



# 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.)

<b>Site Plan Tier:</b> 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 type="checkbox"/> General	Subdivision case #: _____	
<input type="checkbox"/> Attached	<input type="checkbox"/> Mixed use	Scoping/sketch plan case #: <u>SCOPE-0017-2021</u>	
<input checked="" 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: New Bern and Swain Apartments			
Inside City limits? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Property address(es): <b>574 New Bern Ave, 18 S. Swain St</b>			
Site P.I.N.(s):			
Please describe the scope of work. Include any additions, expansions, and change of use. Construction of (2) apartment style buildings, shared access drive, utilities, and stormwater infrastructure.			
Current Property Owner/Developer Contact Name: Michael J. Poupard (Purchase Contract Included with Submittal)			
<b>NOTE: please attach purchase agreement when submitting this form.</b>			
Company: Grayson Homes, LLC		Title: Manager	
Address: 5711 Six Forks Rd Suite #103			
Phone #: 919-578-6222		Email: <a href="mailto:mike@graysonhomes.com">mike@graysonhomes.com</a>	
Applicant Name: Jason G. Meadows P.E.			
Company: Wake Land Design, PLLC		Address: P.O. Box 418 Clayton, NC 27528	
Phone #: 919-889-2614		Email: <a href="mailto:jason@wakelanddesign.com">jason@wakelanddesign.com</a>	

**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): OX-3-GR (0.40 AC.) OX-3 (0.373 AC.)	Existing gross floor area (not to be demolished): N/A
	Existing gross floor area to be demolished:
Gross site acreage: 0.773 AC	New gross floor area: 47,518 SF
# of parking spaces required:	Total sf gross (to remain and new): 47,518 SF
# of parking spaces proposed:	Proposed # of buildings: 2
Overlay District (if applicable): New Bern Edenton NCOD	Proposed # of stories for each: 3
Existing use (UDO 6.1.4): Vacant	
Proposed use (UDO 6.1.4): Multi-Family	

**STORMWATER INFORMATION**

Existing Impervious Surface: Acres: 0.064 AC Square Feet: 2,788 SF	Proposed Impervious Surface: Acres: 0.68 AC Square Feet: 29,620 SF
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: 28 units	Total # of hotel units:
# of bedroom units: 1br 4 units 2br 24 units 3br	4br or more
# of lots: 2	Is your project a cottage court? Yes <input type="checkbox"/> No <input checked="" 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, Michael J. Poupard 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.

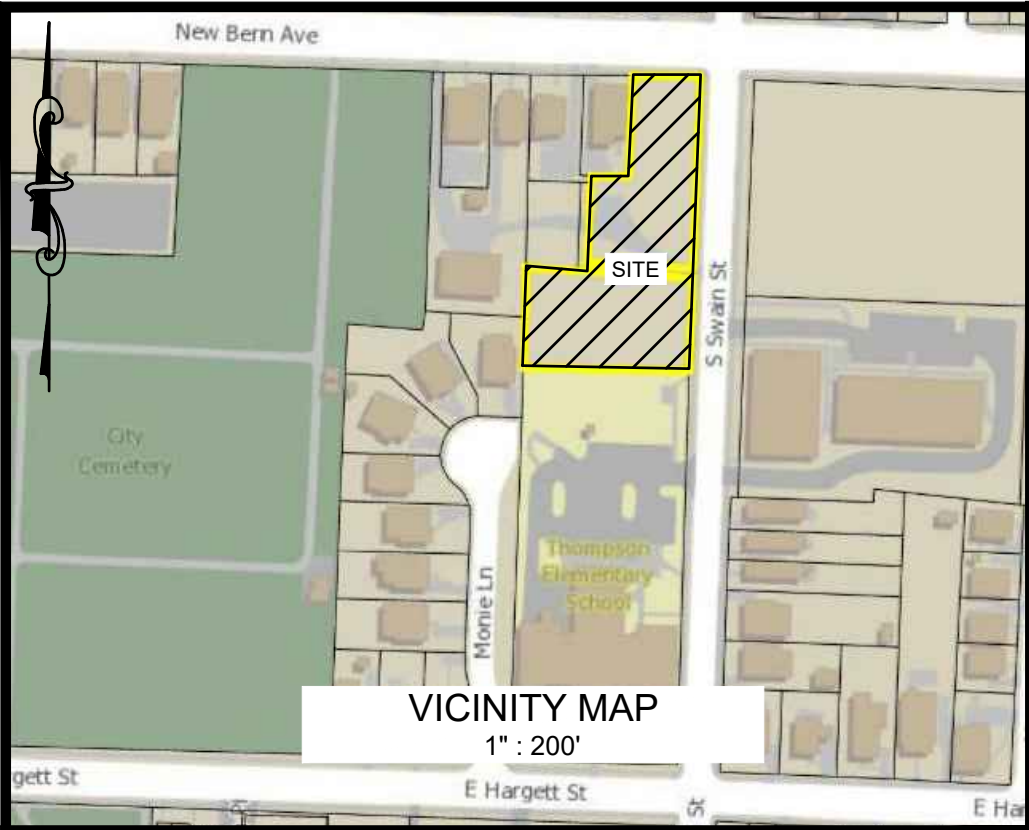
I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use. I acknowledge that this application is subject to the filing calendar and submittal policy, which states applications will expire after 180 days of inactivity.

Signature: 

Date: 4/28/2021

Printed Name: Michael J. Poupard





SITE DATA	
PROPERTY OWNER:	GRAYSON HOMES, LLC 5711 SIX FORKS RD. SUITE 103 RALEIGH, NC 27609
SITE ADDRESS:	574 NEW BERN AVENUE & 18 S. SWAIN STREET
SITE AREA: BEFORE R/W DEDICATION	LOT 1: 17,443 SF - 0.400 AC. LOT 2: 17,345 SF - 0.398 AC.
AFTER R/W DEDICATION:	LOT 1: 16,255 SF - 0.373 AC. LOT 2: 16,902 SF - 0.388 AC.
WAKE COUNTY PIN #:	1703989859 & 1703989749
ZONING DISTRICT:	LOT 1: OX-3-GR (NEW BERN EDENTON OVERLAY NCOD) LOT 2: OX-3
EXISTING USE:	VACANT
PROPOSED USE:	MULTI-UNIT LIVING (TOWNHOME & APARTMENT BUILDING TYPE)
STREET CLASSIFICATION:	NEW BERN - 4-LANE AVE - PARALLEL PARKING (ONE-WAY) S. SWAIN STREET- NEIGHBORHOOD STREET
STREETScape REQUIRED:	GREEN FRONTAGE - COMMERCIAL (UDO 3.4.6 --> 8.5.2.C) 6' TREE LAWN 6' SIDEWALK
STREETScape PROVIDED:	NEW BERN AVE: FEE-IN-LIEU DUE TO BUS RAPID TRANSIT (BRT) S. SWAIN STREET: 6' TREE LAWN WITH 6' SIDEWALK
BUILD-TO REQUIREMENTS: TOWNHOMES & BUILDING A:	GR FRONTAGE: 50% BUILDING WIDTH IN PRIMARY ST. BUILD TO *10-25' : 35% BUILDING WIDTH IN SIDE ST. BUILD-TO *10-25' *NEW BERN EDENTON NCOD: 10' MIN. AND 25' MAX. SETBACKS ESTABLISH PRIORITY FOR BUILD-TO ZONE
PROVIDED BUILD TO: TOWNHOMES & BUILDING A:	NEW BERN AVE.: 44.0' BUILDING / 66.3' FRONTAGE= 66.3% S. SWAIN ST.: 68' BUILDING / 192.7' FRONTAGE= 35.2%
BUILDING GROSS FLOOR AREA:	TOWNHOMES: 4,816 SF BUILDING 'A': 15,475 SF BUILDING 'B': 25,146 SF  TOTAL: 45,437 SF
REQUIRED PARKING:	LOT 1: 0 SPACES (GR FRONTAGE): (4) 1 BEDROOM, (6) 2-BEDROOM, (2) 3 BEDROOM UNITS *UDO 7.1.3.C.2 - NO PARKING REQUIRED FOR FIRST 16 UNITS
PROVIDED PARKING:	LOT 2: 25 SPACES (4) 1-BEDROOM UNITS = 4 SPACES (14) 2-BEDROOM UNITS = 21 SPACES  LOT 1: 12 SPACES (INCL. (1) VAN ACCESSIBLE IN BUILDING 'A') 2 SPACES IN TOWNHOME 1-CAR GARAGES  LOT 2: 25 SPACES (INCL. (1) ACCESSIBLE & (1) VAN ACCESSIBLE)
BICYCLE PARKING REQUIRED:	LOT 1: 4 SPACES (SHORT TERM: 1 SPACE PER 20 UNITS, MINIMUM 4) LOT 2: 4 SPACES (SHORT TERM: 1 SPACE PER 20 UNITS, MINIMUM 4)
PROVIDED:	LOT 1: 4 SPACES LOT 2: 4 SPACES
AMENITY AREA REQUIRED:	LOT 1: 1,626 SF (10%) LOT 2: 1,690 SF (10%)
PROVIDED:	LOT 1: 2,077 SF (12.7%) - 1,555 SF AT GRADE, 522 SF ROOFTOP LOT 2: 3,342 SF ROOFTOP (19.7%)
NEW BERN - EDENTON NEIGHBORHOOD (NCOD)	MIN. LOT SIZE: 4,000 SF MIN. LOT FRONTAGE: 30' FRONT SETBACK: 10' MIN., 25' MAX. SIDE YARD SETBACK: 0' BUILDING SEPARATION: MIN. 10' MAX. BUILDING HEIGHT: 35'

## INDEX

CE-1	EXISTING CONDITIONS AND DEMOLITION PLAN
CE-2.1	SITE PLAN
CE-2.2	SOLID WASTE PLAN
CE-3	BUILD-TO PLAN
CE-4	GRADING & DRAINAGE PLAN
CE-5	UTILITY PLAN
CE-6	FIRE APPARATUS PLAN
LA-1	LANDSCAPE PLAN
LA-2	LANDSCAPE DETAILS & NOTES
A4.01	ARCHITECTURAL ELEVATIONS
A4.02	ARCHITECTURAL ELEVATIONS
A4.03	ARCHITECTURAL ELEVATIONS
A4.04	ARCHITECTURAL ELEVATIONS
A4.05	ARCHITECTURAL ELEVATIONS
A4.06	ROOF PLAN
A4.07	ROOF DETAILS

<b>UDO SEC. 8.3.2.A BLOCK PERIMETER</b> THE LEAST RESTRICTIVE ZONING WITHIN THE SUBJECT BLOCK IS R-10 RESIDENTIAL. THEREFORE, IN ACCORDANCE WITH UDO 8.3.2.A.2.b, BLOCK PERIMETER IS NOT APPLICABLE DUE TO THE SITE AREA BEING 0.76 ACRES WHICH IS LESS THAN THE 3 ACRE MIN. SITE AREA APPLICABILITY FOR R-10 ZONING.
<b>UDO SEC. 8.3.2.A CROSS ACCESS</b> IN ACCORDANCE WITH UDO 8.3.5.D CROSS ACCESS REQUIREMENTS ARE NOT APPLICABLE TO THE FOLLOWING ADJOINING PROPERTIES: <ul style="list-style-type: none"><li>PIN# 1703989917 (WESTERN BOUNDARY) - PROPERTY IS OCCUPIED BY A DETACHED BUILDING TYPE (UDO SEC. 8.3.5.D.5.a)</li><li>PIN# 1703987875 (WESTERN BOUNDARY) - PROPERTY IS OCCUPIED BY A DETACHED BUILDING TYPE (UDO SEC. 8.3.5.D.5.a)</li><li>PIN# 1703987794 (WESTERN BOUNDARY) - PROPERTY IS OCCUPIED BY A DETACHED BUILDING TYPE (UDO SEC. 8.3.5.D.5.a)</li><li>PIN# 1703989408 (SOUTHERN BOUNDARY) - ABUTTING PROPERTY OCCUPIED BY A SCHOOL. (UDO SEC. 8.3.5.D.5.C)</li></ul>

**OWNER/DEVELOPER:**  
**GRAYSON HOMES, LLC**  
5711 Six Forks Rd, Suite 103  
Raleigh, NC 27609  
919-578-6222  
mike@graysonhomes.com

**CIVIL ENGINEER:**  
**WLD**  
**WAKE LAND DESIGN, PLLC**  
NC LICENSE P-1839  
PHONE: 919-889-2614  
EMAIL: JASON@WAKELANDDESIGN.COM  
P.O. BOX 418  
CLAYTON, NC 27528

HORIZONTAL DATUM: NAD83 VERTICAL DATUM: NAVD88
ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH AND NCDOT STANDARDS AND SPECIFICATIONS.
SOLID WASTE INSPECTIONS STATEMENT ROLL OFF TRASH AND RECYCLING CONTAINERS SHALL BE STORED WITHIN THE PARKING GARAGES OF EACH BUILDING AND COLLECTED BY A PRIVATE COLLECTION SERVICE.

DocuSign Envelope ID: EA94633E-BF98-41C9-BA87-62B9D30438E7

**Administrative Site Review Application**  
Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-986-2500

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.)

<b>Site Plan Tier:</b>	Tier Two Site Plan <input type="checkbox"/>	Tier Three Site Plan <input checked="" type="checkbox"/>
<b>Building Type</b>	<input type="checkbox"/> Detached <input type="checkbox"/> Attached <input checked="" type="checkbox"/> Apartment <input checked="" type="checkbox"/> Townhouse	<input type="checkbox"/> General <input type="checkbox"/> Mixed use <input type="checkbox"/> Open lot <input type="checkbox"/> Civic
<b>Site Transaction History</b>		
Subdivision case #: _____ Scoping/sketch plan case #: SCOPE-0017-2021 Certificate of Appropriateness #: _____ Board of Adjustment #: _____ Zoning Case #: _____ Administrative Alternate #: _____		
<b>GENERAL INFORMATION</b>		
Development name: New Bern and Swain Apartments		
Inside City limits? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Property address(es): 574 New Bern Ave, 18 S. Swain St		
Site P.I.N.(s): 1703989859, 1703989749		
Please describe the scope of work. Include any additions, expansions, and change of use. Construction of (2) apartment style buildings, (1) 2-Unit Townhome building, shared alley, utilities, stormwater infrastructure, and other site improvements.		
Current Property Owner/Developer Contact Name: Michael J. Poupard (Purchase Contract Included with Submittal) <b>NOTE: please attach purchase agreement when submitting this form.</b>		
Company: Grayson Homes, LLC		Title: Manager
Address: 5711 Six Forks Rd Suite #103		
Phone #: 919-578-6222	Email: mike@graysonhomes.com	
Applicant Name: Jason G. Meadows P.E.		
Company: Wake Land Design, PLLC	Address: P.O. Box 418 Clayton, NC 27528	
Phone #: 919-889-2614	Email: jason@wakelanddesign.com	

Page 1 of 2

REVISION 02.19.21

raleighnc.gov

DocuSign Envelope ID: EA94633E-BF98-41C9-BA87-62B9D30438E7

DEVELOPMENT TYPE + SITE DATA TABLE (Applicable to all developments)	
SITE DATA	BUILDING DATA
Zoning district (if more than one, please provide the acreage of each): OX-3-GR (0.40 AC.) OX-3 (0.373 AC.)	Existing gross floor area (not to be demolished): N/A Existing gross floor area to be demolished:
Gross site acreage: 0.773 AC	New gross floor area: 45,437 SF
# of parking spaces required: 25	Total sf gross (to remain and new): 45,437 SF
# of parking spaces proposed: 39	Proposed # of buildings: 3
Overlay District (if applicable): New Bern Edenton NCOD	Proposed # of stories for each: 3
Existing use (UDO 6.1.4): Vacant	
Proposed use (UDO 6.1.4): Multi-Family	

STORMWATER INFORMATION	
Existing Impervious Surface: Acres: 0.064 AC Square Feet: 2,788 SF	Proposed Impervious Surface: Acres: 0.68 AC Square Feet: 29,620 SF
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: 30 units	Total # of hotel units:
# of bedroom units: 1br 8 units 2br 20 units 3br 2 units 4br or more	
# of lots: 2	Is your project a cottage court? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

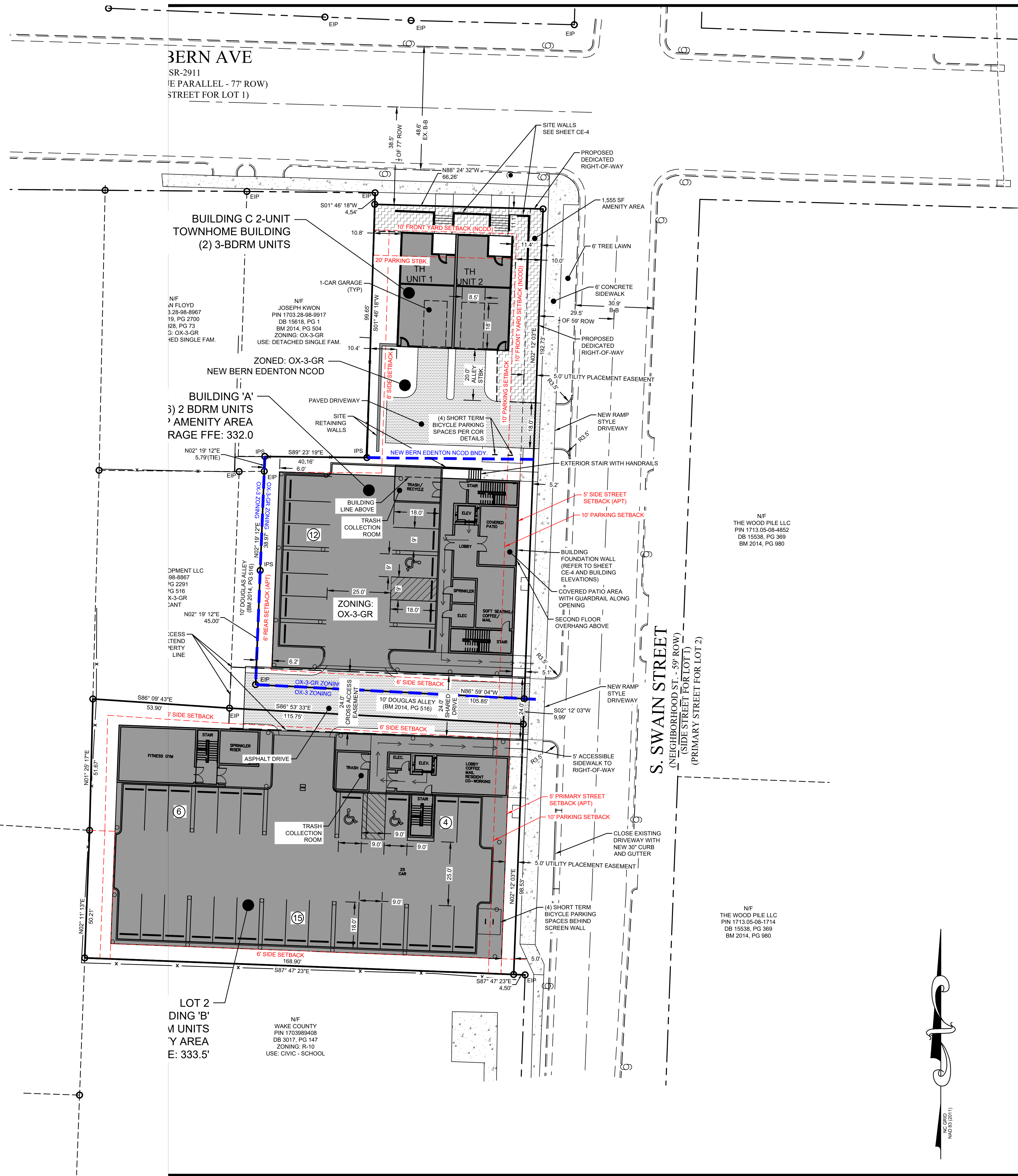
SIGNATURE BLOCK	
The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.	
I, Michael J. Poupard 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: 4/28/2021
Printed Name: Michael J. Poupard	

Page 2 of 2

REVISION 02.19.21

raleighnc.gov





ZONING MAP  
SCALE: 1" = 60'



WAKE LAND DESIGN, PLLC  
CIVIL ENGINEERING  
PROJECT MANAGEMENT  
LAND PLANNING  
RALEIGH ZONING SPECIALISTS

NC LICENSE P-1839  
PHONE: 919-889-2614  
EMAIL: JASON@WAKELANDDESIGN.COM  
P.O. BOX 418  
CLAYTON, NC 27528



Subconsultants

Client  
**GRAYSON HOMES**  
5771 SIX FORKS RD.  
SUITE 103  
RALEIGH, NC 27609

Project  
**574 NEW BERN AVE**  
**18 S. SWAIN ST.**

Process  
**TIER 3 SITE PLAN**

Revisions		
Number	Description	Date
1	CITY OF RALEIGH COMMENTS	7/16/21
2	CITY OF RALEIGH COMMENTS	9/22/21
3	CITY OF RALEIGH COMMENTS	11/5/21

Approvals

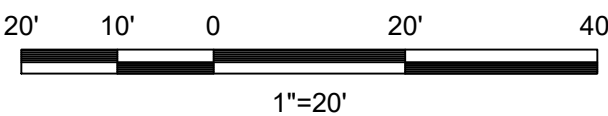
Drawing Title

SITE PLAN

Drawing Title

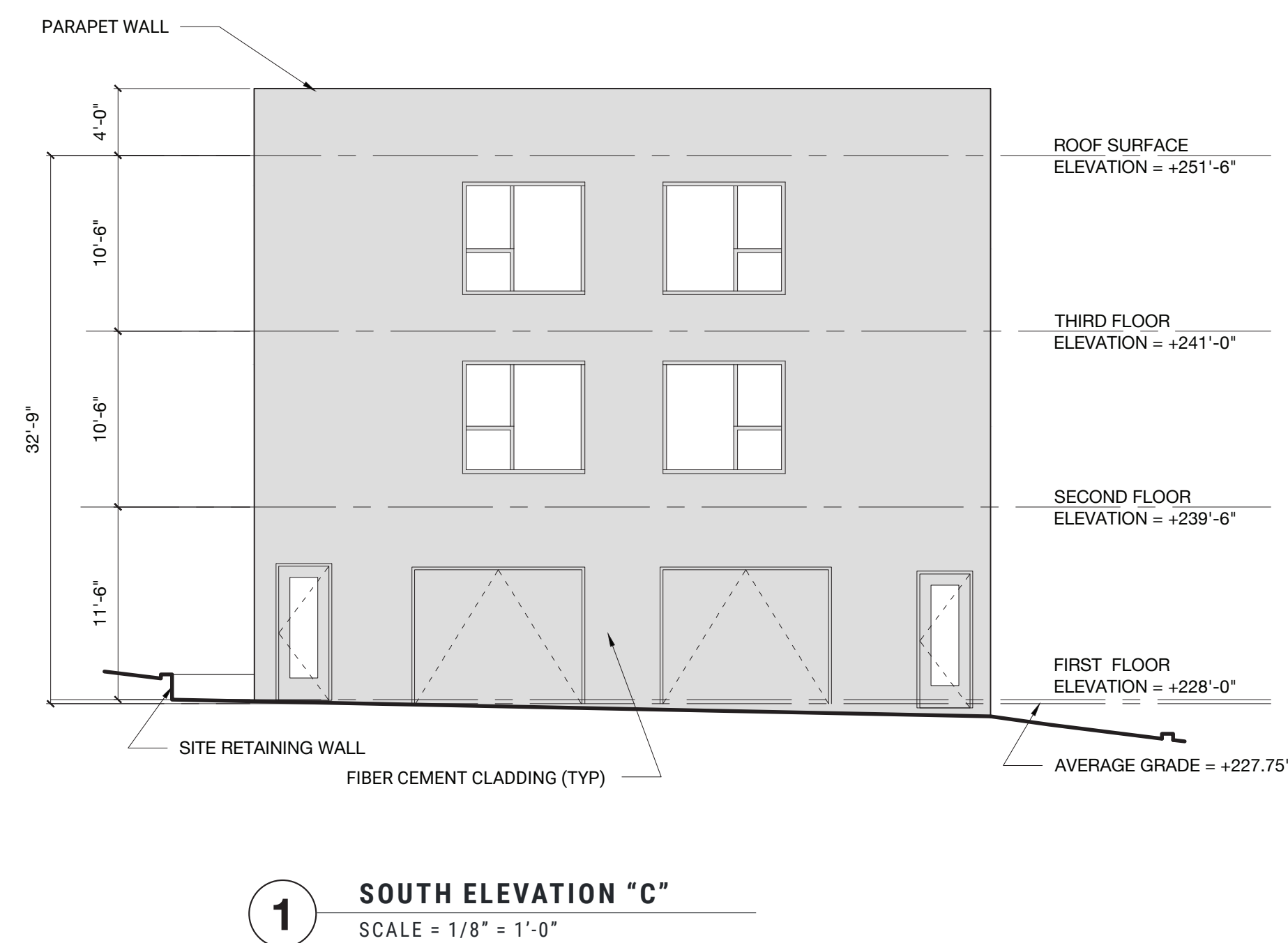
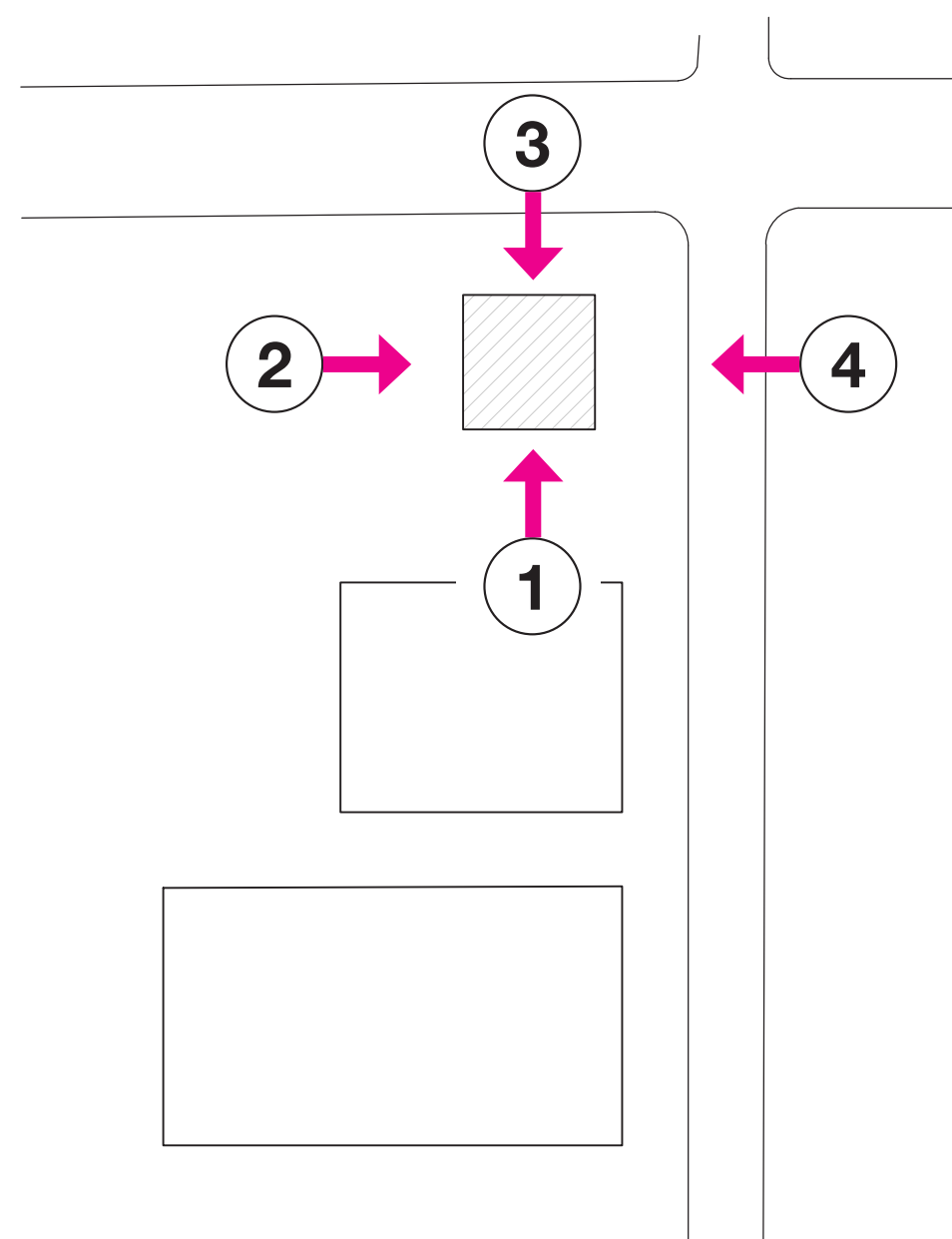
CE-2.1

Date Issued 4/29/2021

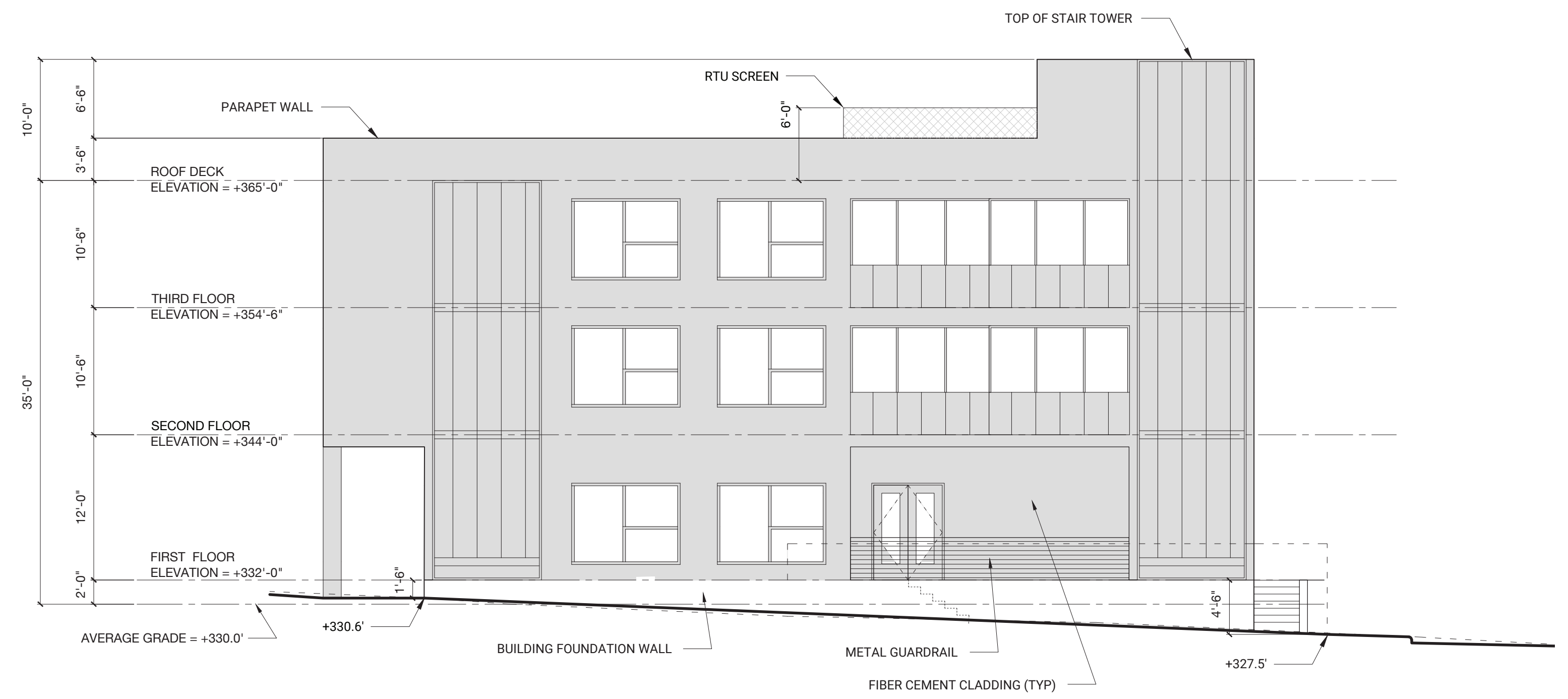
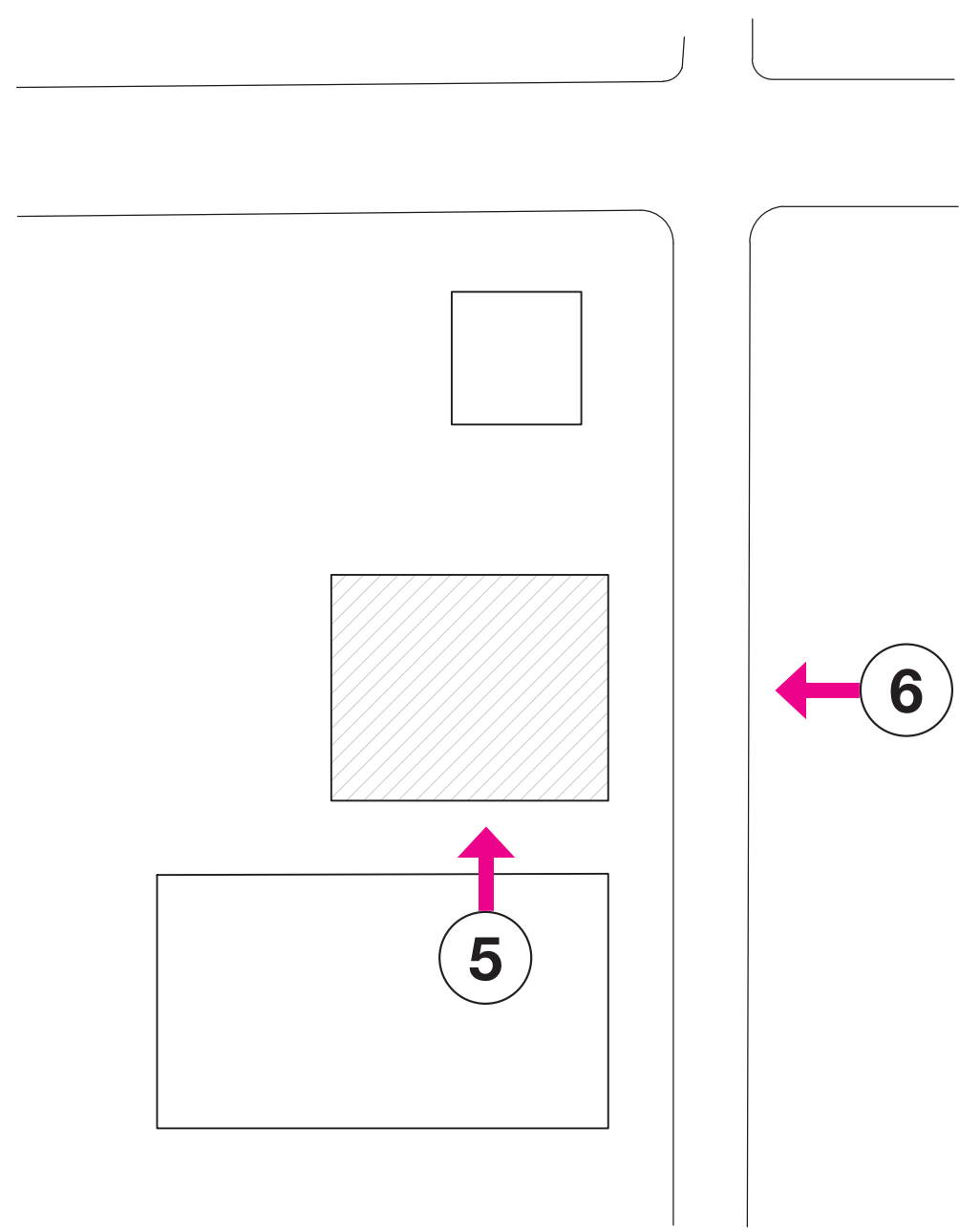




REVISIONS	
NO.	NAME
1	07.16.2021
2	09.27.2021
3	11.05.2021



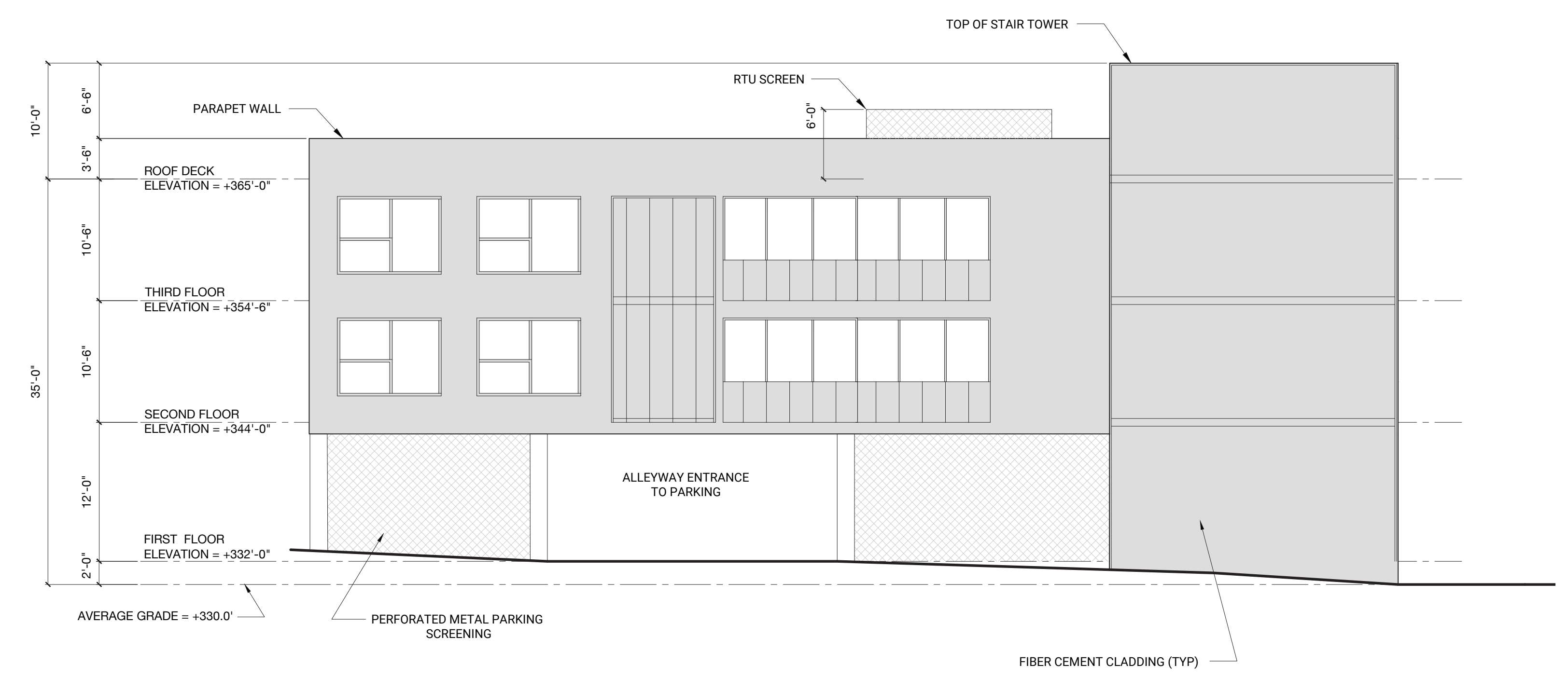
REVISIONS	
NO.	NAME
1	07.16.2021
2	09.27.2021
3	11.05.2021



6

EAST ELEVATION "A"

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

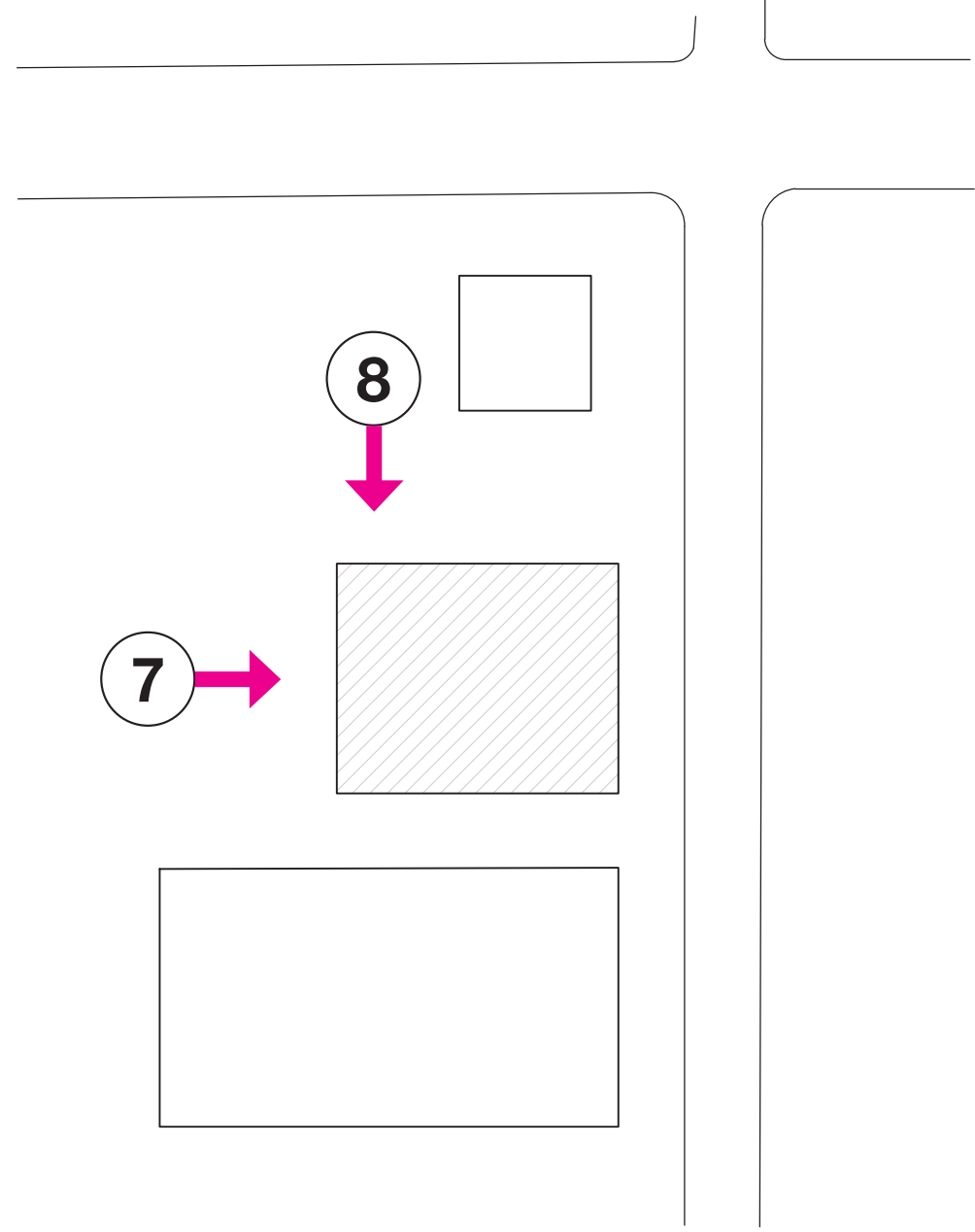
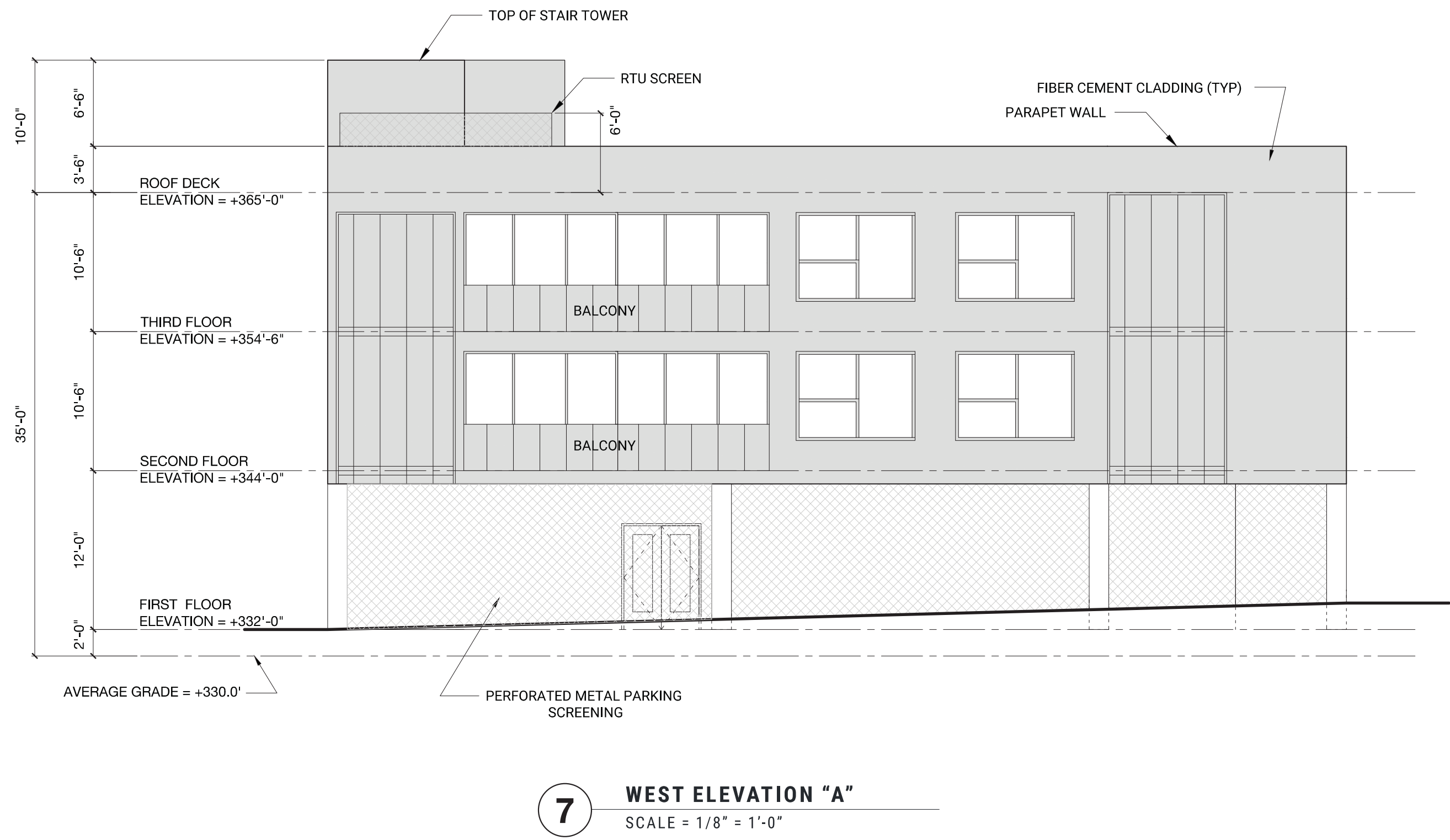
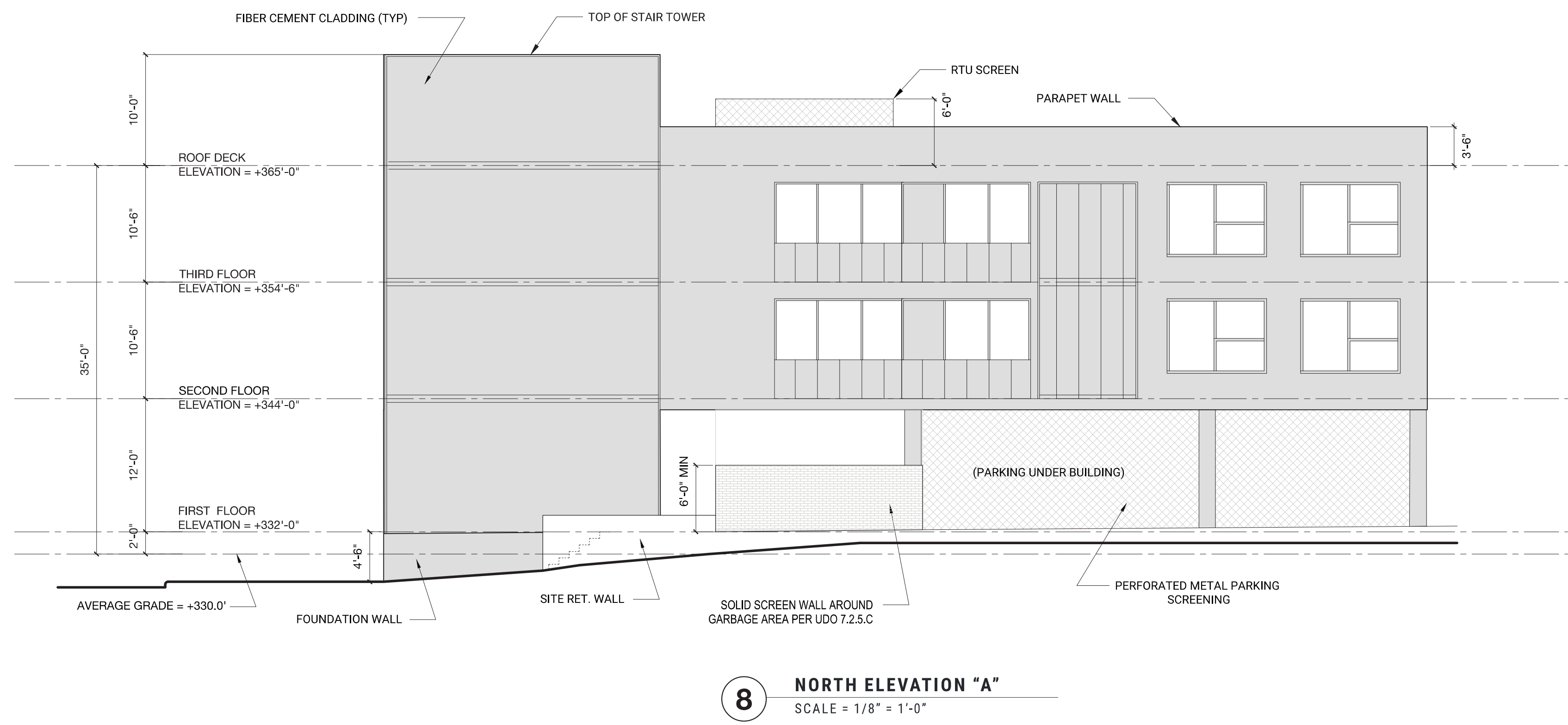


5

NORTH ELEVATION "A"

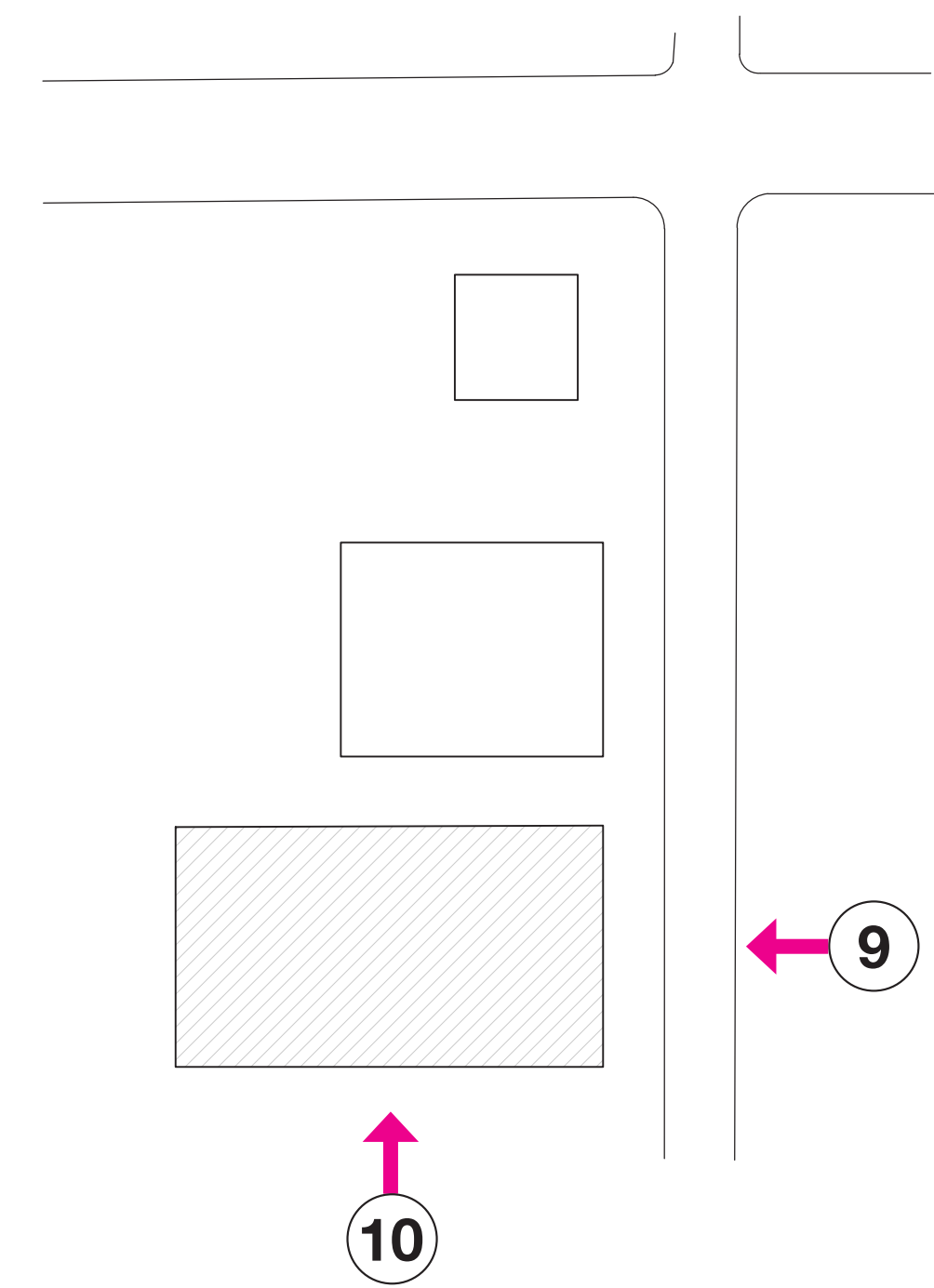
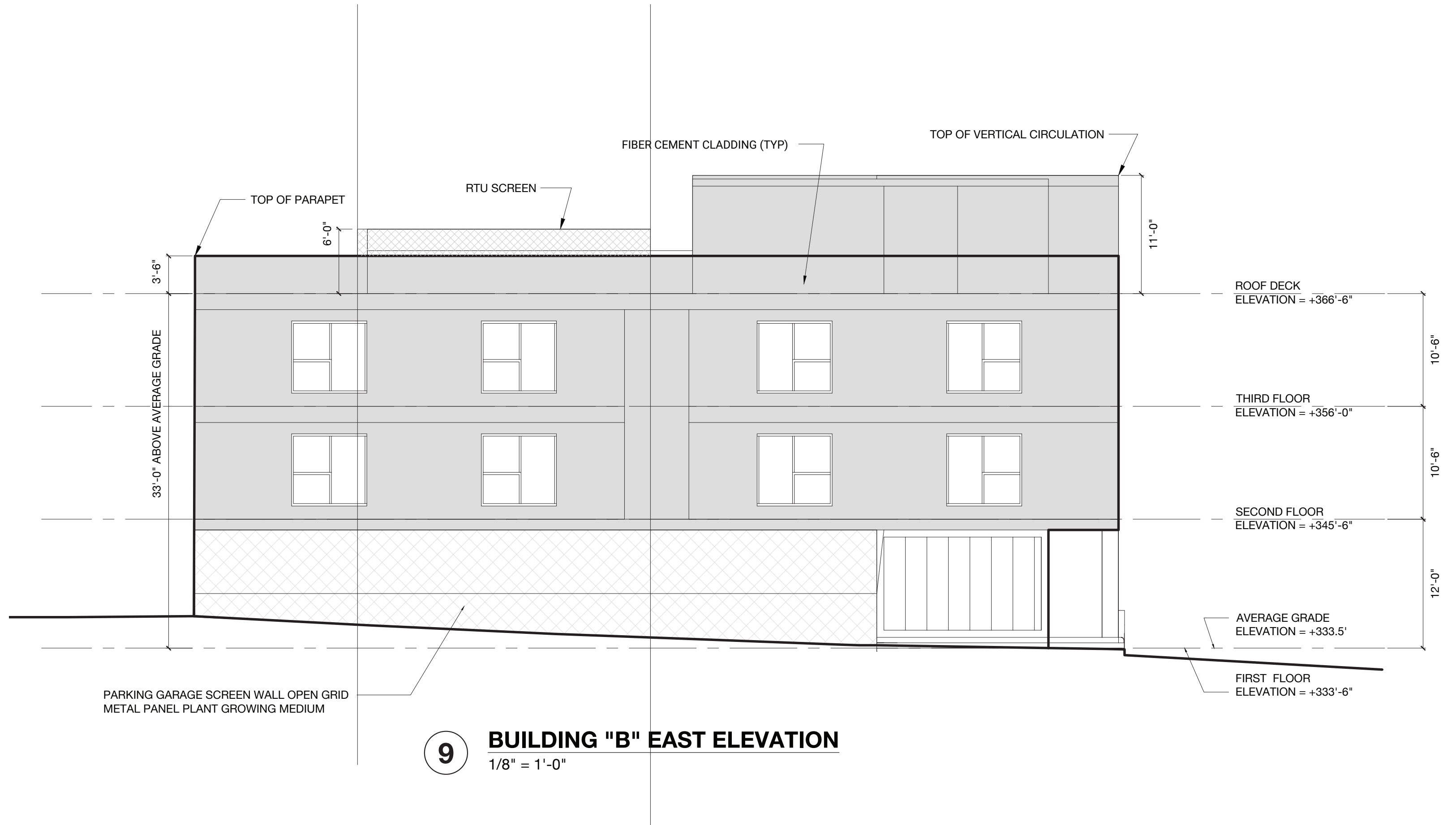
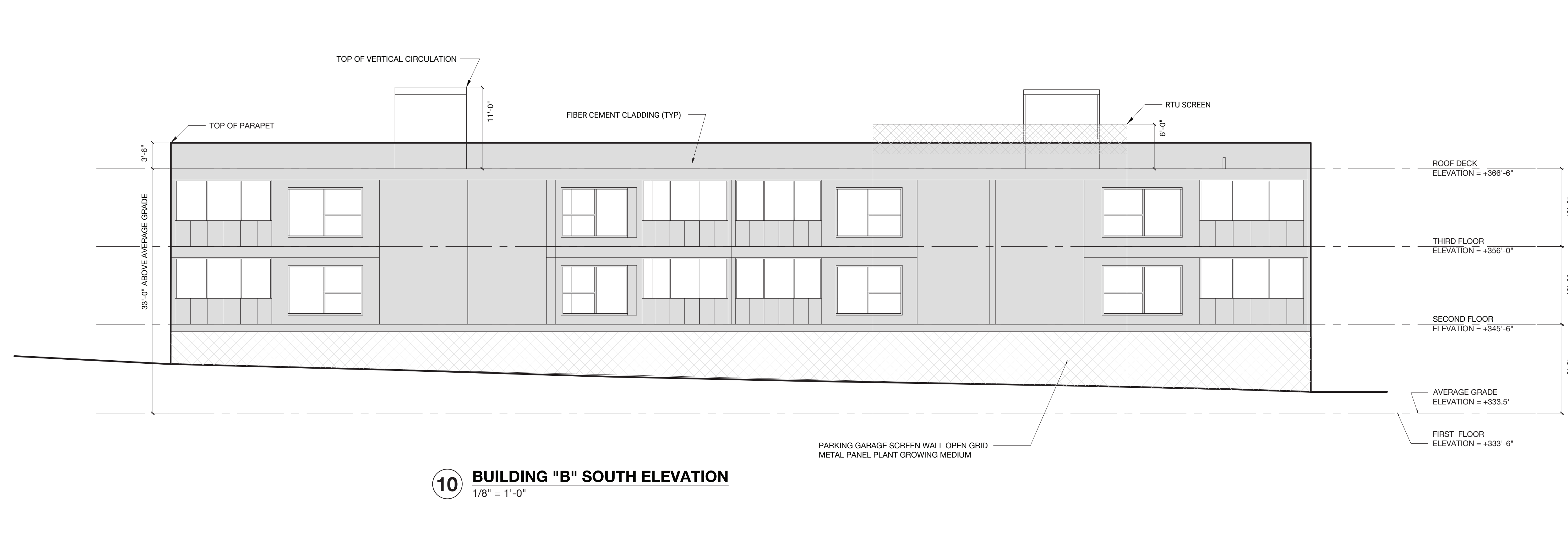
SCALE = 1/8" = 1'-0"

REVISIONS	
NO.	NAME
1	07.16.2021
2	09.27.2021
3	11.05.2021



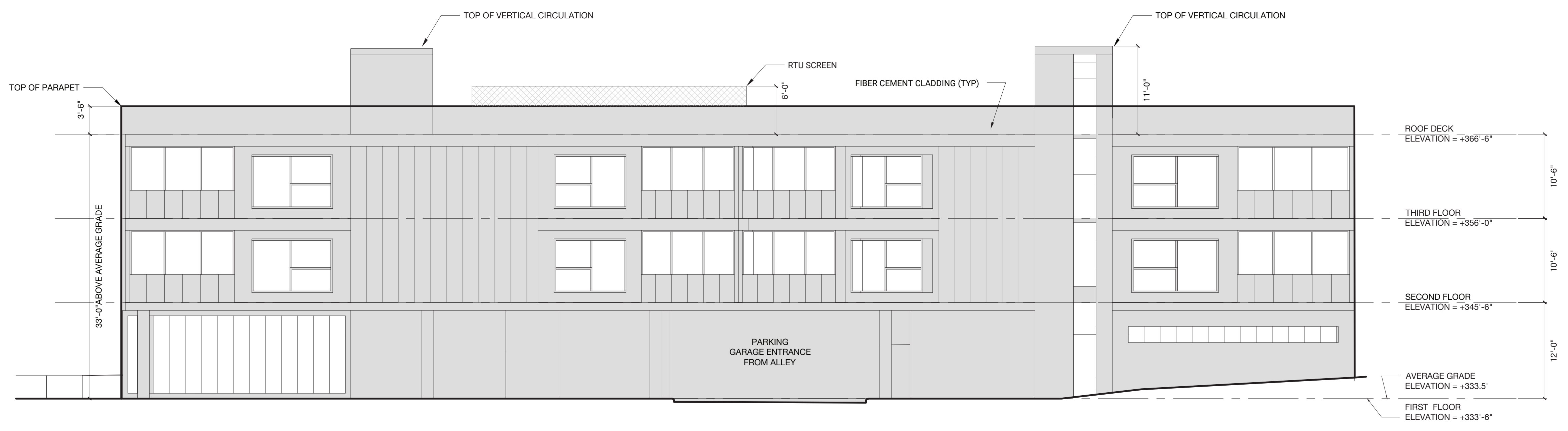


REVISIONS	
NO.	NAME
1	07.16.2021
2	09.27.2021
3	11.05.2021

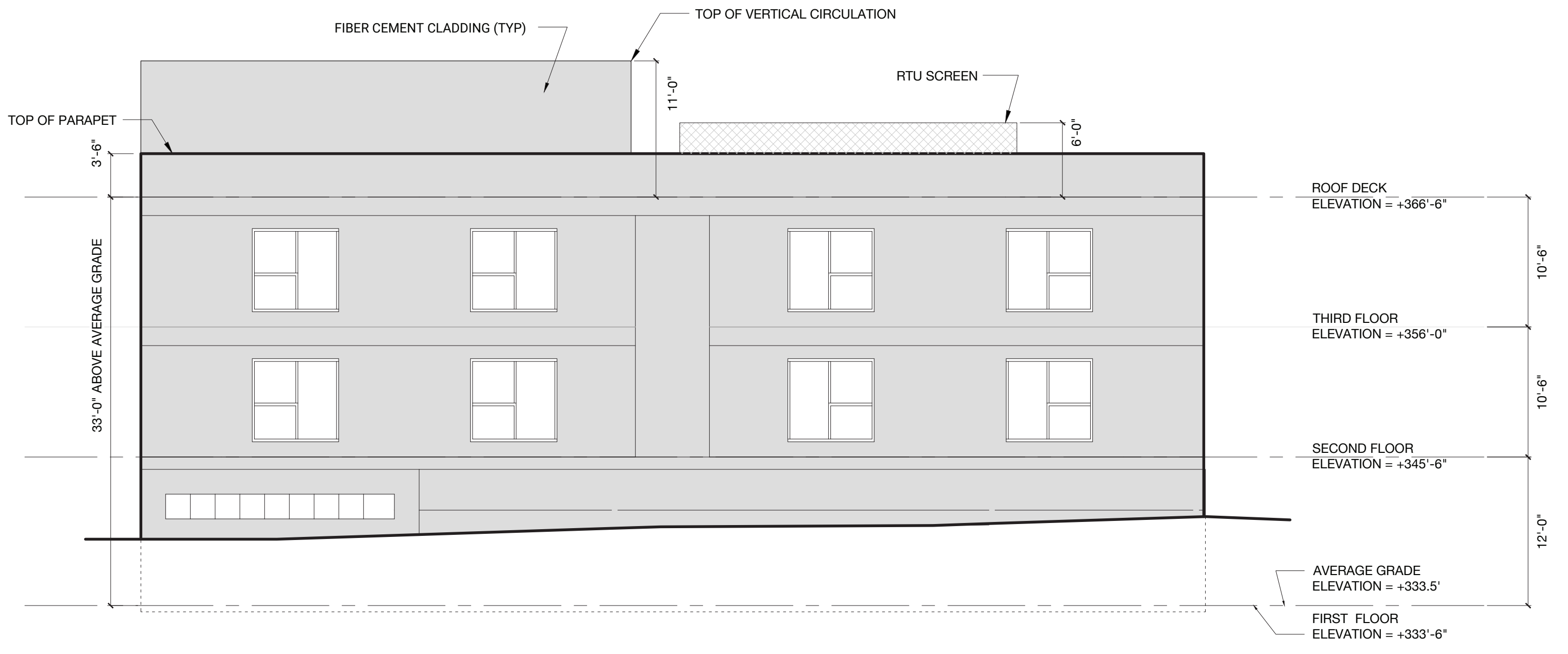
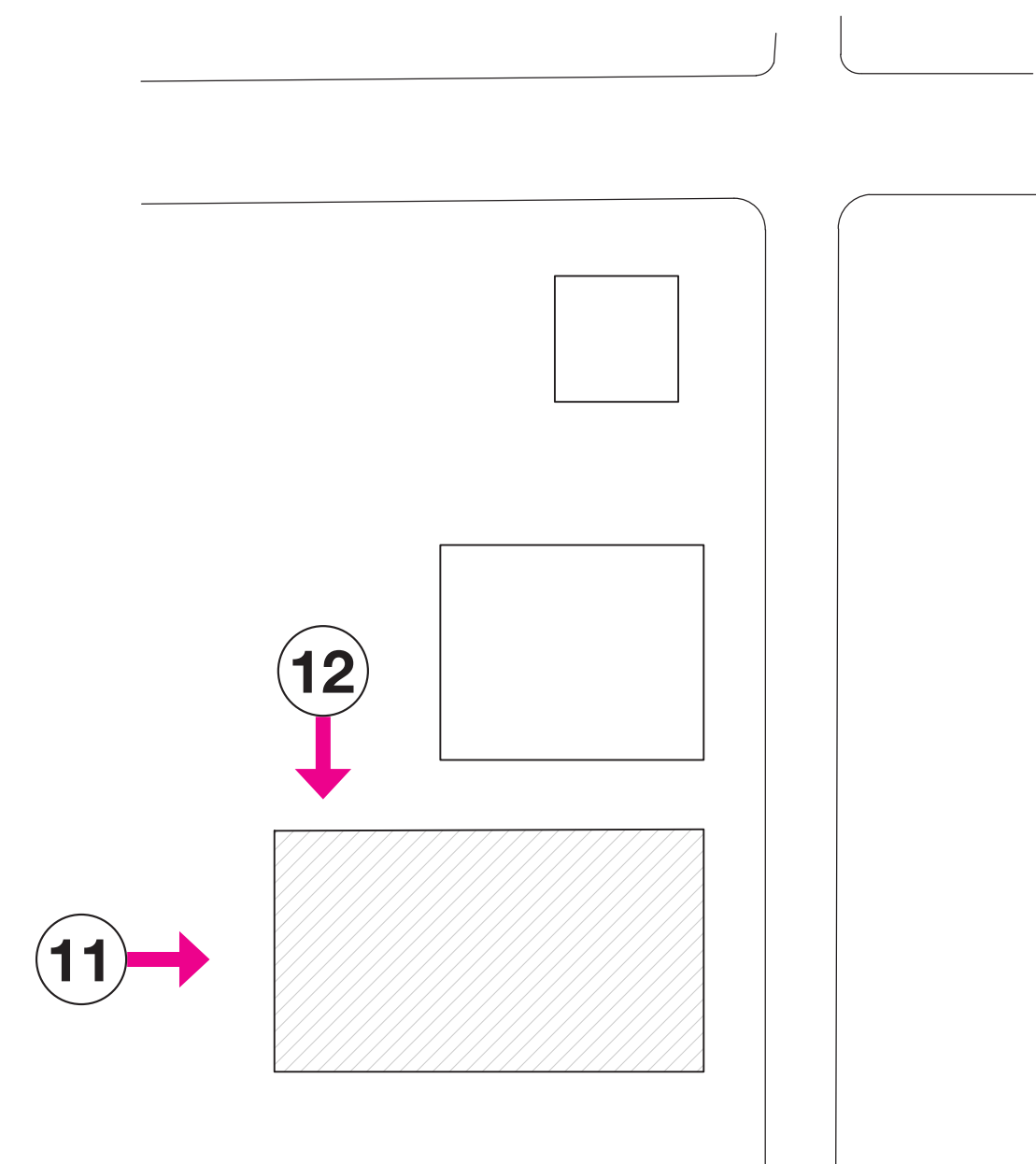




REVISIONS	
NO.	NAME
1	07.16.2021
2	09.27.2021
3	11.05.2021



**12** **BUILDING "B" NORTH ELEVATION**  
1/8" = 1'-0"



**11** **BUILDING "B" WEST ELEVATION**  
1/8" = 1'-0"