Sketch Plan Review Application

DEVELOPMENT SERVICES DEPARTMENT

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601
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The Sketch Plan Review is a voluntary, paid service which provides an opportunity to discuss and receive feedback from multi-departmental staff members about site design for development projects. The scheduled, 60-minute face-to-face meeting allows applicants to discuss any potential property-related issues or site-related concerns the reviewers may have with the provided site plan. To schedule an appointment, please complete this form and submit via email to an Express Coordinator along with a site plan concept. The Express Coordinator will coordinate with the contact person listed below to secure an available timeslot.

*Once an appointment has been confirmed, enter the date and time here for your records:	Date:	Time:

Sketch Plan Reviews are held Tuesday, Wednesday & Thursday from 2:30pm - 3:30pm	
Project Contact Person	
Phone	**Mobile**
Email	
Is the project associated with an approved development plan? ☐ Yes ☐ No	
If yes, provide the following: Plan Name	Case #

PROPERTY INFORMATION			
Owner		**Project Name**	
PIN #	**PIN #**	**PIN #**	**PIN #**
Project Address			
Provide the current zoning of the property:			
Has anyone participated or scheduled a Rezoning Pre-Application Conference for this property? ☐ Yes ☐ No			
Description of the proposed work and any special conditions:			

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 necessary, additional questions may be submitted on a supplemental sheet.

Q1	
Q2	
Q3	
Q4	

Applicants must bring a copy of the same site design/concept provided along with the application to the face-to-face review. The extent of the property limits involved must be clearly identified to ensure a quality review. **The Sketch Plan Review is a paid service with a fee of $300.00, required to be paid within two (2) business days of receiving the confirmation email from the Express Coordinator.** Once a Sketch Plan is scheduled, review staff performs research to identify relevant information pertaining to a parcel. Failure to cancel or attend will result in a loss of staff time and the inability to fill a vacant slot. If for any reason, you must cancel a scheduled Sketch Plan Review, please do so no less than ten (10) 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 Sketch Plan Review policies as described above.

_____	_____	_____
Applicant Name (print)	**Signature**	**Date**