

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 checked="" type="checkbox"/> Tier Three Site Plan <input type="checkbox"/>	
Building Type	
<input type="checkbox"/> Detached	<input type="checkbox"/> General
<input type="checkbox"/> Attached	<input type="checkbox"/> Mixed use
<input type="checkbox"/> Apartment	<input type="checkbox"/> Open lot
<input type="checkbox"/> Townhouse	<input checked="" type="checkbox"/> Civic
Site Transaction History	
Subdivision case #: _____	
Scoping/sketch plan case #: _____	
Certificate of Appropriateness #: _____	
Board of Adjustment #: _____	
Zoning Case #: _____	
Administrative Alternate #: _____	
GENERAL INFORMATION	
Development name: Saint Mary's School Pittman Auditorium Renovation	
Inside City limits? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Property address(es): 900 Hillsborough Street	
Site P.I.N.(s): 1703390938	
Please describe the scope of work. Include any additions, expansions, and change of use. Proposed renovations of and building additions for the existing Pittman Auditorium building on the campus of Saint Mary's School and associated site improvements.	
Current Property Owner/Developer Contact Name: Eric Poss	
NOTE: please attach purchase agreement when submitting this form.	
Company: Saint Marys College	Title: _____
Address: 900 Hillsborough St Raleigh, NC 27603	
Phone #: 919-424-4000	Email: EPoss@sms.edu
Applicant Name: Rob Caudle, PE	
Company: WithersRavenel	Address: 137 S Wilmington St, Suite 200, Raleigh, NC 27601
Phone #: 919-238-0359	Email: rcaudle@withersravenel.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): OX-3 (25.17 ac), R-6 (0.11 ac)	Existing gross floor area (not to be demolished): 7,050 sf
	Existing gross floor area to be demolished: 0 sf
Gross site acreage: 25.28 ac	New gross floor area: 13,695 sf
# of parking spaces required: 134 spaces	Total sf gross (to remain and new): 20,745 sf
# of parking spaces proposed: 0 spaces (300 spaces existing)	Proposed # of buildings:
Overlay District (if applicable): N/A	Proposed # of stories for each:
Existing use (UDO 6.1.4): School, Private (9-12)	
Proposed use (UDO 6.1.4): School, Private (9-12)	

STORMWATER INFORMATION

Existing Impervious Surface: Acres: <u>10.30</u> Square Feet: <u>448,838</u>		Proposed Impervious Surface: Acres: <u>10.52</u> Square Feet: <u>458,207</u>	
Is this a flood hazard area? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please provide: _____			
Alluvial soils: <u>N/A</u>			
Flood study: <u>5/2/2006</u>			
FEMA Map Panel #: <u>3720170300J, 3720170400J</u>			
Neuse River Buffer Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Wetlands Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

RESIDENTIAL DEVELOPMENTS

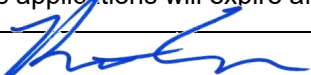
Total # of dwelling units:			Total # of hotel units:	
# of bedroom units: 1br	2br	3br	4br or more	
# of lots:	Is your project a cottage court? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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, Robert Caudle, PE 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.

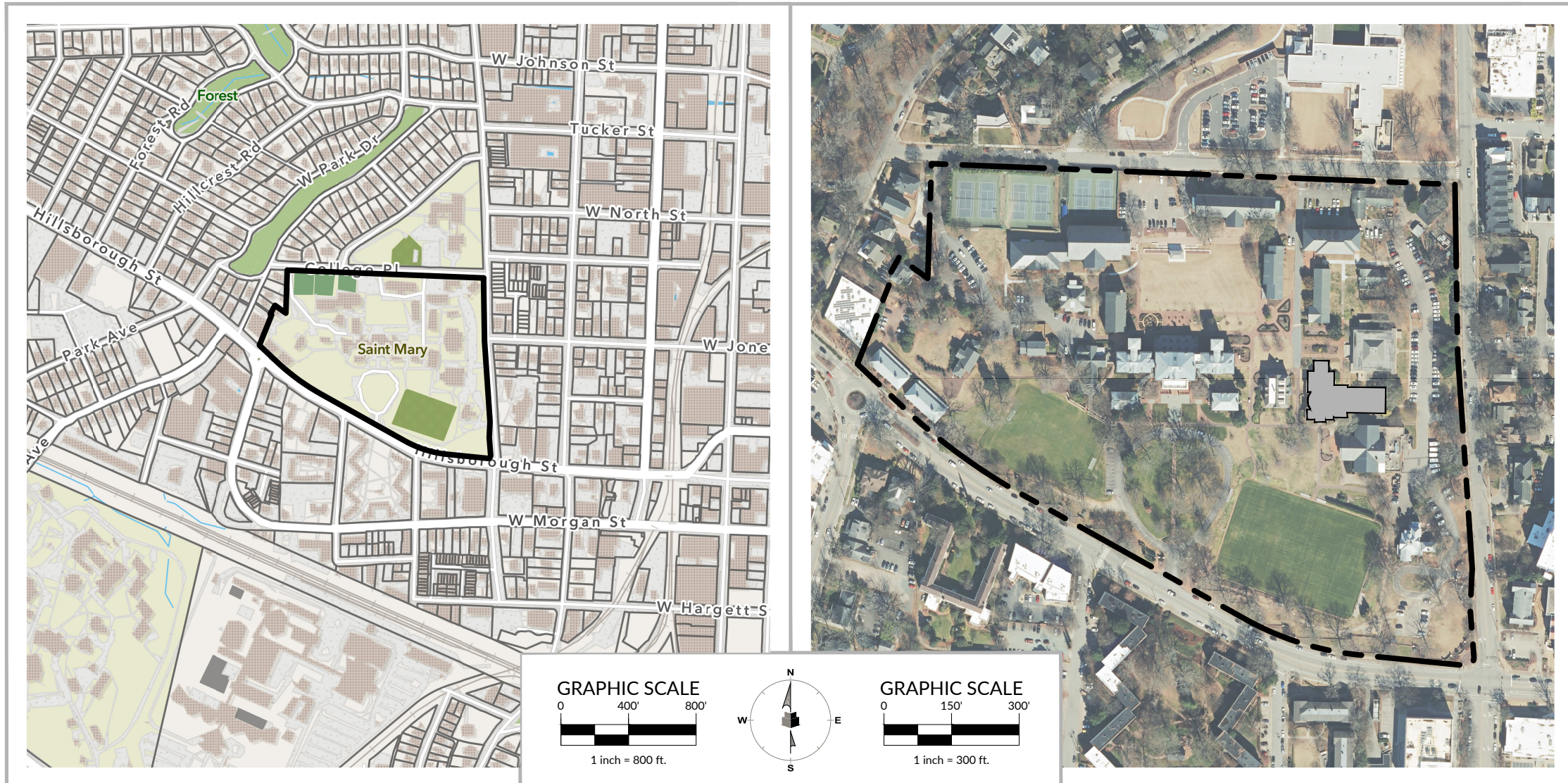
I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use. I acknowledge that this application is subject to the filing calendar and submittal policy, which states applications will expire after 180 days of inactivity.

Signature: 	Date: <u>4/29/22</u>
Printed Name: <u>Robert Caudle, PE</u>	

GENERAL NOTES

1. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH AND NCDOT STANDARDS AND SPECIFICATIONS IF APPLICABLE.
2. THE CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FOR ANY WORK WHICH REQUIRES THE CLOSURE OF A TRAVEL LANE(S), PARKING SPACE, OR SIDEWALK FROM RIGHT-OF-WAY SERVICES AT LEAST 48 HOURS IN ADVANCE.
3. ALL PROPOSED PLANS FOR PUBLIC AND PRIVATE STREETS OR UTILITIES SHOWN ON THIS PLAN ARE REQUIRED. THEY MAY NOT BE APPROVED BY THE PUBLIC WORKS DEPARTMENT AND PUBLIC UTILITIES DEPARTMENT PRIOR TO ISSUANCE OF PERMITS OR RECORDING OF ANY PLAN FOR THIS DEVELOPMENT.
4. FIELD ADJUSTMENTS TO THIS PLAN MAY BE REQUIRED BY CITY OF RALEIGH INSPECTOR AS NEEDED DURING CONSTRUCTION.
5. ALL SURVEY INFORMATION PROVIDED TO WITHERSRAVENEL, RALEIGH, NORTH CAROLINA OFFICE BY CARY, NORTH CAROLINA OFFICE IN DIGITAL FORMAT AND SUPPLEMENTAL INFORMATION WAS OBTAINED FROM WAKE COUNTY GIS.
6. ALL PROPOSED CURB AND GUTTER WITHIN PUBLIC RIGHT OF WAY SHOWN ON PLANS TO BE 30" CITY OF RALEIGH STANDARD CONCRETE CURB AND GUTTER, AND ALL OTHER PROPOSED CURB AND GUTTER TO BE 24" CONCRETE CURB AND GUTTER UNLESS OTHERWISE STATED ON PLANS.
7. ALL DIMENSIONS SHOWN ARE TO BACK OF CURB, UNLESS OTHERWISE STATED ON PLANS.
8. WITHIN THE SIGHT TRIANGLES SHOWN ON THIS PLAN, NO OBSTRUCTION BETWEEN 2 FEET AND 8 FEET IN HEIGHT ABOVE THE CURB LINE ELEVATION SHALL BE LOCATED IN WHOLE OR PART. OBSTRUCTIONS INCLUDE BUT ARE NOT LIMITED TO ANY BERM, FOLIAGE, FENCE, WALL, SIGN, OR PARKED VEHICLE.
9. UNLESS NOTED, ACCESS ROUTE FOR EMERGENCY VEHICLES SHALL PROVIDE AN INSIDE TURNING RADIUS OF 25' MINIMUM.
10. ALL HVAC UNITS SHALL BE SCREENED FROM VIEW OF THE PUBLIC RIGHT OF WAY.
11. CONTRACTOR TO FIELD LOCATE AND VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES TO LANDSCAPE ARCHITECT PRIOR TO ANY CONSTRUCTION ACTIVITIES. CONTACT NC ONE AT 811 FOR FIELD LOCATION OF UNDERGROUND UTILITIES.
12. HANDICAP PARKING SPACE(S) AND HC ACCESS AISLE(S) SHALL BE NO GREATER THAN TWO PERCENT (2%) PITCH IN ANY DIRECTION(S) AS PER ADA STANDARDS.
13. PROVIDE SIGNAGE AND STRIPING OF HANDICAP SPACES AS PER ADA STANDARDS.
14. ALL RETAINING WALLS GREATER THAN 30" IN HEIGHT TO INCLUDE SAFETY RAIL OR FENCE. NO RETAINING WALLS ARE PERMITTED TO THE RIGHT-OF-WAY UNLESS APPROVED BY ENCROACHMENT.
15. THE MINIMUM CORNER CLEARANCE FROM THE CURB LINE OF INTERSECTING STREETS SHALL BE AT LEAST 50 FEET FROM THE POINT OF TANGENCY OF THE CURB FOR MIXED-USE/COMMERCIAL DRIVEWAY. NO DRIVEWAYS SHALL ENCRUCH ON THIS MINIMUM CORNER CLEARANCE.
16. WC ACCESS RAMPS WILL BE PROVIDED IN ACCORDANCE WITH CITY OF RALEIGH PUBLIC WORKS DEPARTMENT STANDARDS, PROWAG STANDARDS AND ADAAG SPECIFICATIONS
17. ALL RAMPS AND HANDRAILS SHALL BE CONFORM TO ANSI STANDARDS.
18. ALL ABOVE GROUND UTILITY DEVICES (TO INCLUDE BUT NOT LIMITED TO TELEPHONE AND CABLE TELEVISION) ELECTRICITY, BACKFLOW DEVICE HOTBOX, ETC) SHALL BE SCREENED FROM OFF-SITE VIEW BY EVERGREEN SHRUBS, FENCE, OR WALL.
19. ALL SIDEWALKS MUST BE ACCESSIBLE TO PERSONS WHO ARE BLIND, HAVE LOW VISION AND PEOPLE WITH MOBILITY DISABILITIES. PEDESTRIAN EXISTING ROUTES AND ALTERNATE PEDESTRIAN ROUTES DURING CONSTRUCTION WILL BE REQUIRED TO BE COMPLIANT WITH THE PUBLIC RIGHTS OF WAY ACCESSIBILITY GUIDELINES (PPOWAG), 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN AND THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
20. IF UNFORESEEN CONDITIONS DEVELOP DURING CONSTRUCTION, REFER TO "CITY OF RALEIGH STREET DESIGN MANUAL" AND CONTACT PUBLIC WORKS DEPARTMENT FOR FURTHER GUIDANCE.
21. PRIOR TO SET OF CONSTRUCTION, THE CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE CITY OF RALEIGH PUBLIC WORKS DEPARTMENT / TRANSPORTATION FIELD SERVICES STAFF TO REVIEW THE SPECIFIC COMPONENTS OF THE PLAN AND OPERATION OF THESE FACILITIES DURING CONSTRUCTION. CONTACT ENGINEERING INSPECTIONS AT 919.996.2409 TO SET UP THE MEETING.
22. THE CONTRACTOR SHALL CONDUCT THE WORK IN A SAFE MANNER AND WITH A MINIMUM AMOUNT OF INCONVENIENCE TO TRAFFIC.
23. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL AND SHALL ADHERE TO THE PROVISIONS OF THE MUTCD (MOST CURRENT EDITION).
24. ANY TEMPORARY STREET CLOSURE SHALL BE FOR A MINIMUM OF 2 WEEKS PRIOR TO THE START OF WORK. SEE "RIGHT-OF-WAY CLOSURES" ON WWW.RALEIGHNC.GOV. COMPLETE AND SEND THE RIGHT-OF-WAY OBSTRUCTION PERMIT TO RIGHTOFWAYSERVICES@RALEIGHNC.GOV.
25. PRIOR TO CONSTRUCTION BEGINNING, ALL SIGNAGE AND TRAFFIC CONTROL SHALL BE IN PLACE.

SITE MAP



SOLID WASTE INSPECTION STATEMENT

1. THE EXISTING SOLID WASTE COLLECTION SERVICES WILL BE UTILIZED FOR THE PROPOSED BUILDING ADDITION. NO CHANGES TO THE EXISTING SOLID WASTE COLLECTION STRATEGY ARE PROPOSED.
2. THE DEVELOPER WILL COMPLY WITH ALL REQUIREMENTS SET FORTH IN THE SOLID WASTE MANUAL.

FIRE DEPARTMENT NOTES

1. THE APPARATUS ROAD SURFACE IS REQUIRED TO BE WITHIN 250 FEET (NFPA 13 SPRINKLER SYSTEM PROPOSED)
2. FIRE HYDRANT SHALL BE LOCATED WITHIN 600' AS MEASURED ALONG THE PATH OF APPARATUS ACCESS ROAD (NCFE 507.5.1).
3. ALL NEW FIRE HYDRANTS SHALL BE EQUIPPED WITH NST THREADS AND WITH A 5 INCH STORZ CONNECTION.
4. FIRE FLOW ANALYSIS MUST BE PROVED AT TIME OF BUILDING PERMITS PER THE 2018 NCFE, SECTION 507.3.

RIGHT-OF-WAY OBSTRUCTION NOTES

1. PRIOR TO ANY WORK THAT IMPACTS THE RIGHT-OF-WAY, CLOSING OR DETOURING OF ANY STREET, LANE,
2. OR SIDEWALK, THE CONTRACTOR MUST APPLY FOR A PERMIT WITH RIGHT-OF-WAY SERVICES. PLEASE
3. DIRECT ANY QUESTIONS TO RIGHTOFWAYSERVICES@RALEIGHNC.GOV.
4. THE CITY OF RALEIGH REQUIRES AN APPROVED RIGHT-OF-WAY PERMIT FOR WORK ON ANY PUBLIC
5. STREET OR SIDEWALK AND NCDOT ROAD WITHIN RALEIGH'S JURISDICTION.
6. A PERMIT REQUEST WITH A TCPEP PLAN SHALL BE SUBMITTED TO RIGHT-OF-WAY SERVICES THROUGH
7. THE CITY OF RALEIGH PERMIT 71 PORTAL.
8. PRIOR TO THE START OF WORK, THE CLIENT SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE
9. ENGINEERING INSPECTIONS COORDINATOR TO REVIEW THE SPECIFIC COMPONENTS OF THE APPROVED
10. PLAN, AND ENSURE ALL PERMITS ARE ISSUED.
11. ALL TCPEP PLANS SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL REQUIREMENTS AND
12. STANDARDS, INCLUDING BUT NOT LIMITED TO:
13. MANUAL ON UNIFORM TRAFFIC CONTROL (MUTCD);
14. PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG);
15. AMERICAN DISABILITY ACT (ADA) REQUIREMENTS;
16. RALEIGH STREET DESIGN MANUAL (RSDM).
17. ALL PUBLIC SIDEWALKS MUST BE ACCESSIBLE TO PEDESTRIANS WHO ARE VISUALLY IMPAIRED AND/OR
18. PEOPLE WITH MOBILITY CONCERNS. EXISTING AND ALTERNATIVE PEDESTRIAN ROUTES DURING
19. CONSTRUCTION SHALL BE REQUIRED TO BE COMPLIANT WITH THE PUBLIC RIGHTS OF WAY
20. ACCESSIBILITY GUIDELINES (PROWAG), THE ADA STANDARDS FOR ACCESSIBLE DESIGN AND THE
21. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
22. ALL PERMITS MUST BE AVAILABLE AND VISIBLE ON SITE DURING THE OPERATION.

CONTACT LIST:

OWNER
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CIVIL ENGINEER
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CJMW Architecture
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edavis@surface678.com

PRELIMINARY
NOT APPROVED FOR
CONSTRUCTION



WithersRavenel
Our People, Your Success

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CJMW
ARCHITECTURE

CONSULTANTS:

Surface

Saint Mary's SCHOOL

TIER 2 SITE PLAN
SAINT MARY'S SCHOOL
PITTMAN AUDITORIUM RENOVATION
WR PROJECT NO. 0919121
MUNICIPALITY: CITY OF RALEIGH
MUNI PRO NO: ASR-0035-202
INITIAL SUBMITTAL: 04/29/202

Surface

Surface 678, P.A.
215 Morris Street, Suite 150
Durham, NC 27701
www.surface678.com
p: 919-419-1199
f: 919-419-1669

CONSULTANTS

REGISTRATION

CLIENT



CJMW
ARCHITECTURE
119 BROOKSTOWN AVE. SUITE 100
WINSTON SALEM, NC 27101

SAINT MARY'S SCHOOL PITTMAN AUDITORIUM

900 Hillsborough Street
Raleigh NC 27603

KEY MAP

NO.	REVISION	DATE
1	SITE PLAN RESUBMITTAL 1	06.30.22
2	SITE PLAN RESUBMITTAL 2	10.14.22

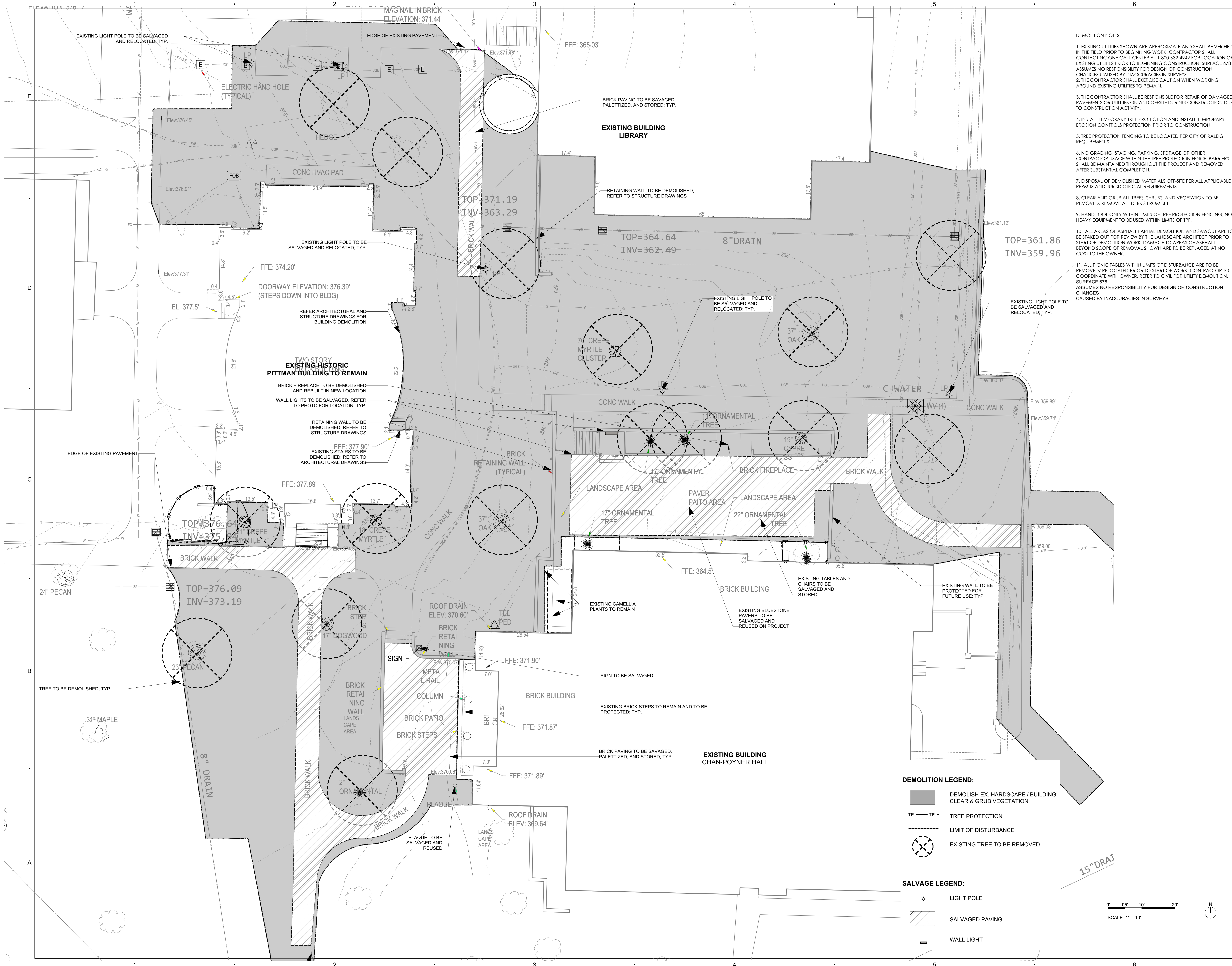
ISSUE:

TIER 2 SITE PLANS

PROJECT NO: A0000
DATE: OCTOBER 14, 2022
DRAWN: KB, CB, SH
CHECKED: ED
SHEET TITLE:

DEMOLITION PLAN

L111



NOT FOR CONSTRUCTION

[illegible]

**SAINT MARY'S SCHOOL -
PITTMAN AUDITORIUM
RENOVATION AND NEW
ADDITION**

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EXTERIOR ELEVATIONS

sheet

A5.01

date: APR 29, 2022

commission: 20-0010

Drawn by:

