

Administrative Site Review Application

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



This form is required when submitting site plans as referenced in Unified Development Ordinance (UDO) Section 10.2.8. Please check the appropriate building types and include the plan checklist document when submitting.

Office Use Only: Case #: _____ Planner (print): _____

Please review UDO Section 10.2.8. as amended by text change case [TC-14-19](#) to determine the site plan tier. If assistance determining a Site Plan Tier is needed a Site Plan Tier Verification request can be submitted online via the [Permit and Development Portal](#). (Note: There is a fee for this verification service.)

Site Plan Tier: Tier Two Site Plan <input type="checkbox"/>		Tier Three Site Plan <input checked="" type="checkbox"/>	
Building Type		Site Transaction History	
<input type="checkbox"/> Detached	<input checked="" type="checkbox"/> General	Subdivision case #: _____	
<input type="checkbox"/> Attached	<input type="checkbox"/> Mixed use	Scoping/sketch plan case #: _____	
<input type="checkbox"/> Apartment	<input type="checkbox"/> Open lot	Certificate of Appropriateness #: _____	
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Civic	Board of Adjustment #: _____	
		Zoning Case #: _____	
		Administrative Alternate #: _____	
GENERAL INFORMATION			
Development name: _____			
Inside City limits? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Property address(es): 5080 Trademark Drive			
Site P.I.N.(s): 1733-33-9733			
Please describe the scope of work. Include any additions, expansions, and change of use. Construction of a Flex Building with parking and storage area with associated utility and stormwater infrastructure.			
Current Property Owner/Developer Contact Name: NOTE: please attach purchase agreement when submitting this form.			
Company: Kenneth West Inc		Title: President	
Address: 2821 Jones Franklin Road			
Phone #: 919-233-2282		Email: jw33@kennethwestinc.com	
Applicant Name: Joel West			
Company: Kenneth West Inc		Address: 2821 Jones Franklin Road	
Phone #: 919-233-2282		Email: jw33@kennethwestinc.com	

DEVELOPMENT TYPE + SITE DATE TABLE

(Applicable to all developments)

SITE DATA	BUILDING DATA
Zoning district (if more than one, please provide the acreage of each): IX-3	Existing gross floor area (not to be demolished): 0
	Existing gross floor area to be demolished: 0
Gross site acreage: 2.72	New gross floor area: 15,000
# of parking spaces required: 20	Total sf gross (to remain and new): 15,000
# of parking spaces proposed: 21	Proposed # of buildings: 1
Overlay District (if applicable): N/A	Proposed # of stories for each: 1 STORY
Existing use (UDO 6.1.4): Vacant	
Proposed use (UDO 6.1.4): Flex Bidg.	

STORMWATER INFORMATION

Existing Impervious Surface: Acres: 0 Square Feet: 0	Proposed Impervious Surface: Acres: 1.27 Square Feet: 55,528
Is this a flood hazard area? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide: _____	
Alluvial soils: _____	
Flood study: _____	
FEMA Map Panel #: _____	
Neuse River Buffer Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Wetlands Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

RESIDENTIAL DEVELOPMENTS

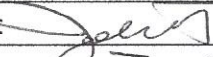
Total # of dwelling units:	Total # of hotel units:
# of bedroom units: 1br 2br 3br 4br or more	
# of lots:	Is your project a cottage court? Yes <input type="checkbox"/> No <input type="checkbox"/>

SIGNATURE BLOCK

The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.

I, _____ will serve as the agent regarding this application, and will receive and respond to administrative comments, resubmit plans and applicable documentation, and will represent the property owner(s) 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: 2/15/22
Printed Name: Joel West	

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Site Transaction History	
Subdivision case #: _____	
Scoping/sketch plan case #: _____	
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GENERAL INFORMATION	
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REVISION 02.19.21

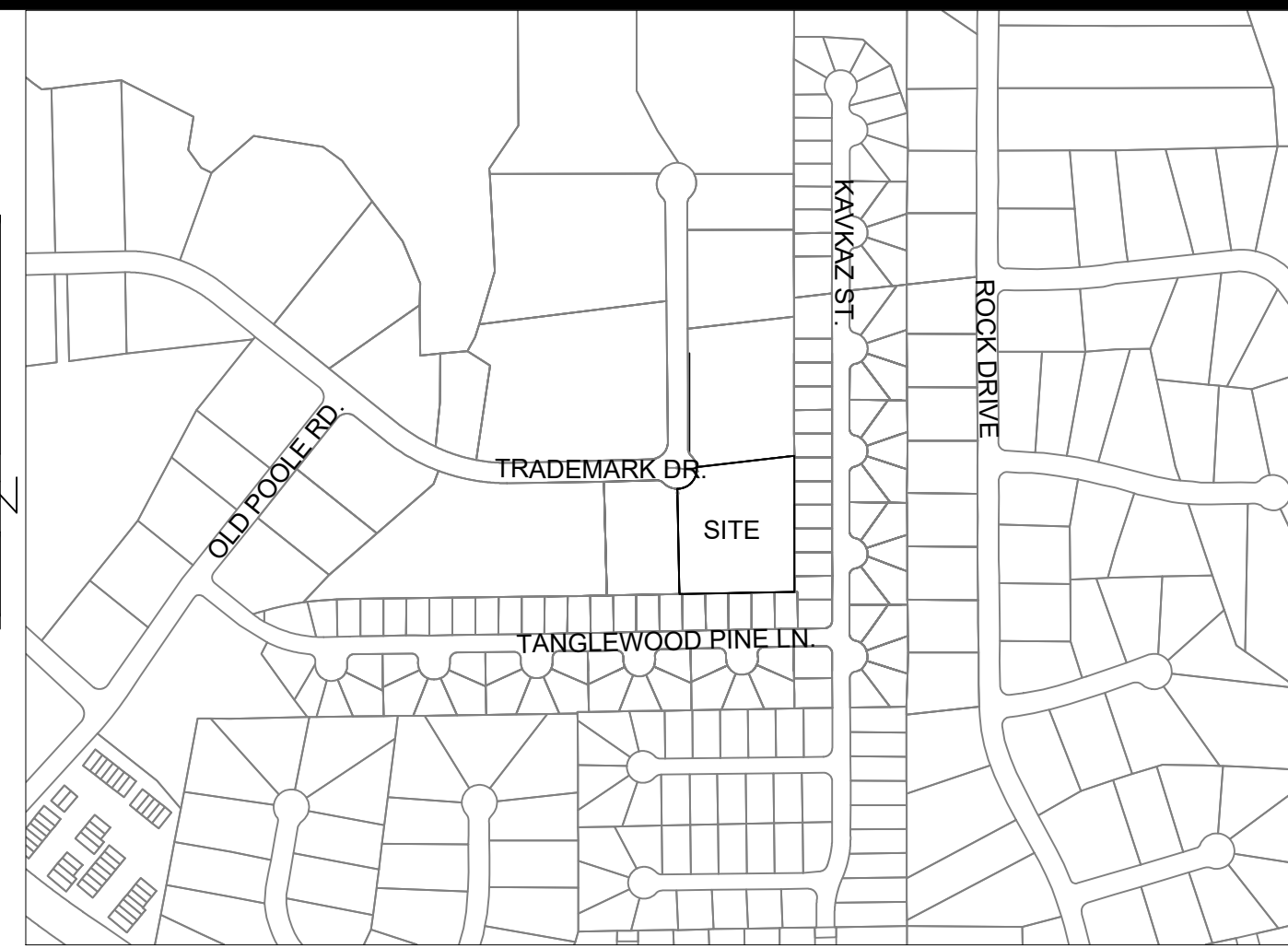
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Is this a flood hazard area? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide: Altitude notes: _____ Flood study: _____ FEMA Map Panel #: _____	
Neuse River Buffer Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Wetlands Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
RESIDENTIAL DEVELOPMENTS	
Total # of dwelling units: _____	Total # of hotel units: _____
# of bedroom units: 1br 2br 3br	4br or more
# of lots: _____	Is your project a cottage court? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Signature: _____	Date: 3/15/24
Printed Name: Joel West	

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REVISION 02.19.21

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VICINITY MAP
SCALE: 1"=500'

ADMINISTRATIVE SITE REVIEW FLEX AT 5080 TRADEMARK

CITY OF RALEIGH, NORTH CAROLINA

SITE ADDRESS: 5080 TRADEMARK ROAD

DEVELOPER: KENNETH WEST GRADING

800 BRICKSTEEL LANE
GARNER, NC 27529

INDEX TO PLANS

- | | |
|-----------|------------------------------|
| S-1 | COVER SHEET |
| S-2 | EXISTING CONDITIONS |
| S-3 | SITE PLAN |
| S-4 | GRADING AND DRAINAGE PLAN |
| S-5 | PHASE 1 EROSION CONTROL PLAN |
| S-6 | PHASE 2 EROSION CONTROL PLAN |
| S-7 | NPDES PLAN |
| S-8 | UTILITY PLAN |
| S-9 | LANDSCAPE PLAN |
| S-10 | BMP DETAIL PLAN |
| D-1 | DETAIL SHEET |
| D-2 | DETAIL SHEET |
| D-3 | DETAIL SHEET |
| D-4 | DETAIL SHEET |
| TCP-1 | TREE CONSERVATION PLAN |
| TCP-2 | TREE CONSERVATION PLAN |
| L-1 | LIGHTING PLAN |
| G-1,2,3,4 | ARCHITECT PLAN |

SITE PLAN INFORMATION:

- | | |
|---|--|
| 1. DEVELOPMENT NAME: | FLEX AT 5080 TRADEMARK |
| 2. STREET ADDRESS: | 5080 TRADEMARK DRIVE
RALEIGH, NORTH CAROLINA 27526 |
| 3. P.I.N.: | 1733339733 |
| 4. TOTAL NUMBER OF LOTS: | 1 |
| 5. TOTAL AREA: | 2.72 ACRES |
| 6. DISTURBED AREA: | 2.30 ACRES |
| 7. CURRENT ZONING: | I-1 (LEGACY) / CURRENT IX-3 |
| 8. BUILDING SQUARE FOOTAGE & USE: | OFFICE SPACE
FIRST FLOOR 2,500 SF
STORAGE/WAREHOUSE SPACE
FIRST FLOOR 12,500 SF
TOTAL SQUARE FOOTAGE : 15,000 |
| 9. PARKING SUMMARY: | 1 SPACE/2 EMPLOYEES REQUIRED
1 SPACE/TRUCK REQUIRED
TOTAL STANDARD SPACES PROVIDED:
TOTAL ACCESSIBLE SPACES PROVIDED: |
| 10. BUILDING SETBACKS: | 9 EMPLOYEES = 18 PARKING SPACES REQUIRED
2 TRUCKS = 2 PARKING SPACES REQUIRED
19 SPACES
2 SPACES (1 VAN)
FRONT - 6 FT.
SIDE - 0 FT. OR 6 FT.
REAR - 0 FT. OR 6 FT. |
| 11. PARKING SETBACK: | FRONT - 10'
SIDE - 0 FT. OR 3 FT.
REAR - 0 FT. OR 3 FT. |
| 12. IMPERVIOUS SURFACE AREA: | EXISTING:
55,528 SF / 1.27 ACRES (46.7%)
PROPOSED:
55,528 SF / 1.27 ACRES (46.7%)
TOTAL INCREASE: |
| 13. INSIDE CITY LIMITS: | 0 SF / 0 ACRES (0 %) |
| 14. INSIDE FLOOD HAZARD BOUNDARY: | YES |
| 15. FLOOR AREA RATIO: | NO |
| 16. BUILDING LOT COVERAGE: | 0.12 |
| 17. INSIDE FALLS LAKE OR SWIFT CREEK DRAINAGE AREA: | 12% |
| 18. DEDICATED STREET RIGHT OF WAY: | NO |
| 19. BUILDING HEIGHT: | NO |
| 20. OWNER/DEVELOPER: | 19'
NOT JUST DIRT, LLC
5080 TRADEMARK DRIVE
RALEIGH, NC 27610 |
| 21. CONTACT PERSON: | STEWART-PROCTOR PLLC
MICHAEL STEWART, P.E.
319 CHAPANOKE ROAD
RALEIGH, NC 27603
(919) 779-1855 - PHONE
(919) 779-1661 - FAX
stewartmp@aol.com - EMAIL |

GENERAL SITE NOTES:

ALL WORK AND MATERIALS SHALL CONFORM TO THE CITY OF RALEIGH DESIGN AND CONSTRUCTION STANDARDS
ALL NECESSARY APPROVALS, STATE AND LOCAL, SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
ALL NECESSARY ENCROACHMENT AGREEMENTS SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION OF THIS PROJECT CAN BEGIN. ALSO, ALL DEVELOPMENT FEES (ACREAGE, FEE-IN-LIEU OF ASSESSMENT, AND INSPECTION FEES) ARE DUE PRIOR TO FINAL CONSTRUCTION DRAWING APPROVAL
CONTRACTOR SHALL VERIFY THE ABOVE AND BELOW GROUND LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION
CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION
NOTE - A SIGN PERMIT IS REQUIRED PRIOR TO INSTALLATION OF ANY SIGNAGE.

GENERAL NOTES:

- ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF RALEIGH AND THE STATE OF NORTH CAROLINA STANDARDS AND WITH SPECIFICATIONS.
- CONTRACTORS SHALL HAVE NORTH CAROLINA ON CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION
- CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR CONFLICTS PRIOR TO BEGINNING CONSTRUCTION.
- BOUNDARY SURVEY INFORMATION IS TAKEN FROM A SURVEY BY NEWCOMB LAND SURVEYORS, PLLC
- ALL CONSTRUCTION SHALL CONFORM TO A.D.A. STANDARDS.
- NO OBSTRUCTIONS BETWEEN 2 FEET AND 8 FEET IN HEIGHT ABOVE THE CURB LINE ELEVATION SHALL BE LOCATED IN WHOLE OR IN PART WITHIN THE SIGHT TRIANGLES SHOWN ON THIS PLAN.
- THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA ACCORDING TO FEMA MAP# 3720173300J EFFECTIVE DATE: MAY 2, 2006

ATTENTION CONTRACTORS

THE CONSTRUCTION CONTRACTOR RESPONSIBLE FOR THE EXTENSION OF WATER AND SEWER, AS APPROVED IN THESE PLANS, IS RESPONSIBLE FOR CONTACTING AND THE PUBLIC UTILITIES DEPARTMENT AT (919)996-4540 AT LEAST TWENTY FOUR HOURS PRIOR TO BEGINNING ANY OF THEIR CONSTRUCTION.

FAILURE TO NOTIFY BOTH CITY DEPARTMENTS IN ADVANCE OF BEGINNING CONSTRUCTION, WILL RESULT IN THE ISSUANCE OF MONETARY FINES, AND REQUIRE REINSTALLATION OF ANY WATER OR SEWER FACILITIES NOT INSPECTED AS A RESULT OF THIS NOTIFICATION FAILURE.

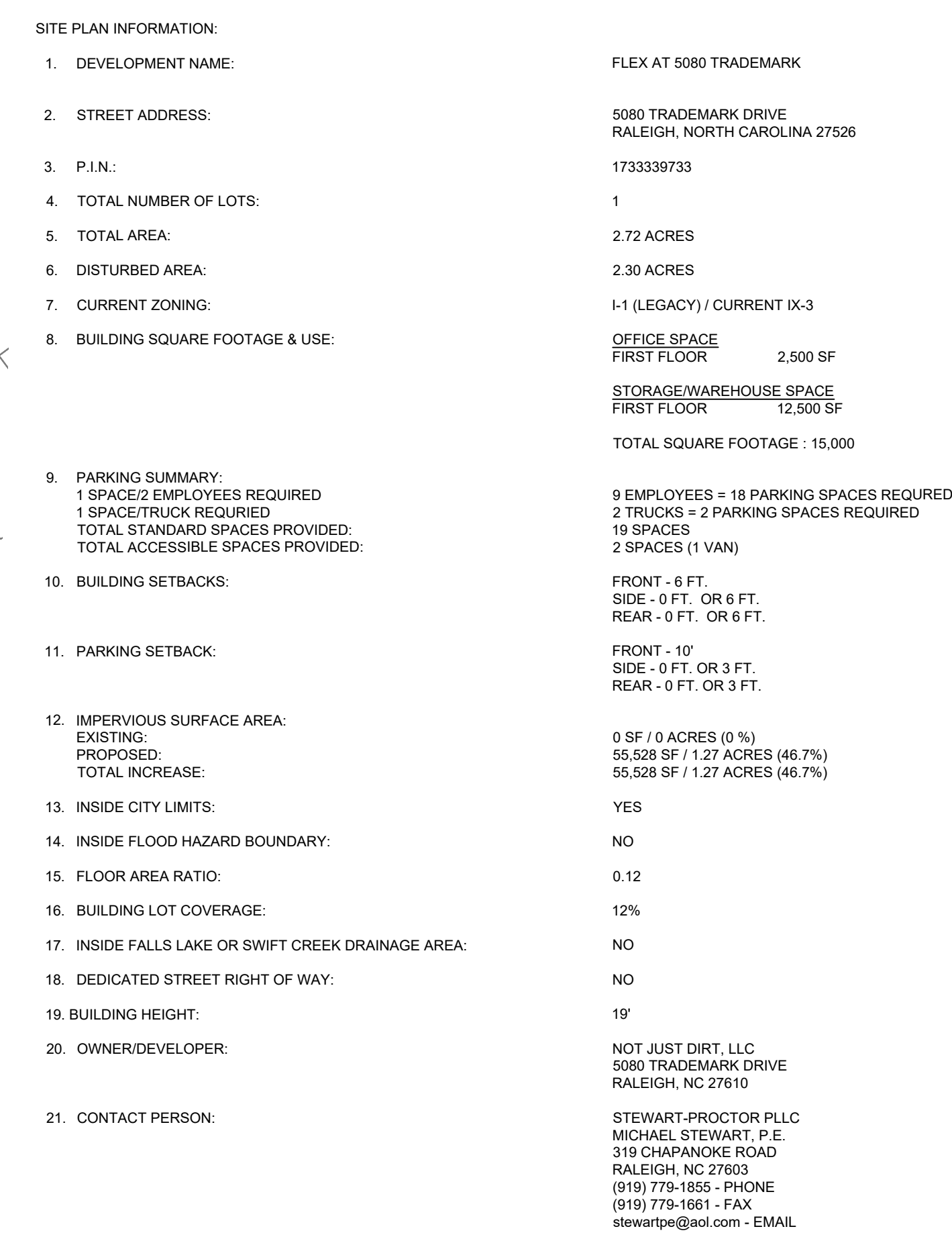
FAILURE TO CALL FOR INSPECTION, INSTALL A DOWN STREAM PLUG, HAVE PERMITTED PLANS ON THE JOBSITE, OR ANY OTHER VIOLATION OF CITY OF RALEIGH STANDARDS WILL RESULT IN A FINE AND POSSIBLE EXCLUSION FROM FUTURE WORK IN THE CITY OF RALEIGH.

STEWART - PROCTOR
ENGINEERING AND SURVEYING P-0148
319 CHAPANOKE ROAD
Raleigh, North Carolina 27603
Phone (919) 779-1855 Fax (919) 779-1661

PREPARED FOR:
KENNETH WEST GRADING
800 BRICKSTEEL LANE
GARNER, NC 27529
DATE : 10-10-16
PROJECT ENGINEER:
MIKE STEWART
PROJECT CAD DESIGNER:
JOHN A. TEEL
PROJECT NUMBER:

FLEX AT 5080 TRADEMARK
CITY OF RALEIGH, NORTH CAROLINA
COVER SHEET

DRAWING
SHEET
S-1



1. NO CHANGES TO ANY ASPECT OF THIS SITE PLAN, INCLUDING BUT NOT LIMITED TO, LANDSCAPING, GRADING, BUILDING ELEVATIONS (ESPECIALLY COLORS), LIGHTING, OR UTILITIES WILL BE MADE WITHOUT THE APPROVAL OF THE DEVELOPMENT REVIEW GROUP OF THE DEPARTMENT OF DEVELOPMENT SERVICES;
2. THE SITE SHALL BE STABILIZED AND SEEDED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY;
3. ALL HVAC SYSTEMS WILL BE SCREENED FROM OFF-SITE VIEWS;
4. ALL DUMPSITE AND CARDBOARD RECYCLING LOCATIONS WILL BE SCREENED FROM OFF-SITE VIEWS;
5. WHERE EXISTING VEGETATION FAILS TO FUNCTION ADEQUATELY AS THE REQUIRED BUFFER TYP, (I.E. TYPE A,B,C, AND 100 FOOT THOROUGHFARE CORRIDOR BUFFER) THE RALEIGH SITE INSPECTOR RESERVES THE RIGHT TO REQUIRE SUPPLEMENTAL PLANTINGS IN ADDITION TO THOSE SHOWN ON THE PLANTING PLAN BASED ON THE ACTUAL FIELD CONDITIONS;
6. ALL EXTERIOR SITE LIGHTING WILL BE DESIGNED TO PREVENT OFF-SITE GLARE;
7. THE STREETS IN FRONT OF THE PROJECT WILL BE KEPT CLEAN AT ALL TIMES OR A WASH STATION WILL BE REQUIRED;
8. THE PROJECT MAY REQUIRE A PRE-CONSTRUCTION CONFERENCE BEFORE THE GRADING PERMIT IS ISSUED;
9. CUT AND FILL SLOPES WILL BE STABILIZED WITHIN 15 DAYS OF ANY PHASE OF GRADING;
10. FIRE LANE TO BE CAPABLE OF SUPPORTING A LOAD OF FIRE APPARATUS WITH AT LEAST 30,000 LBS AND SHALL BE SURFACED TO PROVIDE ALL WEATHER DRIVING CAPABILITIES (NC FIRE CODE 503.2.3);
11. SIGNAGE IS REQUIRED AT THE ACCESSIBLE PARKING SPACE. SIGNAGE TO COMPLY WITH 2012 NCBC SECTION 1110.1 AND ANSI/ICC A117.1-2009 SECTION 502.7;
12. THE SITE TO HAVE A PRIVATE SOLID WASTE CONTRACTOR.

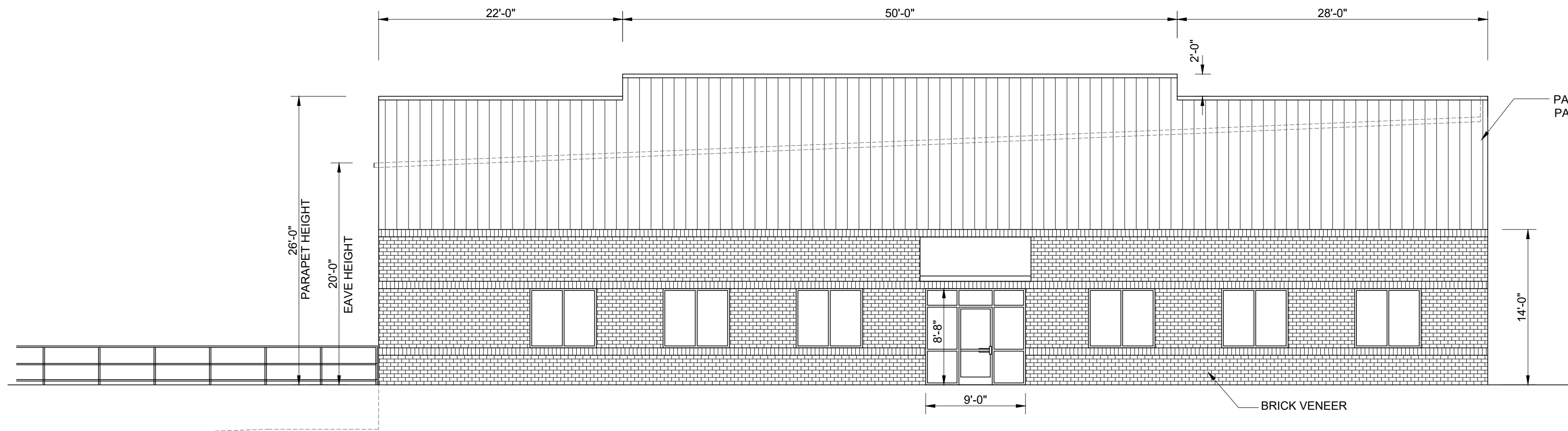
[illegible]

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ENGINEERING AND SURVEYING P-0148
SP
319 CHAPANOKE ROAD
Raleigh, North Carolina 27603
Phone (919) 779-1855 Fax (919) 779-1661

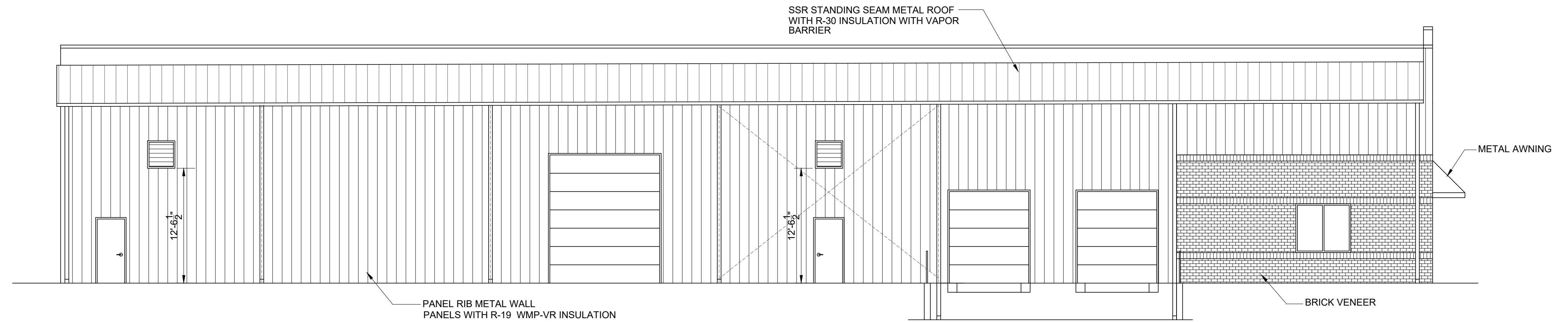
PREPARED FOR : KENNETH WEST GRADING 9000 BRICKSTEEL LANE GARNER, NC 27529
DATE : 09-07-2021
PROJECT ENGINEER: MIKE STEWART
PROJECT CADD DESIGNER: JOHN A. TEEL
PROJECT NUMBER:

FLEX AT 5080 TRADEMARK
CITY OF RALEIGH, NORTH CAROLINA
SITE PLAN

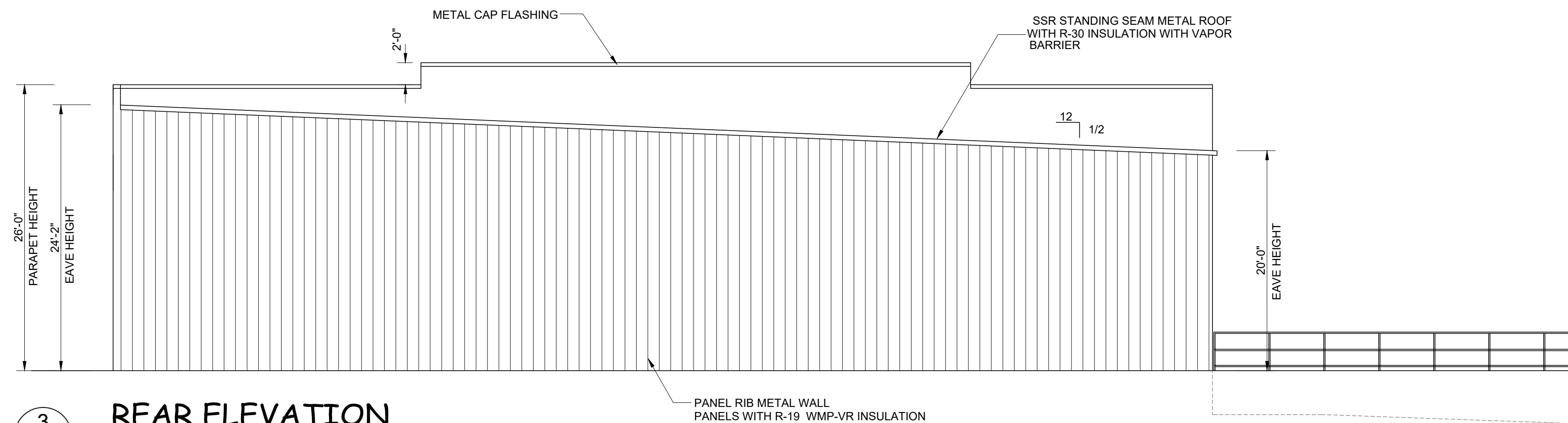
DRAWING
SHEET
S-3



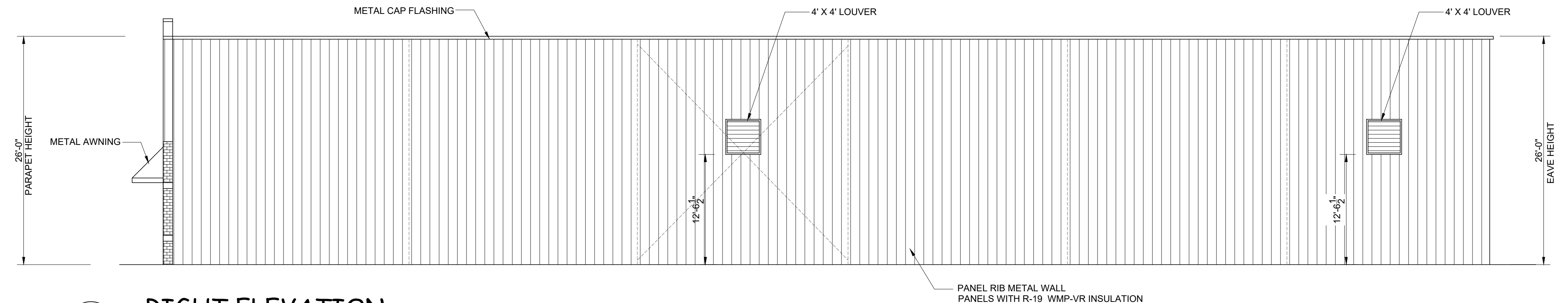
1
G-2
FRONT ELEVATION
SCALE: 1/8"=1'-0"



2
G-2
LEFT ELEVATION
SCALE: 1/8"=1'-0"



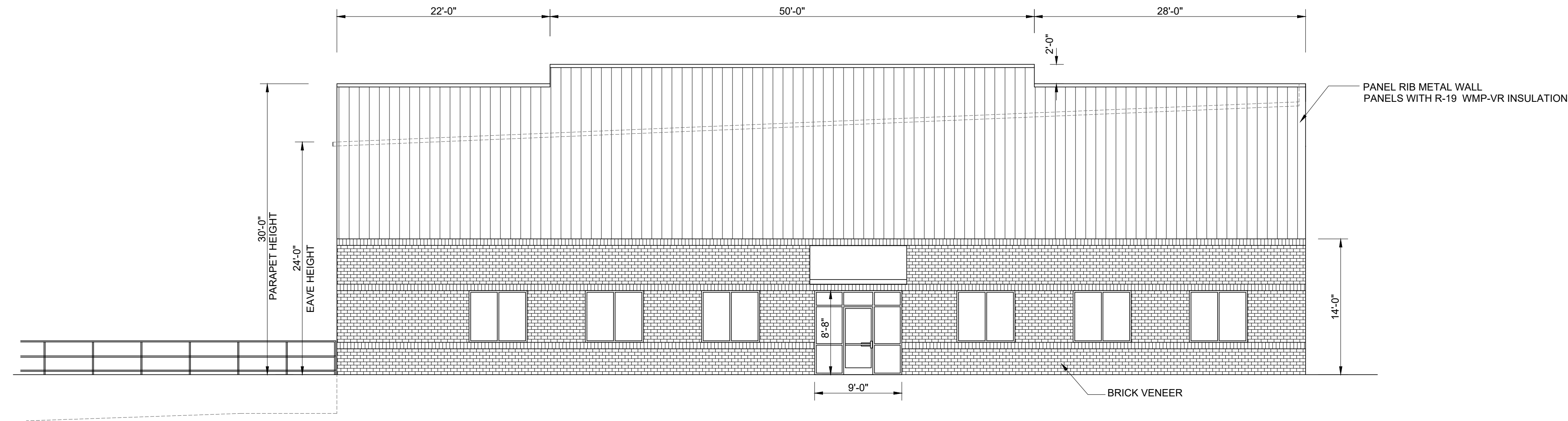
3
G-2
REAR ELEVATION
SCALE: 1/8"=1'-0"



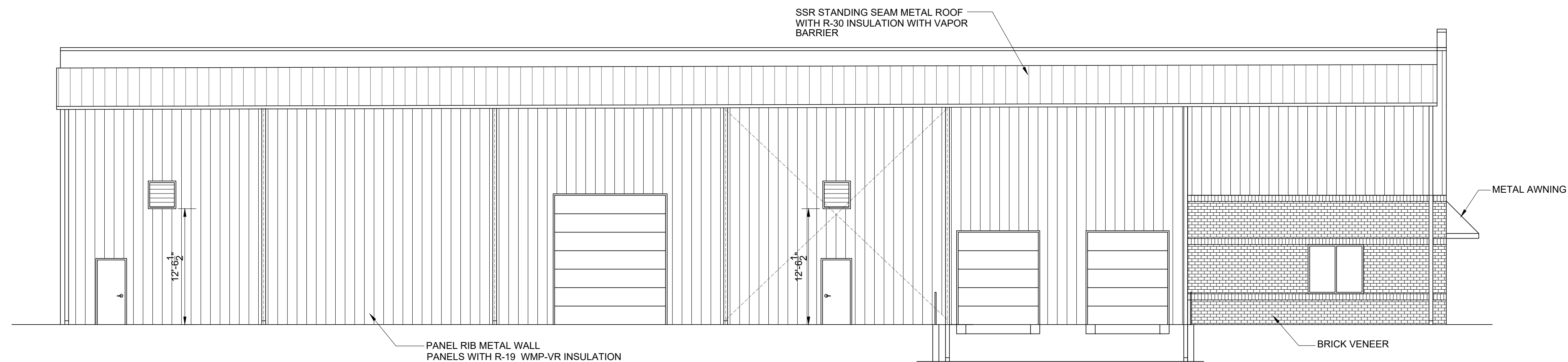
4
G-2
RIGHT ELEVATION
SCALE: 1/8"=1'-0"

OPTION #1

REVISIONS		DESCRIPTION	
REV	DATE		



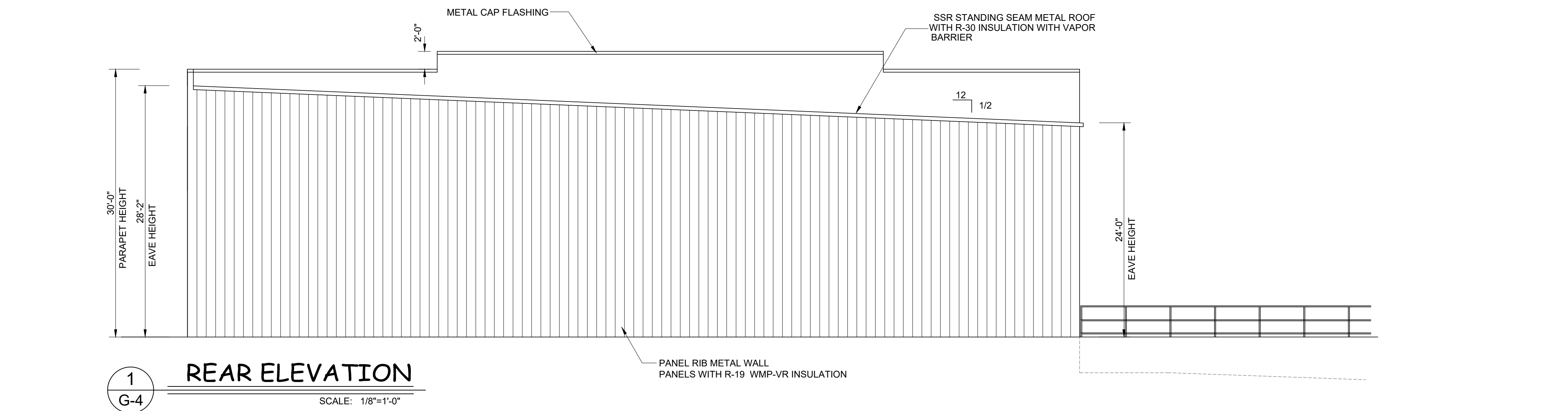
1
G-3
FRONT ELEVATION
SCALE: 1/8"=1'-0"



2
G-3
LEFT ELEVATION
SCALE: 1/8"=1'-0"

OPTION #2

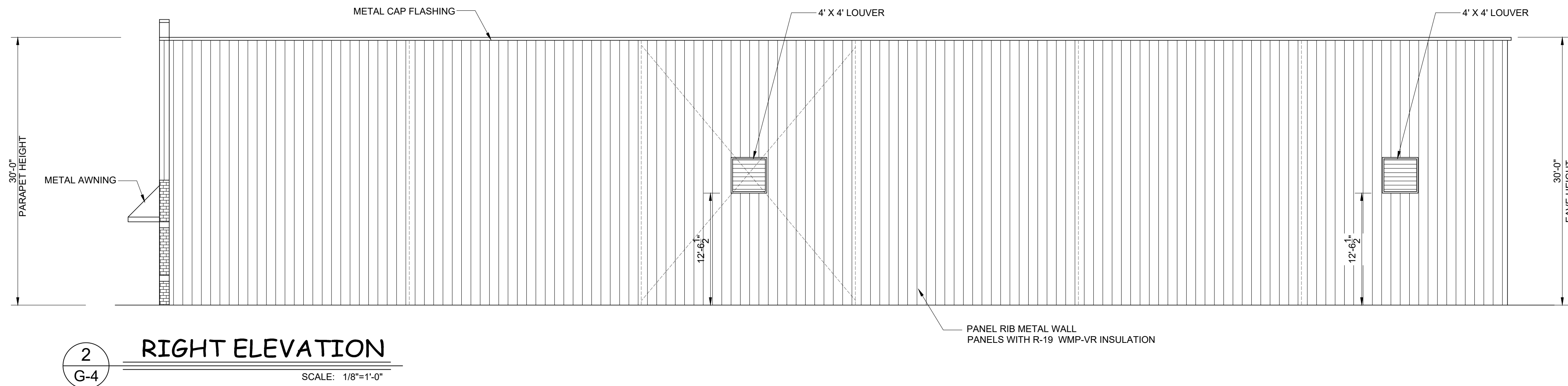
REVISIONS	
REV	DESCRIPTION



1
G-4

REAR ELEVATION

SCALE: 1/8"=1'-0"



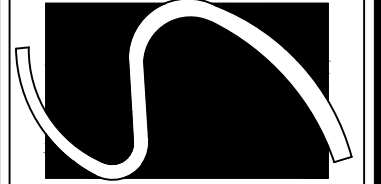
2
G-4

RIGHT ELEVATION

SCALE: 1/8"=1'-0"

OPTION #2

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**SMITH ENGINEERING
AND DESIGN,**
1103 Gracie Place, Suite A
Goldsboro, N.C. 27534
Corporation License No. C-2241
Phone: 919.736.2141



**Gregory
DEVELOPMENT LLC**
9541 Industry Drive
Raleigh, NC 27603 919-779-3522

REVISIONS	
REV	DESCRIPTION

**Trademark Flex
Building**
Raleigh, NC

DATE:	4 January 2022
DRAWN BY:	J.S.
SCALE:	1/8" = 1'-0"

G-4