

Due Diligence Session Checklist



**DEVELOPMENT
SERVICES
DEPARTMENT**

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The following topics are typically discussed at a Due Diligence Session:	NOTES
CURRENT PLANNING	
Zoning district, building types, frontage and conditions, if applicable	
Allowable uses	
Factors that determine whether a project is a plot plan or site plan by definition	
Overview of applicable approval process for subdivisions and site plans	
Minimum subdivision standards – lot size, density, and streetscape type	
Landscape requirements	
Parcel configuration adjacent to the property	
URBAN FORESTRY	
Acreage of property (if under 2 acres, no TCA is required, but must protect stream buffers and perimeter; if over 2 acres, must provide 10-15% of property as TCA per UDO Article 9.1	
Identify areas eligible as Tree Conservation Areas	
Streetscape applicability/type	
STORMWATER	
Discuss any Environmental features present on the site	
Discuss whether buffers, floodplain, or soils are potential factors in the development of a parcel	
Applicable Stormwater regulations to be aware of	
A Surety will be required if a Stormwater device is required for the site	
PUBLIC UTILITIES	
Water availability/extension requirements to the site	
Sewer availability/extension requirements/adjacent properties	
Adequacy of water pressure and sewer capacity	
Off-site easement applicability	
Assessment applicability	
FIRE	
Apparatus access to buildings	
Preparedness for hydrant flow test for needed fire flow requirements	
All future submittals shall include street widths, turning radii, and any dead ends greater than 150 feet shall have adequate turnaround	
Future submittals shall show existing and proposed fire hydrant locations	
TRANSPORTATION	
Street maintenance/City or NCDOT Powell Bill Map	
Applicability of a Traffic Analysis	
Site access	
Street type/Road Classification along site frontage, Section 4 of Street Design Manual	
Street Plan Map – Future road extensions shown through this property	
Adjacent street stubs/land locked parcels	
Applicability of “Christmas Plan” or other alternative street section apply	
Applicability of block perimeter/cross access	

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