

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		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 #: <u>SCOPE-0010-2019</u>	
<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: EMMANUEL ANGLICAN COMMUNITY CHURCH			
Inside City limits? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Property address(es): 4600 & 4602 OLD WAKE FOREST ROAD			
Site P.I.N.(s): 1716-52-7102 & 1716-51-6959			
Please describe the scope of work. Include any additions, expansions, and change of use. DEMOLITION OF EXISTING SINGLE FAMILY RESIDENCE & CONSTRUCTION OF NEW PLACE OF WORSHIP WITH ASSOCIATED PARKING, SIDEWALKS, UTILITIES (INCLUDING SANITARY SEWER EXTENSION), STORM DRAINS, STORMWATER CONTROL MEANSURES, LANDSCAPING AND SITE AMENITIES.			
Current Property Owner/Developer Contact Name: REVEREND LAWRENCE MBUGUA/RICHARD RABON NOTE: please attach purchase agreement when submitting this form.			
Company: EMMANUEL ANGLICAN COMMUNITY CHURCH		Title: REVEREND	
Address: 4038 CEDARBARK DRIVE, MATHEWS, NC 28105-3752			
Phone #: (704) 819-6804		Email: MUHANJIA@YAHOO.COM	
Applicant Name: RICHARD RABON			
Company: ZACKERY MICHAEL		Address: 2449 LYNN ROAD, RALEIGH, NC 27612	
Phone #: (919) 524-1251		Email: richard@zackerymichael.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): R-6	Existing gross floor area (not to be demolished): N/A
	Existing gross floor area to be demolished: 2,478 SF
Gross site acreage: 1.18 ACRES	New gross floor area: 10,537 SF
# of parking spaces required: NO MINIMUM	Total sf gross (to remain and new): 10,537 SF
# of parking spaces proposed: 39 SPACES	Proposed # of buildings: ONE
Overlay District (if applicable): N/A	Proposed # of stories for each: ONE
Existing use (UDO 6.1.4): SINGLE FAMILY	
Proposed use (UDO 6.1.4): PLACE OF WORSHIP	

STORMWATER INFORMATION	
Existing Impervious Surface: Acres: 0.15 AC. Square Feet: 6,372 SF	Proposed Impervious Surface: Acres: 0.66 Ac. Square Feet: 28,771 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"/>

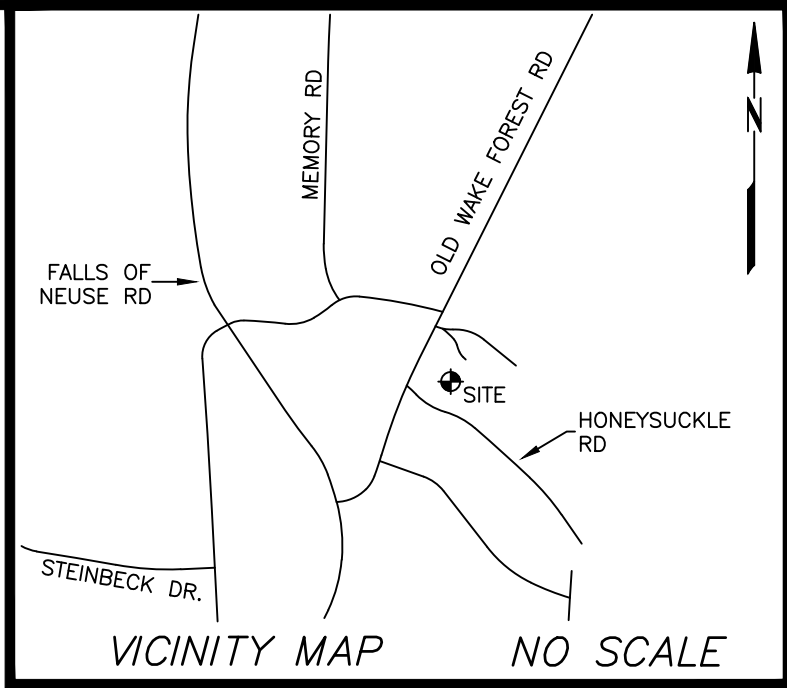
RESIDENTIAL DEVELOPMENTS	
Total # of dwelling units: N/A	Total # of hotel units: N/A
# of bedroom units: 1br 2br 3br 4br or more	
# of lots:	Is your project a cottage court? Yes <input type="checkbox"/> No <input type="checkbox"/>

SIGNATURE BLOCK	
<p>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.</p> <p>I, <u>ED SCONFENZA, P.E.</u> 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.</p> <p>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.</p>	
Signature: <u>Richard Rabon</u>	Date: <u>5/5/22</u>
Printed Name: RICHARD RABON / ZACKERY MICHAEL	

EMMANUEL ANGLICAN COMMUNITY CHURCH

4600 & 4602 OLD WAKE FOREST ROAD

Raleigh, North Carolina



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Site Plan Tier:	Tier Two Site Plan <input checked="" type="checkbox"/>	Tier Three Site Plan <input type="checkbox"/>										
<table><tr><th>Building Type</th><th>Site Transaction History</th></tr><tr><td><input type="checkbox"/> Detached</td><td><input checked="" type="checkbox"/> General</td></tr><tr><td><input type="checkbox"/> Attached</td><td><input type="checkbox"/> Mixed use</td></tr><tr><td><input type="checkbox"/> Apartment</td><td><input type="checkbox"/> Open lot</td></tr><tr><td><input type="checkbox"/> Townhouse</td><td><input type="checkbox"/> Civic</td></tr></table>			Building Type	Site Transaction History	<input type="checkbox"/> Detached	<input checked="" 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 type="checkbox"/> Civic
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Zoning Case #:												
Administrative Alternate #:												

GENERAL INFORMATION	
Development name: EMMANUEL ANGLICAN COMMUNITY CHURCH	
Inside City limits? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
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Please describe the scope of work. Include any additions, expansions, and change of use.
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Phone #: (704) 819-6804	Email: MUHANJIA@YAHOO.COM
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REVISION 02.19.21

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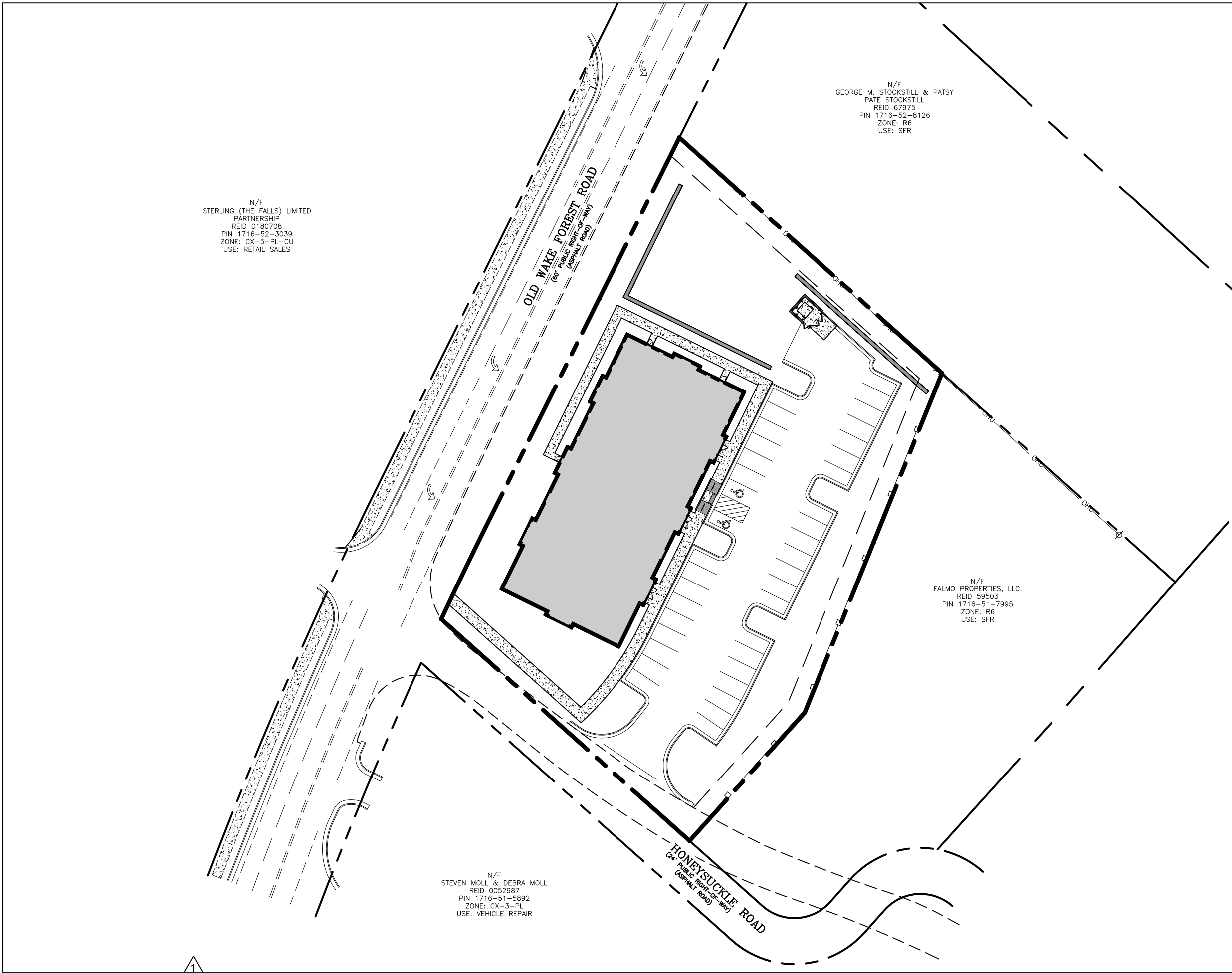
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(Applicable to all developments)	
case provide the:	Existing gross floor area (not to be demolished):
	N/A
	Existing gross floor area to be demolished:
	2,478 SF
New gross floor area: 10,537 SF	
Total sq gross (to remain and new): 10,537 SF	
Proposed # of buildings: ONE	
Proposed # of stories for each: ONE	

STORMWATER INFORMATION	
Proposed Impervious Surface:	
Feet: 6,372 SF	Acres: 0.66 Ac
Feet: 6,372 SF	Square Feet: 28,771 SF
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
No <input checked="" type="checkbox"/> Wetlands	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

RESIDENTIAL DEVELOPMENTS	
Total # of hotel units: N/A	
# of	# of
# of	# of
Is your project a cottage court? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

SIGNATURE BLOCK	
I, the undersigned, am the owner of the property and I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.	
I will serve as the agent regarding this application, and will receive, file, resubmit plans and applicable documentation, and will represent the property owner in this application.	
I am that this project is conforming to all applicable requirements applicable with the UDO and that this application is subject to the timing calendar and automatic policy.	
Date: 5/5/22	
ZACKERY MICHAEL	

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TREE CONSERVATION EXEMPTION
(UDO SECTION 9.1.2 APPLICABILITY)

"PRIOR TO APPROVAL OF ANY...TIER 2 OR TIER 3 SITE PLAN FOR A PARCEL 2 ACRES OR GREATER, TREE CONSERVATION MUST BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF THIS UDO..."

SINCE THIS PARCEL IS LESS THAN 2 ACRES, THE REQUIREMENT TO PROVIDE TREE CONSERVATION DOES NOT APPLY.

TIER TWO SITE PLAN DETERMINATION
(UDO SECTION 10.2.8.B.2.g.)

i. THE CONSTRUCTION, RECONSTRUCTION, ADDITION, REPAIR, ALTERATION DEMOLITION, OR REPLACEMENT OF ANY BUILDING, STRUCTURE, OR PARKING FACILITY WHERE THE INCREASE IN SQUARE FOOTAGE IS MORE THAN 4,000 SQUARE FEET BUT LESS THAN 10,000 SQUARE FEET OR MORE THAN 10% BUT LESS THAN 25% OF THE EXISTING SQUARE FOOTAGE, WHICHEVER IS GREATER.

WE ARE REPLACING AN EXISTING 2,478 SQUARE FOOT BUILDING WITH A 10,537 SQUARE FOOT BUILDING FOR A NET INCREASE OF 8,059 SQUARE FEET. THEREFORE THIS SITE PLAN IS SUBJECT TO TIER TWO SITE PLAN APPROVAL REQUIREMENTS.

DRAWING INDEX	
PA 1.0	COVER SHEET
PA 1.1	EXISTING CONDITIONS & DEMOLITION PLAN
PA 2.0	SITE LAYOUT PLAN
PA 3.0	GRADING PLAN
PA 3.1	SCM PLAN
PA 4.0	UTILITY PLAN
PA 4.1	SITE LIGHTING PLAN
PA 4.2	FIRE ACCESS PLAN
PA 5.0	TREE CONSERVATION & LANDSCAPE PLAN
PA 6.0	DETAILS
PA 6.1	DETAILS
A 1.01	BUILDING ELEVATIONS & FLOOR PLAN

STREET TYPOGRAPHY				
STREET NAME	STREET TYPE	EX ROW	FUTURE ROW	FUTURE DEDICATION
OLD WAKE FOREST RD	AVE 2 LANE DIVIDED	60'	81'	10.5'
HONEYSUCKLE RD	NEIGHBORHOOD YIELD	24'	55'	16.5'

PARKING REQUIREMENT
(UDO SECTION 7.1.2.C PER TC-11-2021)

VEHICAL PARKING:	30 REQ'D
SHORT TERM BICYCLE:	NONE
LONG TERM BICYCLE:	NONE
SITE PLAN GROUP:	TIER 2

OWNER:
EMMANUEL ANGLICAN COMMUNITY CHURCH
ATTN: REV LAWRENCE MBUGUA
4038 CEDARBARK DRIVE
RALEIGH, NC 27612
PHONE: (704) 819-6804
EMAIL: muhanjia@yahoo.com

DEVELOPER:
ZACKERY MICHAEL
ATTN: RICHARD RABON
2449 LYNN ROAD
RALEIGH, NC 27612
PHONE: (919) 524-1251
EMAIL: richard@zackerymichael.com

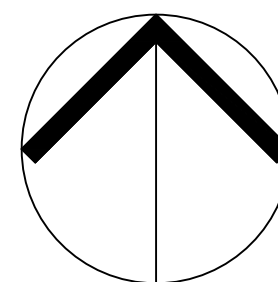
CONTACT:
ED SCOFIENZA, P.E.
THE SITE GROUP, PLLC
1111 OBERLIN ROAD
RALEIGH, NC 27605
PHONE: (919) 835-4787
FAX: (919) 839-2255
EMAIL: ed@thesitegroup.net

SITE DATA SUMMARY

PROJECT NAME:	EMMANUEL ANGLICAN COMMUNITY CHURCH
SITE ADDRESS:	4600 & 4602 OLD WAKE FOREST RD.
JURISDICTION:	CITY OF RALEIGH
CURRENT ZONING:	R-6
OVERLAY DISTRICT:	N/A
TOTAL LOT ACREAGE:	1.18 AC./51,348 SF.
PROPOSED ROW DEDICATION	0.11 AC./4,932 SF
NET LOT AREA	1.07 AC / 46,416 SF
EXISTING IMPERVIOUS AREA:	6372 SF. (12.4%)
PROPOSED IMPERVIOUS AREA:	28,750 SF. (56%)
TOTAL DISTURBED AREA:	1.14 AC
CURRENT USE:	SINGLE FAMILY RESIDENTIAL
PROPOSED USE:	PLACE OF WORSHIP
SITE PLAN GROUP:	TIER TWO
OUTDOOR AMENITY AREA REQUIRED:	N/A
PARKING SUMMARY:	
BASIS OF DETERMINATION:	PLACE OF WORSHIP
PARKING REQUIRED:	(1 SPACE / 4 SEATS): 30 REQ'D
BICYCLE PARKING	NONE REQUIRED
PARKING PROVIDED:	38 SPACES
ADA PARKING REQUIRED:	2 SPACES
ADA PARKING PROVIDED	2 SPACES
BUILDING SETBACKS:	
PRIMARY STREET:	10'
SIDE STREET:	10'
SIDE LOT LINE:	6'
REAR LOT LINE:	6'

GENERAL NOTES

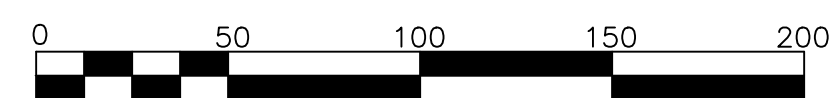
- ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF RALEIGH AND THE STATE OF NORTH CAROLINA STANDARDS AND SPECIFICATIONS.
- CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (811) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
- CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR CONFLICTS PRIOR TO BEGINNING CONSTRUCTION.
- BOUNDARY AND SURVEY INFORMATION IS TAKEN FROM A SURVEY BY TRIANGLE SURVEYORS, DATED MARCH 1, 2021, AND SURVEY BY BNK DATED FEBRUARY 25, 2020. ADDITIONAL PROPERTY INFORMATION IS TAKEN FROM CITY OF RALEIGH GIS.
- ALL CONSTRUCTION SHALL CONFORM TO A.D.A. STANDARDS.



NORTH
COVER
SHEET

ASR-XXXX-2022

SCALE: 1" = 50' (DRAWING SCALED FOR 24x36 INCH PLOTS)



NOT FOR CONSTRUCTION

THE SITE GROUP
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS
1111 OBERLIN ROAD
RALEIGH, NC 27605-1136 USA
Office: 919.835.4787
Fax: 919.839.2255
E Mail: bdm@thesitegroup.net

SITE PLANS FOR:
EMMANUEL ANGLICAN
COMMUNITY CHURCH
4600 & 4602 OLD WAKE FOREST RD.
RALEIGH, NORTH CAROLINA

Drawn By: NLH
Checked By: EFS

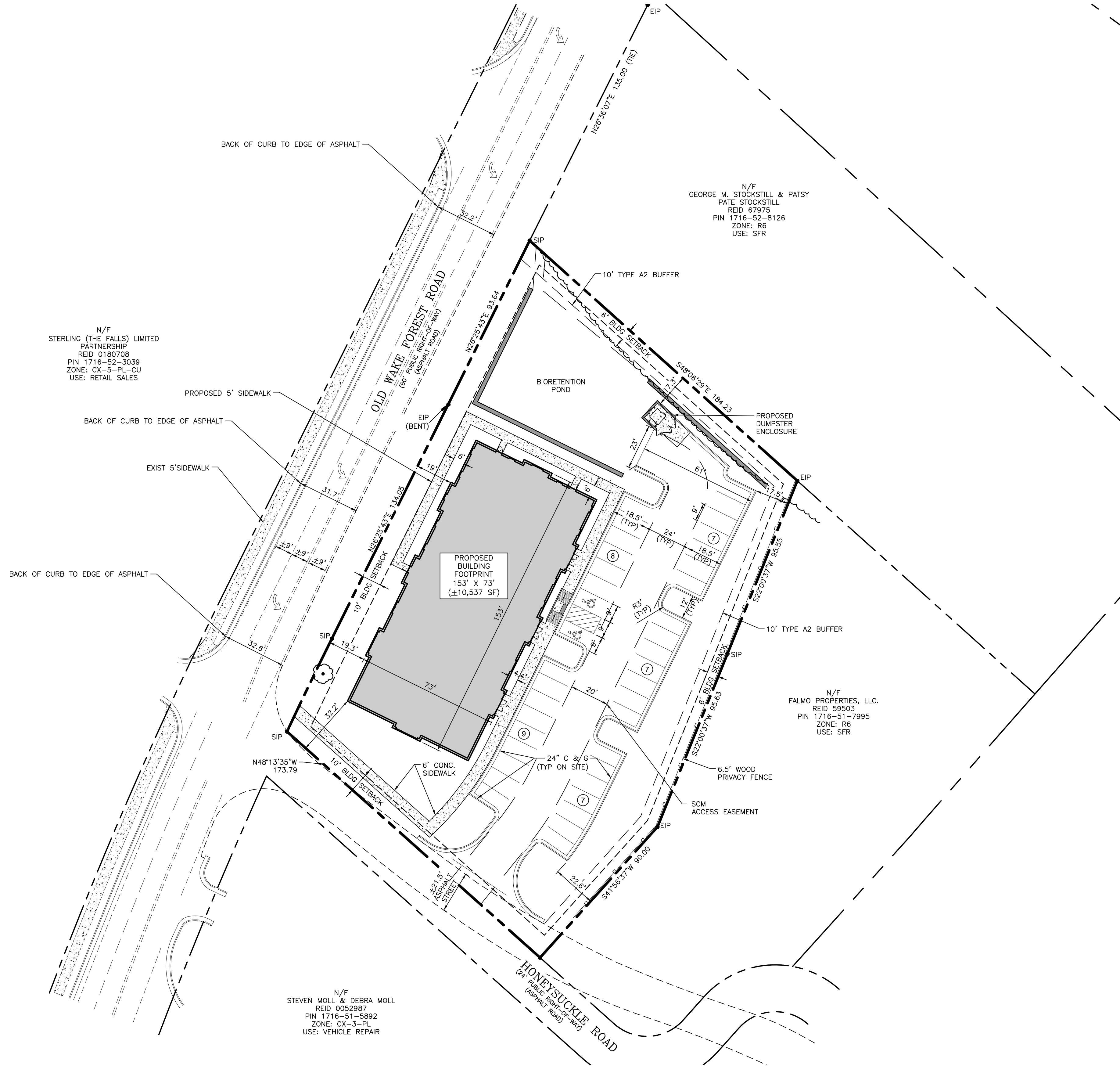
DATE:
09 MAY 2022

ADMINISTRATIVE
SITE REVIEW

COVER
SHEET

Job Code: ZMEACC

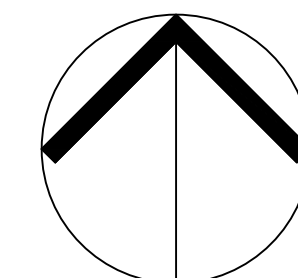
Dwg No.
PA
1.0



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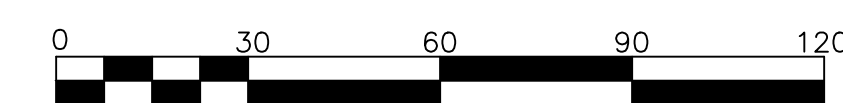
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LEGEND	
	PROPERTY BOUNDARY
	ADJACENT LOT LINE
	EX. EASEMENT
	EXISTING STORM
	EXISTING WATER LINE
	PROPOSED WATER LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD POWER
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER



NORTH
SITE
LAYOUT PLAN

SCALE: 1" = 30' (DRAWING SCALED FOR 24x36 INCH PLOTS)



NOT FOR CONSTRUCTION

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ADMINISTRATIVE
SITE REVIEW

SITE
LAYOUT
PLAN

Job Code: ZMEACC

Dwg No.
**PA
2.0**

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