

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): _____

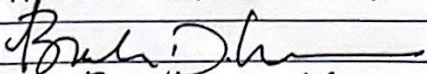
Please review UDO Section 10.2.8. as amended by text change case [TC-14-19](#) to determine the site plan tier. If assistance determining a Site Plan Tier is needed a Site Plan Tier Verification request can be submitted online via the [Permit and Development Portal](#). (Note: There is a fee for this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

Site Plan Tier: Tier Two Site Plan		Tier Three Site Plan	
Building Type		Site Transaction History	
Detached	General	Subdivision case #: _____	
Attached	Mixed use	Scoping/sketch plan case #: _____	
Apartment	Open lot	Certificate of Appropriateness #: _____	
Townhouse	Civic	Board of Adjustment #: _____	
		Zoning Case #: _____	
		Administrative 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 change of use. 			
Current Property Owner/Developer Contact Name: NOTE: please attach purchase agreement when submitting this form.			
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 (if more than one, please provide the acreage of each): CX-3-PC-CU	Existing gross floor area (not to be demolished): 0
	Existing gross floor area to be demolished: 0
Gross site acreage: 1.43 AC.	New gross floor area: 11,025 SF.
# of parking spaces required: 46	Total sf gross (to remain and new): 11,025 SF.
# of parking spaces proposed: 49	Proposed # of buildings: 1
Overlay District (if applicable): N/A	Proposed # of stories for each: 1
Existing use (UDO 6.1.4): VACANT	
Proposed use (UDO 6.1.4): COMMERCIAL/MIXED USE	

STORMWATER INFORMATION	
Existing Impervious Surface: Acres: 0.09 Square Feet: 3,909	Proposed Impervious Surface: Acres: 0.77 Square Feet: 33,578
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 #: 3720078600J, 05/02/2006	
Neuse River Buffer Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Wetlands Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

RESIDENTIAL DEVELOPMENTS	
Total # of dwelling units: 6	Total # of hotel units:
# of bedroom units: 1br 6 2br 3br 4br or more	
# of lots:	Is your project a cottage court? Yes <input type="checkbox"/> No <input type="checkbox"/>

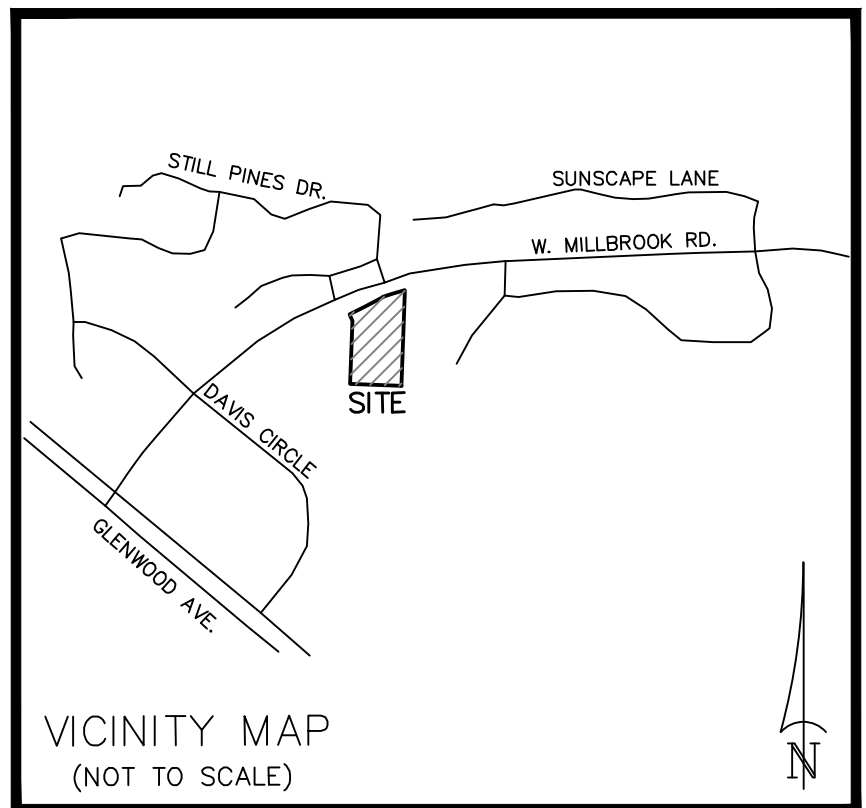
SIGNATURE BLOCK	
The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.	
I, <u>The Site Group</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.	
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: 11 JUNE 2021
Printed Name: <u>Brandon D. Moore</u>	

N SQUARE PATEL LLC

3401 WEST MILLBROOK ROAD

Raleigh, North Carolina

ADMINISTRATIVE SITE REVIEW



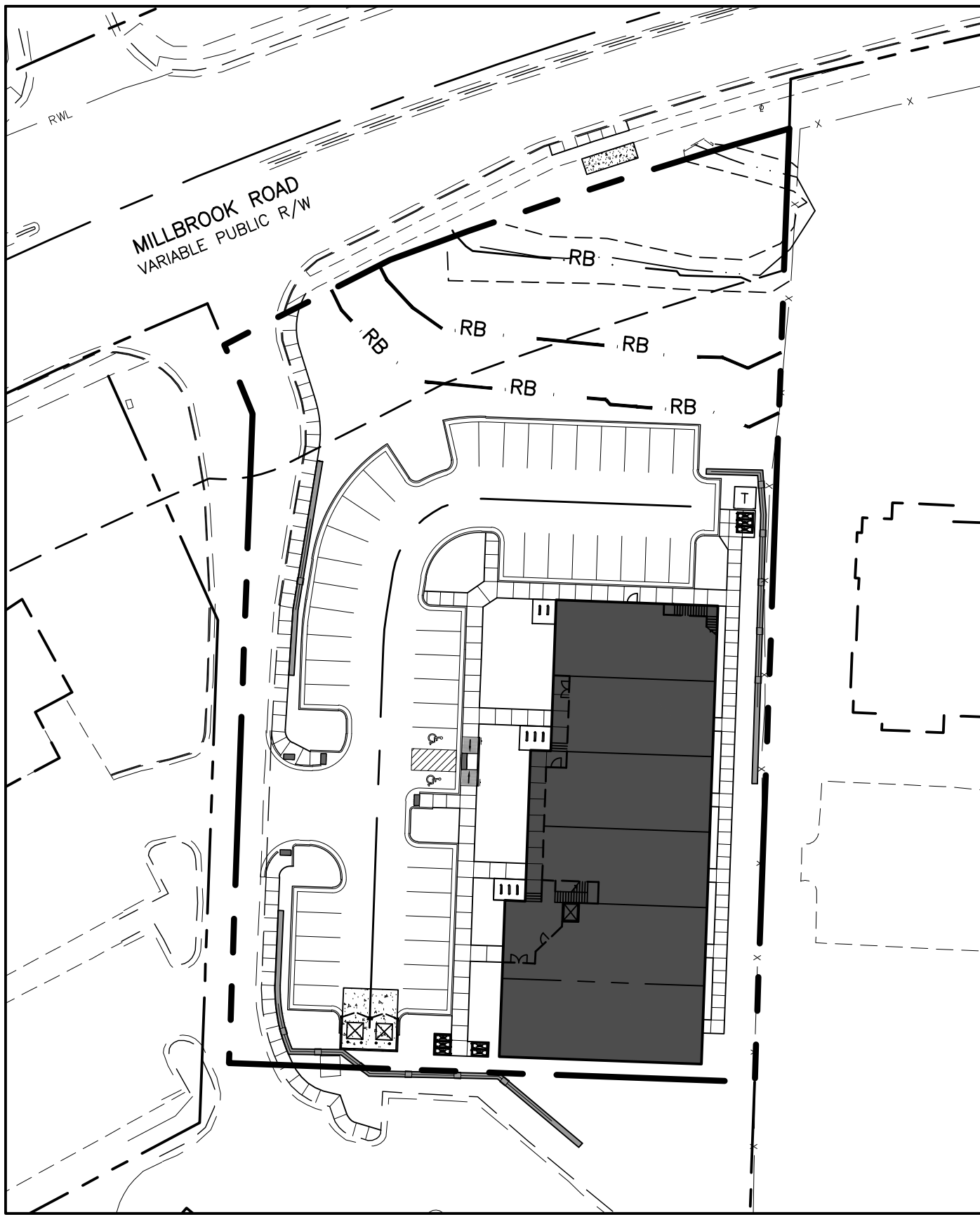
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Office Use Only: Case #: _____ Planner (print): _____

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	<input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> Apartment <input type="checkbox"/> Townhouse	<input type="checkbox"/> General <input checked="" type="checkbox"/> Mixed use <input type="checkbox"/> Open lot <input type="checkbox"/> Civic
Site Transaction History	Subdivision case #: S-24-99, S-122-03 Scoping/sketch plan case #: _____ Certificate of Appropriateness #: _____ Board of Adjustment #: _____ Zoning Case #: _____ Administrative Alternate #: _____	
GENERAL INFORMATION		
Development name: N SQUARE PATEL LLC		
Inside City limits? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Property address(es): 3401 West Millbrook Road		
Site P.I.N.(s): _____		
Please describe the scope of work. Include any additions, expansions, and change of use. This project consists of a construction of a 11, 025 SF commercial building, an underground sand filter, and the required parking and utilities.		
Current Property Owner/Developer Contact Name: _____		
NOTE: please attach purchase agreement when submitting this form.		
Company: Runyans Architecture		Title: Architect/Developer
Address: _____		
Phone #: 919-326-9431		Email: runyans.architect@gmail.com
Applicant Name: Brandon Moore, RLA		
Company: The Site Group, PLLC		Address: 1111 Oberlin Road, Raleigh
Phone #: 919-835-4787		Email: bdm@thesitegroup.net



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 DIGITAL SURVEY BY MAERSTAN, PLLC LAND SURVEYORS ON SEPTEMBER 12, 2020.
- ALL CONSTRUCTION SHALL CONFORM TO A.D.A. STANDARDS.
- A PORTION OF THE PROPERTY IS LOCATED IN THE 100 YEAR FLOOD PLAIN AS SHOWN ON FEMA FIRM MAP NO. 3720078600J EFFECTIVE DATE MAY 2, 2006.

REQUIRED NOTES

- THIS PROJECT IS EXEMPT FROM THE BLOCK PERIMETER REQUIREMENTS BECAUSE THE MINIMUM THRESHOLD FOR APPLICABILITY FOR CX- ZONING IS NOT MET. THIS SITE IS 1.43 ACRES WHICH IS LESS THAN 3 ACRES.
 - A CROSS ACCESS EASEMENT IS PROVIDED TO THE ABUTTING PROPERTIES. THIS MEETS CROSS ACCESS REQUIREMENTS.
 - THIS SITE PROVIDES PEDESTRIAN ACCESS TO THE BUILDING'S FRONTAGE. IT IS EXEMPT FROM PROVIDING FULL ADA ACCESS TO THE RIGHT OF WAY AS THIS SITE PROPOSES A MULTI-UNIT LIVING SPACE WITH 6 DWELLING UNITS.
 - ZONING CONDITIONS Z-14-97:
 - ANY DEVELOPMENT WILL COMPLY WITH CERTIFIED RECOMMENDATION 7170 OF THE RALEIGH PLANNING COMMISSION.
 - GROUND SIGNAGE SHALL BE LIMITED TO LOW-PROFILE SIGNS.THESE PLANS ARE IN COMPLIANCE OF THIS ORDINANCE.
 - A SHOD-3 PROTECTIVE YARD ALONG MILLBROOK ROAD SHALL BE PLANTED AND MAINTAINED, AND THE MINIMUM PROTECTIVE YARD WIDTH DIMENSIONS SHALL BE 40 FEET.
- THE RIPARIAN BUFFER AND STORM DRAINAGE ALONG MILLBROOK ROAD PREVENTS THIS CONDITION FROM FULLY BEING MET. CONTRACTOR WILL VERIFY STREET TREES ARE ADEQUATE OTHERWISE SUPPLEMENTAL TREES WILL BE PLANTED.
- BUILDING HEIGHTS SHALL BE LIMITED TO TWO STORIES, BUT NOT GREATER THAN 30 FEET.
- PROPOSED BUILDING IS TWO STORIES AND BELOW THE 30 FEET THRESHOLD.
- NO MORE THAN TWO ACCESS POINTS SHALL BE PERMITTED ONTO MILLBROOK ROAD.
- THIS PROPERTY UTILIZES THE EXISTING PRIVATE ACCESS EASEMENT. ONLY ONE SHARED ACCESS IS PROVIDED FOR THIS PROPERTY.
- USES DEFINED IN Z-14-97 OTHERWISE PERMITTED IN THOROUGHFARE DISTRICT SHALL BE PROHIBITED ON THIS PROPERTY
- THE PROPOSED USE IS MIXED USE.

SITE DATA SUMMARY

PROJECT NAME:	N SQUARE PATEL LLC
PIN(S):	0786-69-1517
SITE ADDRESS:	3401 WEST MILLBROOK ROAD
JURISDICTION:	CITY OF RALEIGH
ZONING:	CX-3-PK-CU
OVERLAY DISTRICT:	N/A
FRONTAGE REQUIREMENT (-PK):	50' PROTECTIVE YARD
WATERSHED:	CRABTREE CREEK
RIVER BASIN:	NEUSE
TOTAL EXISTING ACREAGE:	1.43 AC./62,290.80 SF.
CURRENT USE:	VACANT
PROPOSED USE:	MIXED USE
EXISTING BUILDING AREA:	0 SF.
NEW BUILDING AREA:	±22,100 SF.
MIN. GROUND STORY HEIGHT/PROPOSED:	11 FT./13.33 FT.
MIN. UPPER STORY HEIGHT/PROPOSED:	9 FT./12.67 FT.
REQUIRED OUTDOOR AMENITY AREA:	6,229 SF. (10%)
PROVIDE OUTDOOR AMENITY AREA:	7,755 SF. (12.4%)
EXISTING IMPERVIOUS AREA:	3,909 SF./ 0.09 AC.
PROPOSED IMPERVIOUS AREA:	33,578 SF./ 0.77 AC.
TOTAL DISTURBED AREA:	49,961 SF./ 1.14 AC.
PARKING REQUIREMENTS:	BASIS OF DETERMINATION
RESTAURANT (3,112 SF.) CONTROLS:	1 SPACE PER 150 SF. = 21 SPACES REQ'D
RESTAURANT (50 SEATS):	1 SPACE PER 5 SEATS = 10 SPACES REQ'D
OFFICE (3,566 SF.):	1 SPACE PER 400 SF. = 9 SPACES REQ'D
RETAIL (3,566 SF.):	1 SPACE PER 300 SF. = 12 SPACES REQ'D
MULTI-UNIT RESIDENTIAL (6-1 BDRM UNITS):	1 SPACE PER UNIT = 6 REQ'D
INITIAL REQUIRED PARKING:	48 REQUIRED
PARKING REDUCTION - TRANSIT STOP	12 SPACES (25%)
FINAL REQUIRED PARKING	36 REQUIRED
PROPOSED PARKING SPACES:	47 PROVIDED (2 VAN ACCESS ADA SPACES)
BICYCLE PARKING REQUIREMENTS:	
RESTAURANT:	4 MIN (SHORT TERM)/ 4 MIN (LONG TERM)
OFFICE:	4 MIN (SHORT TERM)/ 4 MIN (LONG TERM)
RETAIL:	4 MIN (SHORT TERM)
MULTI-UNIT RESIDENTIAL:	4 MIN (SHORT TERM)
REQUIRED BICYCLE PARKING SPACES:	16 (SHORT TERM)/ 8 (LONG TERM)
BICYCLE PARKING SPACES:	12 REQUIRED/ 12 PROVIDED (SHORT TERM)
BUILDING SETBACKS:	
FROM PRIMARY STREET (MIN)	50'
FROM SIDE STREET (MIN)	5'
FROM SIDE LOT LINE (MIN)	0' OR 6'
FROM REAR LOT LINE (MIN)	0' OR 6'
PARKING SETBACKS:	
FROM PRIMARY STREET (MIN)	50'
FROM SIDE STREET (MIN)	10'
FROM SIDE LOT LINE (MIN)	0' OR 3'
FROM REAR LOT LINE (MIN)	0' OR 3'

DRAWINGS INDEX:	
SITE 001	COVER SHEET
SITE 100	EXISTING CONDITIONS & DEMO PLAN (BOUNDARY SURVEY)
SITE 200	SITE LAYOUT PLAN
SITE 300	GRADING & DRAINAGE PLAN
SITE 400	UTILITY PLAN
SITE 401	LIGHTING PLAN
SITE 500	LANDSCAPE PLAN
SITE 600	SITE DETAILS
SITE 601	SITE DETAILS
SITE 602	SITE DETAILS
SITE 603	SITE DETAILS
SITE 604	SAND FILTER DETAILS
A3	BUILDING ELEVATIONS (BY OTHERS)

FLOODPLAIN NOTE:

THIS SITE IS NOT IN ANY SPECIAL FLOOD HAZARD AREAS OR FUTURE CONDITIONS FLOOD HAZARD AREAS, AS SHOWN ON FIRM PANEL 3720078600J DATED MAY 2, 2006

TREE CONSERVATION EXEMPTION:

TREE CONSERVATION IS NOT REQUIRED FOR SITE PLANS OF PARCELS LESS THAN 2 ACRES IN SIZE. (REFERENCE: RALEIGH UDO SECTION 9.1.2)

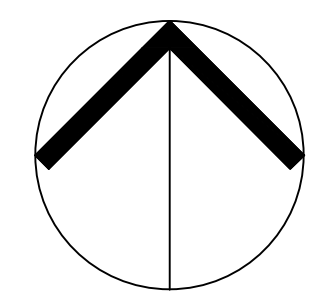
SHARED STORMWATER CONTROLS:

STORMWATER CONTROLS FOR THIS PARCEL WERE INSTALLED WITH THE PREVIOUS DEVELOPMENT PLAN FOR MILLBROOK ROAD SUBDIVISION (S-24-99, S-122-03). THE ADMINISTRATIVE ACTION (AA-3579) STATES THAT THE EXISTING DRY POND ON PROPOSED LOT 2 WILL BE A SHARED STORMWATER FACILITY FOR ALL EXISTING CONDITIONS AND AN ADDITIONAL 11,800 OF NEW IMPERVIOUS ALLOCATED TO PROPOSED LOT 1.

ADMINISTRATIVE SITE REVIEW: ASR-0049-2021
SPR NUMBER: SPR-XXXX-XXXX

CONTACT:
BRANDON MOORE, RLA
THE SITE GROUP, PLLC
1111 OBERLIN ROAD
RALEIGH, NC 27605
PHONE: (919) 835-4787
FAX: (919) 839-2255
EMAIL: bdm@thesitegroup.net

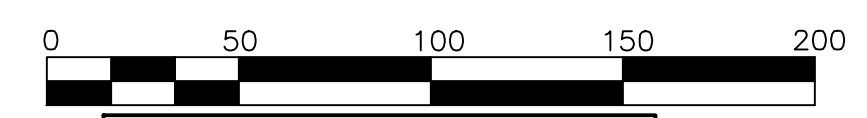
OWNER:
N SQUARE PATEL LLC
5128 BUR OAK CIRCLE
RALEIGH, NC 27612



NORTH

COVER SHEET

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



NOT FOR CONSTRUCTION

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): CX-3-PK-CU	Existing gross floor area (not to be demolished): 0 Existing gross floor area to be demolished: 0
Gross site acreage: 1.43 AC.	New gross floor area: 11,025 SF.
# of parking spaces required: 46	Total # of gross (to remain and new): 11,025 SF.
# of parking spaces proposed: 49	Proposed # of buildings: 1
Overlay District (if applicable): N/A	Proposed # of stories for each: 2
Existing use (UDO 6.1.4): VACANT	
Proposed use (UDO 6.1.4): COMMERCIAL/MIXED USE	

STORMWATER INFORMATION

Existing Impervious Surface: Acres: 0.09 Square Feet: 3,909	Proposed Impervious Surface: Acres: 0.77 Square Feet: 33,578
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 #: 3720078600J, 05/02/2006	
Neuse River Buffer Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetlands Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

RESIDENTIAL DEVELOPMENTS

Total # of dwelling units: 8	Total # of hotel units: _____
# of bedroom units: 1br 6 2br 3br 4br or more	
# of lots: _____	Is your project a cottage court? Yes <input type="checkbox"/> No <input type="checkbox"/>

SIGNATURE BLOCK

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I 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: *Brandon D. Moore* Date: 11 June 2021
Printed Name: Brandon D. Moore

Page 2 of 2

REVISION 02.19.21

raleighnc.gov

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

ADMINISTRATIVE SITE PLAN FOR (ASR-0049-2021):
N SQUARE PATEL LLC
3401 WEST MILLBROOK ROAD
RALEIGH, NC 27613
PIN: 0786 69 1517

Drawn By: **JHJ**
Checked By: **BDM**

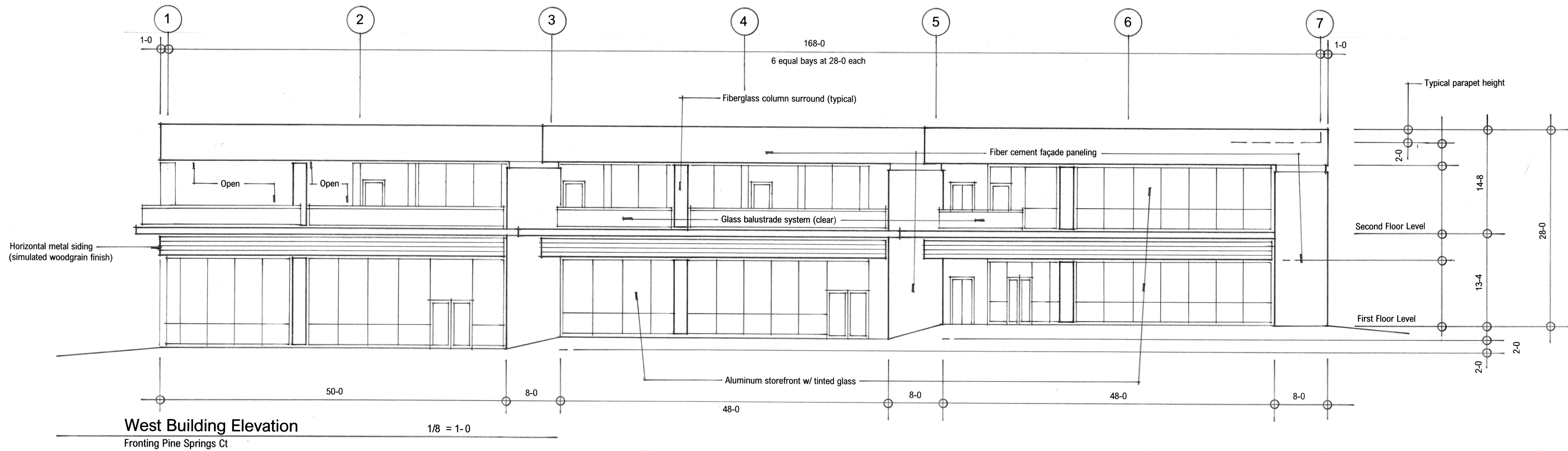
DATE: 11 JUN 2021
REVISED: 06 DEC 2021

ADMINISTRATIVE SITE PLANS

COVER SHEET

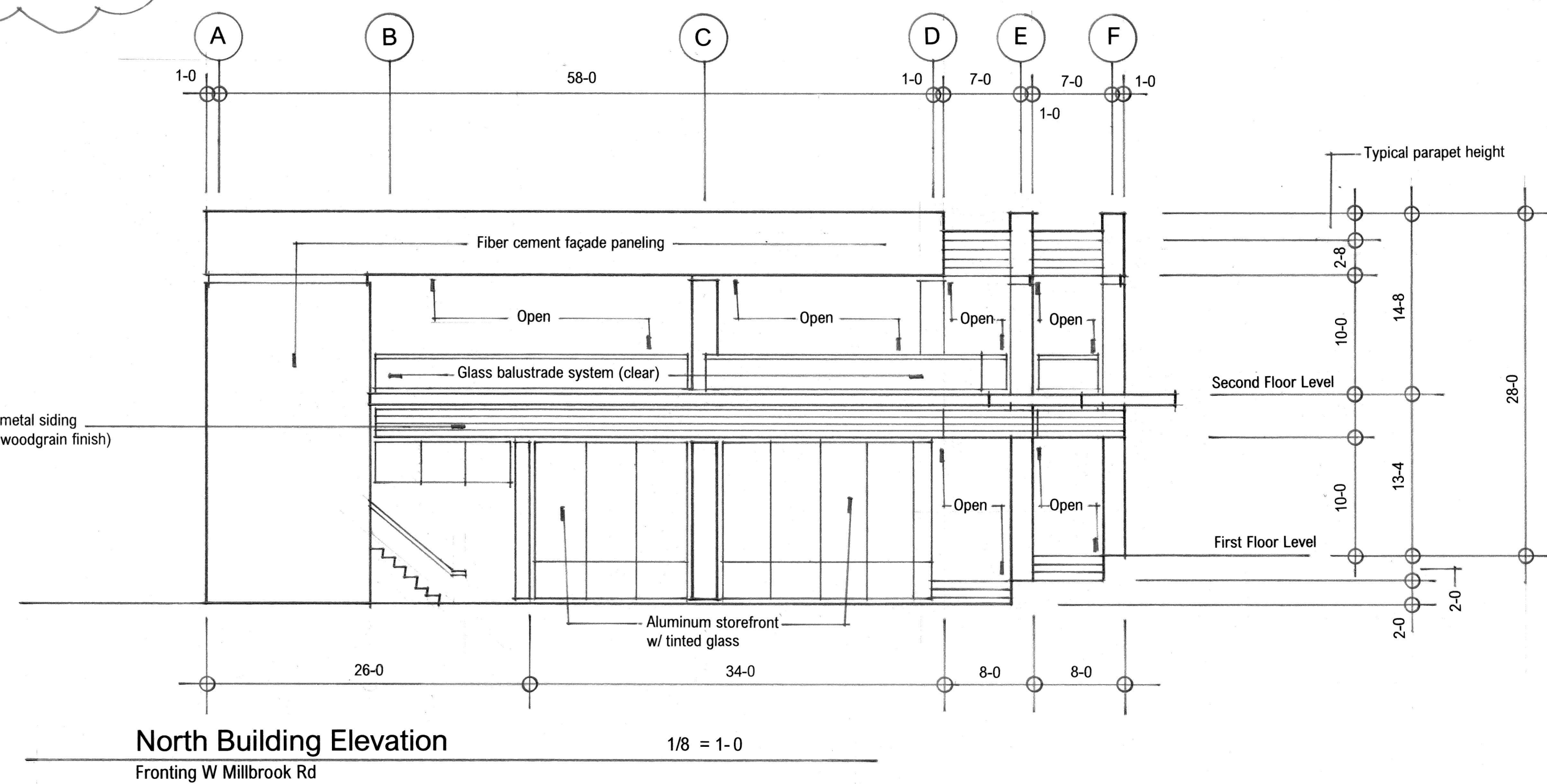
Job Code: **RRWMR**

Dwg No. **SITE 001**



Transparency Compliance Summary (West Bldg Elevation)

Ground Floor Level	Total wall area	= 170 LF x 12 Ft Hgt	= 2,040 SF
	Transparent elements	= 1,656 SF	
	Transparency achieved	= 1,656/2,040	= 81.17 %
Upper Floor Level	Total wall area	= 170 LF x 12 Ft (top of plate)	= 2,040 SF
	Transparent elements	= 1,460 SF	
	Transparency achieved	= 1,460/2,040	= 71.56 %



Transparency Compliance Summary (North Bldg Elevation)

Ground Floor Level	Total wall area	= 76 LF x 12 Ft Hgt	= 912 SF
	Transparent elements	= 504 SF	
	Transparency achieved	= 504/912	= 55.26 %
Upper Floor Level	Total wall area	= 76 LF x 12 Ft (top of plate)	= 912 SF
	Transparent elements	= 560 SF	
	Transparency achieved	= 560/912	= 61.40 %

ROBERT L. RUNYANS
ARCHITECT

503 EAST FRANKLIN STREET
RALEIGH, NORTH CAROLINA 27604

NEW MIXED-USE BUILDING
3401 W MILLBROOK RD
RALEIGH, NORTH CAROLINA

DRAWING DISTRIBUTION

28 May 2021
Issued for City of Raleigh Review
Not for Construction
1 Dec 2021
Add Transparency Calls

SHEET NO.

A3