

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. 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		Tier Three Site Plan
Building and Development Type (Check all that apply)		Site Transaction History
Detached	General	Subdivision case #: _____
Attached	Mixed use	Scoping/sketch plan case #: _____
Townhouse	Civic	Certificate of Appropriateness #: _____
Apartment	Cottage Court	Board of Adjustment #: _____
Tiny house	Frequent Transit	Zoning Case #: _____
Open lot	Development Option	Design Alternate #: _____
GENERAL INFORMATION		
Development name:		
Inside City limits?	Yes	No
Property address(es):		
Site P.I.N.(s):		
Please describe the scope of work. Include any additions, expansions, and uses (UDO 6.1.4).		
Current Property Owner(s):		
Company:		Title:
Address:		
Phone #:		Email:
Applicant Name (If different from owner. See "who can apply" in instructions):		
Relationship to owner: Lessee or contract purchaser Owner's authorized agent Easement holder		
Company:		Address:

Phone #:	Email:
NOTE: please attach purchase agreement or contract, lease or easement when submitting this form.	
Developer Contact:	
Company:	Title:
Address:	
Phone #:	Email:
Applicant Name:	
Company:	Address:
Phone #:	Email:

DEVELOPMENT TYPE + SITE DATE TABLE (Applicable to all developments)	
SITE DATA	BUILDING DATA
Zoning district(s) (please provide the acreage of each):	Existing gross floor area (not to be demolished):
Gross site acreage:	Existing gross floor area to be demolished:
# of parking spaces proposed:	New gross floor area:
Max # parking permitted (7.1.2.C):	Total sf gross (to remain and new):
Overlay District (if applicable):	Proposed # of buildings:
Existing use (UDO 6.1.4):	Proposed # of stories for each:
Proposed use (UDO 6.1.4):	Proposed # of basement levels (UDO 1.5.7.A.6)

STORMWATER INFORMATION	
Imperious Area on Parcel(s): Existing (sf) _____ Proposed total (sf) _____	Impervious Area for Compliance (includes ROW): Existing (sf) _____ Proposed total (sf) _____

RESIDENTIAL & OVERNIGHT LODGING DEVELOPMENTS			
Total # of dwelling units:		Total # of hotel bedrooms:	
# of bedroom units: 1br _____ 2br _____ 3br _____		4br or more _____	
# of lots:	Is your project a cottage court?		Yes No
	A frequent transit development?		Yes No

Continue to Applicant Signature Block on Page Three.

APPLICANT SIGNATURE BLOCK

Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.

By submitting this application, the undersigned applicant acknowledges that they are either the property owner or one of the persons authorized by state law (N.C.G.S. 160D-403(a)) to make this application, as specified in the application. The undersigned also acknowledges that the information and statements made in the application are correct and the undersigned understands that developments approvals are subject to revocation for false statements or misrepresentations made in securing the development approval, pursuant to N.C. Gen. Stat. § 160D-403(f).

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.

The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-755(b1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.

Signature:



Date:

Printed Name:

REVISION HISTORY

Table with 4 columns: REV #, DESCRIPTION, DATE, BY. Multiple empty rows for revisions.

ORIGINAL PLAN SIZE: 24" X 36"

PRELIMINARY PLANS
DO NOT USE FOR CONSTRUCTION

SCALE ADJUSTMENT
THIS BAR IS 1 INCH IN LENGTH ON ORIGINAL DRAWING
IF IT IS NOT 1 INCH ON THIS SHEET, ADJUST YOUR SCALE ACCORDINGLY

ASR PLANS
ASR-
OAK FOREST VEHICLE SERVICE
5404 OAK FOREST DR
RALEIGH, NC

NOURCO LLC

DATE: 02-28-2023
SCALE: AS SHOWN
DESIGNED BY: FLM
APPROVED BY: FLM
PROJECT NO.: 21033

COVER

C-1
SHEET 1 OF 8

ADMINISTRATIVE SITE REVIEW PLANS FOR OAK FOREST VEHICLE SERVICE

ASR-

5404 OAK FOREST DR
RALEIGH, NC 27616
PIN: 1726-58-2606

NOTES

- 1. DUE TO THE SIZE OF THE PARCEL (1.00 ACRE), THE SITE IS EXEMPT FROM TREE CONSERVATION AREAS (TCAS) PER CITY OF RALEIGH UNIFIED DEVELOPMENT ORDINANCE (UDO) SECTION 9.1.2.
2. SOLID WASTE INSPECTIONS STATEMENT: THE DEVELOPER HAS REVIEWED AND IS IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN THE SOLID WASTE DESIGN MANUAL. A PRIVATE HAULER WILL HANDLE TRASH NEEDS THROUGH USE OF PROPOSED DUMPSTER.
3. THE SITE IS EXEMPT FROM BLOCK PERIMETER REQUIREMENTS BECAUSE IT IS ZONED IX- AND IS LESS THAN 9 ACRES PER 8.3.2.A.2.b.

SHEET

TITLE

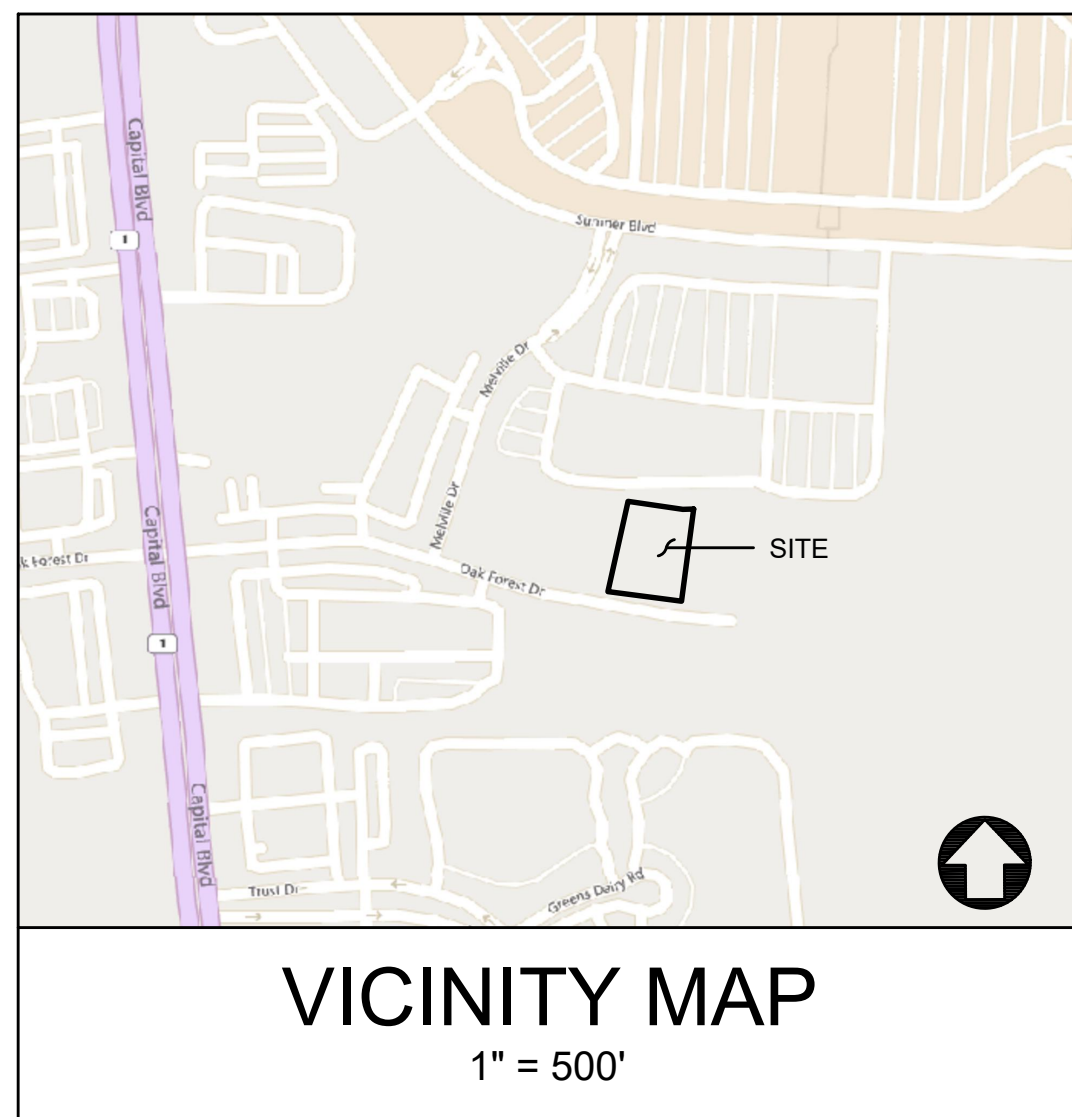
- C-1 COVER
C-2 EXISTING CONDITIONS & DEMOLITION PLAN
C-3 SITE PLAN
C-4 UTILITY PLAN
C-5 GRADING & DRAINAGE PLAN
C-6 STORMWATER CONTROL MEASURE DETAILS
C-7 LANDSCAPING PLAN
C-8 LIGHTING PLAN
A2 PROPOSED MAIN FLOOR PLAN
A4 PROPOSED ELEVATIONS

OWNER/DEVELOPER:

NOURCO, LLC
CONTACT: ED HAWARIN
4937 DELTA LAKE DR
RALEIGH, NC 27612
MHAWARIN@GMAIL.COM

ENGINEER OF RECORD:

FLM ENGINEERING, INC
CONTACT: JON FRAZIER, PE
PO BOX 91727
RALEIGH, NC 27675
919.610.1051
JFRAZIER@FLMENGINEERING.COM



Administrative Site Review Application
Planning & Development Services
City of Raleigh, NC 27601 | 919-996-2200

DEVELOPMENT TYPE - SITE DATA TABLE
SITE DATA
BUILDING DATA
Zoning (UDF/UC) (Please provide the acreage of each):

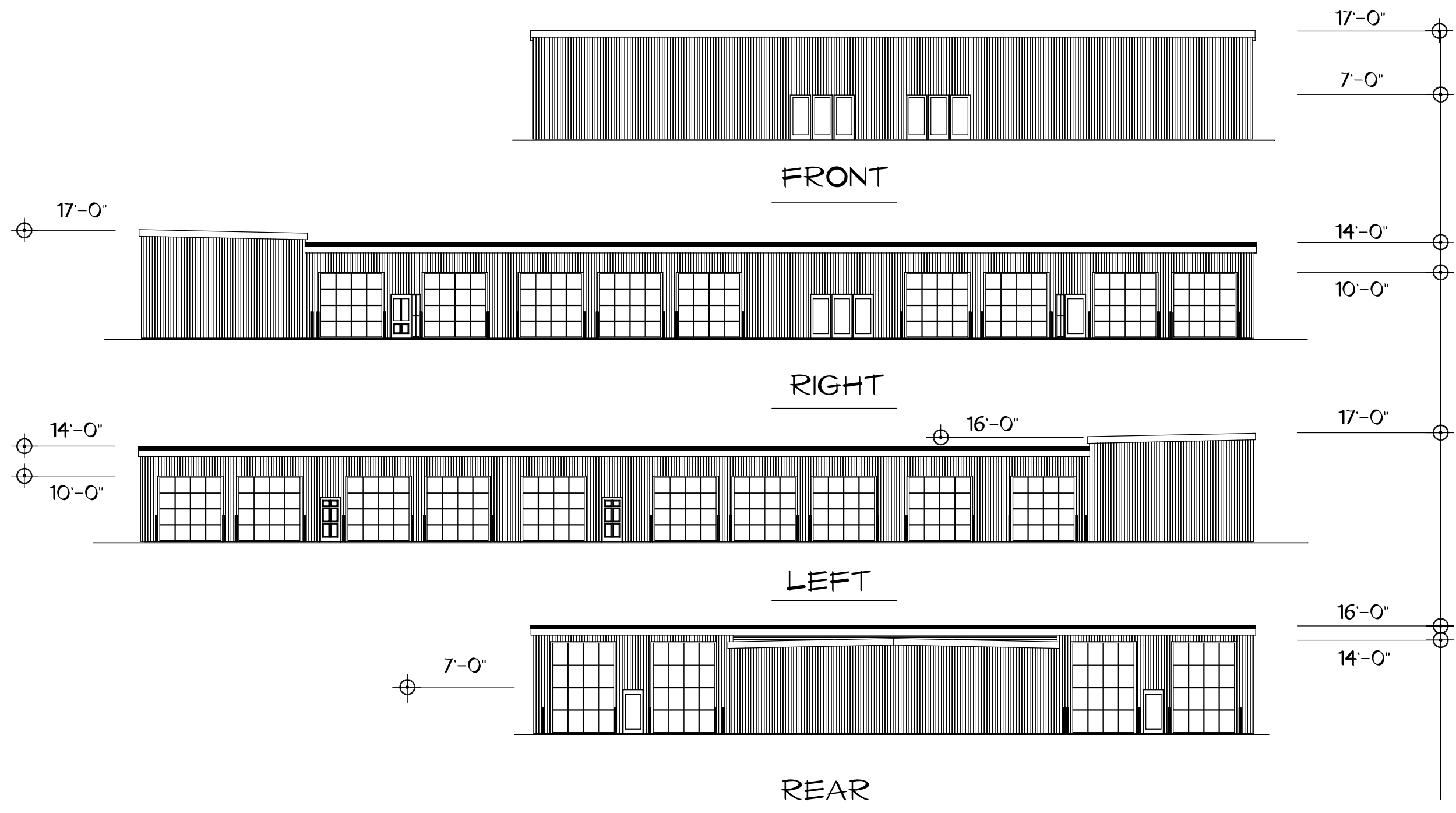
APPLICANT SIGNATURE BLOCK
Pursuant to state law (N.C. Gen. Stat. § 160D-42(b)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner.

SIR OAK FOREST DRIVE, RALEIGH, NC
VARIANCE APPROVALS
CASE # 1726-58-2606
CITY OF RALEIGH BOARD OF ADJUSTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW

10. In order to construct the Project, the Variance Application requests: 1) a 40' variance from UDO Section 3.4.3.C.1, to allow the Project with a 10' building setback; 2) a 40' variance from UDO Section 3.4.3.C.2, to allow the Project with a 10' parking setback; and 3) a variance to complete relief from the Parkway Frontage landscaping requirement as set forth in UDO Section 3.4.3.E, which requires a 50-foot protective yard landscaped in accordance with SHOD-1 requirements on both the

1. The Variance Requests should be granted.
2. The Applicant/Property Owner submitted complete, material and the substantial evidence to establish that:
a) an unnecessary hardship would result from the strict application of UDO Sections 3.4.3.C.1, 3.4.3.C.2 and 3.4.3.E to the Property;
b) the hardship did not result from actions taken by the Property Owner;
c) the requested variance are consistent with the spirit, purpose and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

February 1, 2023
NOURCO, LLC
4937 Delta Lake Dr.
Raleigh, NC 27612
RE: 5404 Oak Forest Drive
Attn: Ed Hawarin



FRONT

RIGHT

LEFT

REAR

5404 Oak Forest
Raleigh, NC 27616

PROPOSED ELEVATIONS

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

GENERAL CONTRACTOR

No.	REVISION/ISSUE	DATE
	Conceptual Design	

FOR PRE-REVIEW USE ONLY
CONCEPTUAL DESIGN PLAN SET:

- C1 - COVER
- A1 - FOUNDATION
- A2 - MAIN FLOOR
- A3 - OPTIONS
- A4 - ELEVATIONS
- A5 - SECTIONS
- A6 - DETAILS

ALL DRAWINGS ARE THE PROPERTY OF THE DESIGNER AND THEY ARE NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF THE DESIGNER.

CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS BEFORE COMMENCING WORK; AND TO REPORT ANY DISCREPANCIES TO THE DESIGNER.

DESIGNER:

PROJECT NAME:

CLIENT:

DRAWING: GENERAL INFO

SCALE: 1/4" = 1'-0" DATE:

DRAWN BY: SHEET: **A4**

CHECKED BY:

APPROVED BY: