

# Due Diligence Session Application



**DEVELOPMENT SERVICES DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601  
919-996-2495 | [expresscoordinator@raleighnc.gov](mailto:expresscoordinator@raleighnc.gov)

The Due Diligence Session is available at no cost to our customers and provides an opportunity to discuss the feasibility and scope of a potential site development project with multi-departmental staff members. These sessions provide guidance prior to the development of a site plan. To schedule an appointment, complete this form and submit via email to an Express Coordinator along with an aerial photo of the property location. The Express Coordinator will coordinate with the contact person listed below to secure an available timeslot.

<b>*Once a DDS appointment has been <i>confirmed</i>, enter date &amp; time for your records:</b>	<b>Date:</b>	<b>Time:</b>
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<b>Due Diligence Sessions may be scheduled Tuesday – Thursday from 3:30 – 4:00 p.m.</b>		
<b>Project Contact Person</b>		
<b>Phone</b>	<b>Mobile</b>	<b>Email</b>
Is the project associated with an approved development plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide the following: Plan Name		Case #

<b>Property Information</b>			
<b>Owner</b>		<b>Project Name</b>	
<b>PIN #</b>	<b>PIN #</b>	<b>PIN #</b>	<b>PIN #</b>
<b>Project Address</b>			
Provide the current zoning of the property:			
Has anyone participated or scheduled a Rezoning Pre-Application Conference for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you reviewed the DDS Checklist, and hereby acknowledge the scope of the service? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Description of the proposed work and any special conditions:</b>			
Customers 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 staff determines that the level of review desired is beyond the scope of the DDS service, an alternative service may be required. If necessary, additional questions may be submitted on a supplemental sheet.			
<b>Q1</b>			
<b>Q2</b>			
<b>Q3</b>			
<b>Q4</b>			

Customers must bring an aerial photo, existing survey, or copy of recorded map clearly identifying the property lines to be discussed in the DDS. **Site plans are not part of the scope for a DDS and, therefore, are not permitted.** Once a DDS has been scheduled, review staff performs research to identify relevant information pertaining to a parcel. Failure to cancel or attend a scheduled DDS will result in a loss of staff time and the inability to fill a vacant slot. If, for any reason, a DDS must be canceled or rescheduled, please do so no less than two (2) business days prior to the session. Failure to do so will prohibit scheduling future dates for any current or future project.

I hereby acknowledge the Due Diligence Session policies as described above.

<b>Applicant Name (print)</b>	<b>Signature</b>	<b>Date</b>
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