| 27. Administrative Action (AA) document superimposed on the second sheet of plans. | | | | |