



# Preliminary Subdivision Plan Submittal Instructions

Please submit all documents in this package with your plans.

## What to Submit:

- Preliminary Subdivision Plan Review Checklist
- Preliminary Subdivision Plan Application
- One digital copy of proposed plans and supporting documents
  - Original plans scanned to scale, in sequential order
- Ten physical sets of proposed plans with date of preparation
  - To engineering scale, example: 1"=20', 1"=100'
  - Size should be no less than 18"x24" but no larger than 36"x42"
  - For resubmittals, include all revisions and responses to comments
- One copy of notification letter
- Notification letters in unsealed, addressed, and stamped envelopes
- If dwelling units are proposed, submit the [Wake County Residential Development Notification Form](#)
- One copy of your signed Pre-application Conference Form

## Where to Submit:

Submit all required documentation in-person to the Development Services Customer Service Center located on the 4<sup>th</sup> floor of One Exchange Plaza in Downtown Raleigh.

## When to Submit New Projects:

Monday, Tuesday, Thursday, Friday: 8:15 a.m. – 4:00 p.m. (Resubmittals accepted until 4:30 p.m.)

Wednesday: 9:00 a.m. – 4:00 p.m. (Resubmittals accepted until 4:30 p.m.)

## Payment:

Please review the Development Fee Schedule to estimate your fees. We accept cash, Visa, Mastercard, or check made payable to City of Raleigh. Payments can be made:

- In-person at the Customer Service Center
- Over the phone (call 919-996-2495)

Questions? Please contact the Development Services Customer Service Center

919-996-2495 | [ds.help@raleighnc.gov](mailto:ds.help@raleighnc.gov)



# Preliminary Subdivision Plan Checklist

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

Use this checklist as a guide for Preliminary Subdivision Review ([UDO Section 10.2.5.](#)) submittal requirements. This checklist must be submitted with your application.

## MAILED NOTIFICATION REQUIREMENTS

Mailed notification must be submitted with all preliminary subdivision applications. Mailed notice submission requirements include the following:

- Stamped, unsealed envelopes each containing a notification letter addressed to all property owners within 100' of subject parcel(s)
- A copy of the completed notification letter
- A copy of the list of all property owners within 100', with the address and PIN of each property
- A copy of a map showing all properties to be notified

**NOTE:** [Click here to download the letter template](#) and other helpful information.

GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. <b>Pre-application Conference Form:</b> Per UDO Section 10.2.5.D.					
2. <b>Cover sheet and/or second sheet:</b> include project name and location; copy of applications, site data table ( <i>include Property Identification Numbers (PINs), Zoning, Overlay District(s)</i> ), number of proposed lots, residential density and unit data; general notes; sheet index and legend defining symbols; contact information for owner, applicant, and all consultants; vicinity map no smaller than 1"=500" and no larger than 1"=1000'; and adopted zoning conditions (if any)					
3. <b>Existing conditions sheet:</b> including, but not limited to - graphic scale; site size with meets and bounds; setbacks/ build-to lines; existing structures; utilities and easements; topography, infrastructure ( <i>adjacent streets with names and r/w width, sidewalks, water, and sewer</i> ); built improvements ( <i>structures, driveways, alleys</i> ); and vegetation					
4. <b>Demolition plan:</b> Clearly indicate items to be removed					
5. <b>Proposed subdivision plan:</b> including but not limited to – north arrow and graphic scale; show and distinguish between existing and proposed conditions ( <i>structures, streets, driveways, etc.</i> ); proposed property lines; setback/build-to lines; proposed streets, streetscape; sidewalks, walkways, trails; parking information ( <i>UDO Section 7.1.2</i> ); amenity area ( <i>UDO Section 1.5.3</i> ); open space and/or greenways ( <i>UDO Section 2.5</i> ); transition protective yard ( <i>UDO Section 7.2.4</i> ); Site Data ( <i>Zoning, Housing Type (UDO Section 2.1.2), # of Lots, Proposed use(s); Parking data; open space calculations</i> ); Building Type ( <i>UDO Section 1.4</i> ); Setback/Build-to; transitional protective yard type ( <i>UDO Section 7.2.4.A</i> ); street protective yard type ( <i>UDO Section 7.2.4.B.</i> )					

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GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
6. <b>Proposed grading plan:</b> including but not limited to - Limits of land disturbance; grading; stream buffers with labels; labeled impervious surfaces (and calculations); tree protection fencing information; retaining walls with top and bottom of wall; stormwater ponds, bioretention facilities, etc.					
7. <b>Proposed stormwater information:</b> include preliminary stormwater quantity and quality summary and calculations information. If not required, provide notes indicating such and reference UDO section on front cover					
8. <b>Proposed Utility Plan:</b> All utilities (shown underground); above ground utilities and equipment with required screening ( <i>UDO Section 7.2.5.D.</i> ); include Fire					
9. <b>Lighting Plan:</b> Pole mounted fixture locations and details (with height labeled to top of fixture; building mounted fixture locations; graphics and notes conveying compliance with UDO Section 7.4 (If applicable).					
10. <b>Proposed tree conservation plan:</b> for secondary tree conservation areas, include two copies of the tree cover report completed by a certified arborist, NC licensed landscape architect, or NC registered forester. If not required, provide notes indicating such and reference UDO section on front cover					
11. <b>Proposed landscape plan:</b> ( <i>UDO Section 7.2</i> ) including but not limited to – existing vegetation to remain; proposed landscaping meeting minimum size and species mixing requirements; plant list; label yard types; show and label parking lot landscaping ( <i>UDO Section 7.1.7.</i> ) include existing and/or proposed parking lot light fixtures					

**NOTE: Revisions to previously approved preliminary subdivisions must contain the following minimum information:**

REQUIREMENTS FOR REVISIONS TO EXISTING SUBDIVISIONS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. Provide documentation showing Development Services Staff have approved the proposed site plan changes as a revision					
2. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision					
3. List date of previously approved subdivision plan.					
4. Cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets					
5. Provide updated site data table including number of proposed lots, open space calculations, etc.					
6. Provide documented history of impervious surfaces with dates					



# Preliminary Subdivision Plan Application

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This form is used when submitting a Preliminary Subdivision ([UDO Section 10.2.5.](#))  
Please check the appropriate review type and include the plan checklist document.

<b>Office Use Only:</b> Transaction #: _____		Planning Coordinator: _____	
<b>DEVELOPMENT TYPE (UDO Section 2.1.2)</b>			
Conventional Subdivision	Compact Development	Conservation Development	Cottage Court
<b>NOTE:</b> Subdivisions may require City Council approval if in a Metro Park Overlay or Historic Overlay District			
<b>GENERAL INFORMATION</b>			
Development name (subject to approval):			
Property Address(es):			
Recorded Deed PIN(s):			
What is your project type?	Single family Apartment	Townhouse Non-residential	Attached houses Other: _____
<b>CURRENT PROPERTY OWNER/DEVELOPER INFORMATION</b>			
<b>NOTE: please attach purchase agreement when submitting this form.</b>			
Company:		Owner/Developer Name and Title:	
Address:			
Phone #:		Email:	
<b>APPLICANT INFORMATION</b>			
Company:		Contact Name and Title:	
Address:			
Phone #:		Email:	

<b>DEVELOPMENT TYPE + SITE DATE TABLE</b> (Applicable to all developments)	
<b>ZONING INFORMATION</b>	
Gross site acreage:	
Zoning districts (if more than one, provide acreage of each):	
Overlay district:	Inside City limits?    Yes    No
Conditional Use District (CUD) Case # Z-	Board of Adjustment (BOA) Case # A-

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**STORMWATER INFORMATION**

Existing Impervious Surface: Acres: _____ Square Feet: _____			Proposed Impervious Surface: Acres: _____ Square Feet: _____		
Neuse River Buffer	Yes	No	Wetlands	Yes	No
Is this a flood hazard area?      Yes      No					
If yes, please provide the following:					
Alluvial soils: _____					
Flood study: _____					
FEMA Map Panel #:					

**NUMBER OF LOTS AND DENSITY**

Total # of townhouse lots:	Detached	Attached
Total # of single-family lots:		
Proposed density for each zoning district (UDO 1.5.2.F):		
Total # of open space and/or common area lots:		
Total # of requested lots:		

**SIGNATURE BLOCK**

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 of Raleigh.

I hereby designate \_\_\_\_\_ to serve as my agent regarding this application, to receive and response to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use. I acknowledge that this application is subject to the filing calendar and submittal policy, which states applications will expire after 180 days of inactivity.

Signature:	Date:
Printed Name:	
Signature:	Date:
Printed Name:	