



# Administrative Approval Action

Case File / Name: ASR-0055-2021  
DSLC - Quail Corners Shopping Center Phase

City of Raleigh  
Development Services Department  
One Exchange Plaza  
Raleigh, NC 27602  
(919) 996-2492  
currentplanning@raleighnc.gov  
www.raleighnc.gov

**LOCATION:** The site is generally located on the south side of E Millbrook Road west of the intersection of E Millbrook Road and Falls of Neuse Road, with common street addresses of 1200 and 1204 E Millbrook Road.

**REQUEST:** Development of an approximately 33,488 square foot 2-story mixed-use building and associated site improvements. The subject property is approximately 2.87 acres zoned CX-3-PL-CU (Z-7-20).

**DESIGN  
ADJUSTMENT(S)/  
ALTERNATES, ETC:** N/A

**FINDINGS:** City Administration finds that this request, with the below conditions of approval being met, conforms to the Unified Development Ordinance. This approval is based on a preliminary plan dated March 16, 2022 by E Millbrook LLC.

## **CONDITIONS OF APPROVAL and NEXT STEPS:**

*This document must be applied to the second sheet of all future submittals except for final plats. This is a preliminary plan and as such no permits have been issued with this approval. To obtain permits and/or completion of the project, the following steps are required:*

☒ **SITE PERMITTING REVIEW** - For land disturbance of 12,000 square feet or greater, public or private infrastructure, shared stormwater devices, etc. Site Permitting Review may be submitted upon receipt of this signed approval document.

***The following items are required prior to approval of Site Permitting Review plans:***

### **Engineering**

1. Required NCDOT encroachment and/or driveway permits must be approved and copies provided to Development Services – Development Engineering prior to concurrent review approval.

### **Stormwater**

2. A surety equal to of the cost of clearing, grubbing and reseeding a site, shall be paid to the City (UDO 9.4.4).
3. A stormwater control plan with a stormwater operations and maintenance manual and budget shall be approved (UDO 9.2).
4. A nitrogen offset payment must be made to a qualifying mitigation bank (UDO 9.2.2.B).

### **Urban Forestry**

5. Tree protection fence must be inspected by Urban Forestry staff prior to the issuance of a grading permit.
6. Submit a final tree conservation plan that includes metes and bounds descriptions of all tree conservation areas and tree protection fencing as required (UDO 9.1.5).





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7. A tree impact permit must be obtained for the removal of 7 existing street trees in the right of way along E. Millbrook Road.

☒ **LEGAL DOCUMENTS** - Email to [legaldocumentreview@raleighnc.gov](mailto:legaldocumentreview@raleighnc.gov). Legal documents must be approved, executed, and recorded prior to or in conjunction with the recorded plat on which the associated easements are shown. Copies of recorded documents must be returned to the City within one business day of recording to avoid withholding of further permit issuance.

<input checked="" type="checkbox"/>	Utility Placement Easement Required
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<input checked="" type="checkbox"/>	Cross Access Agreements Required
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☒ **RECORDED MAP(S)** - Submit plat to record new property lines, easements, tree conservation areas, etc.). Plats may be submitted for review when the Site Permitting Review plans, if required, have been deemed ready for mylar signature.

***The following items must be approved prior to recording the plat:***

## Public Utilities

1. Infrastructure Construction Plans (concurrent submittal) must be approved by the City of Raleigh Public Utilities Department for all public water, public sewer and/or private sewer extensions.

☒ **BUILDING PERMITS** - For buildings and structures shown on the approved plans. Commercial building permit plans must include the signed, approved Site Permitting Review plans attached, if applicable. Permit sets may be reviewed prior to the recordation of required plats, but cannot be approved.

***The following items must be approved prior to the issuance of building permits:***

## General

1. A recombination map shall be recorded recombining the existing parcels into a single lot.

## Engineering

2. A cross access agreement among the lots identified as PINs 1716349424 and this development shall be approved by the Development Services Department for recording in the Wake County Registry, and a copy of the recorded offer of cross access easement shall be returned to the Development Services Department within one day of plat recordation. If a recorded copy of the document is not provided, further recordings and building permit issuance will be withheld.
3. The required right of way for proposed and/or existing streets shall be dedicated to the City of Raleigh and is shown on a plat approved for recordation.
4. A sight distance easement shall be approved by the Transportation Department for recording in the Wake County Registry and shown on a plat approved for recordation.





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5. A public infrastructure surety shall be provided to City of Raleigh Transportation – Development Engineering Division (UDO 8.1.3) in the amount of 100% of the improvement cost for the NCDOT portion and 125% of the improvement cost for the City of Raleigh infrastructure.
6. A 5' utility placement easement and associated deed of easement shall be approved by the City and the location of the easement shall be shown on the map approved for recordation. The deed of easement shall be recorded at Wake County Register of Deeds within one day of recordation of the recorded plat. A recorded copy of this document must be provided to the Development Services Department within one day from authorization of lot recordation. If a recorded copy of the document is not provided within this time, further recordings and building permit issuance will be withheld.

## Stormwater

7. A surety equal to 125% of the cost of the construction of a stormwater device shall be paid to the Engineering Services Department (UDO 9.2.2.D.1.d).
8. A payment equal to twenty-four percent (24%) of the estimated cost of constructing all stormwater control facilities shown on the development plans shall be paid by the developer to the City stormwater facility replacement fund (UDO 9.2.2.G.3).
9. All stormwater control measures and means of transporting stormwater runoff to and from any nitrogen and stormwater runoff control measures shall be shown on all plats for recording as private drainage easements (UDO 9.2).

## Urban Forestry

10. A tree conservation plat shall be recorded with metes and bounds showing the designated tree conservation areas (UDO 9.1). This development proposes 0.2352 acres of tree conservation area

## *The following are required prior to issuance of building occupancy permit:*

### General

1. All Water, Sanitary Sewer and Reuse facilities shall be installed, inspected, tested and accepted by the City of Raleigh Public Utilities Department for operations and maintenance.
2. Final inspection of all tree conservation areas by Urban Forestry Staff.

### Stormwater

3. As-built impervious survey is accepted by the Engineering Services Department (UDO 9.2).
4. As-built drawings and associated forms for all Stormwater devices are accepted by the Engineering Services Department (UDO 9.2.2.D.3).

**EXPIRATION DATES:** The expiration provisions of UDO Section 10.2.8 E, including the ability to request extensions in the expiration date, apply to this site plan. If significant





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construction has not taken place on a project after administrative site review approval, that approval may expire and be declared void, requiring re-approval before permits may be issued. To avoid allowing this plan approval to expire the following must take place by the following dates:

**3-Year Expiration Date:** August 25, 2025

Obtain a valid building permit for the total area of the project, or a phase of the project.

**4-Year Completion Date:**

Within four years after issuance of the first building permit for the site plan, the construction of the entire site plan must be completed unless an applicant has been granted vested rights. Failure to complete construction within this specified time frame shall automatically void the approved site plan for which no building permits have been issued.

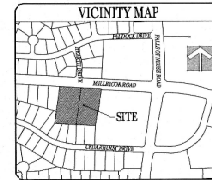
I hereby certify this administrative decision.

Signed: *Daniel L. Stegall* Date: 04/28/2022  
Development Services Dir/Designee  
Staff Coordinator: Kasey Evans









**EROSION CONTROL NOTES:**  
AN EROSION CONTROL PLAN SHALL BE SUBMITTED TO THE CITY OF RALEIGH PRIOR TO THE START OF CONSTRUCTION.

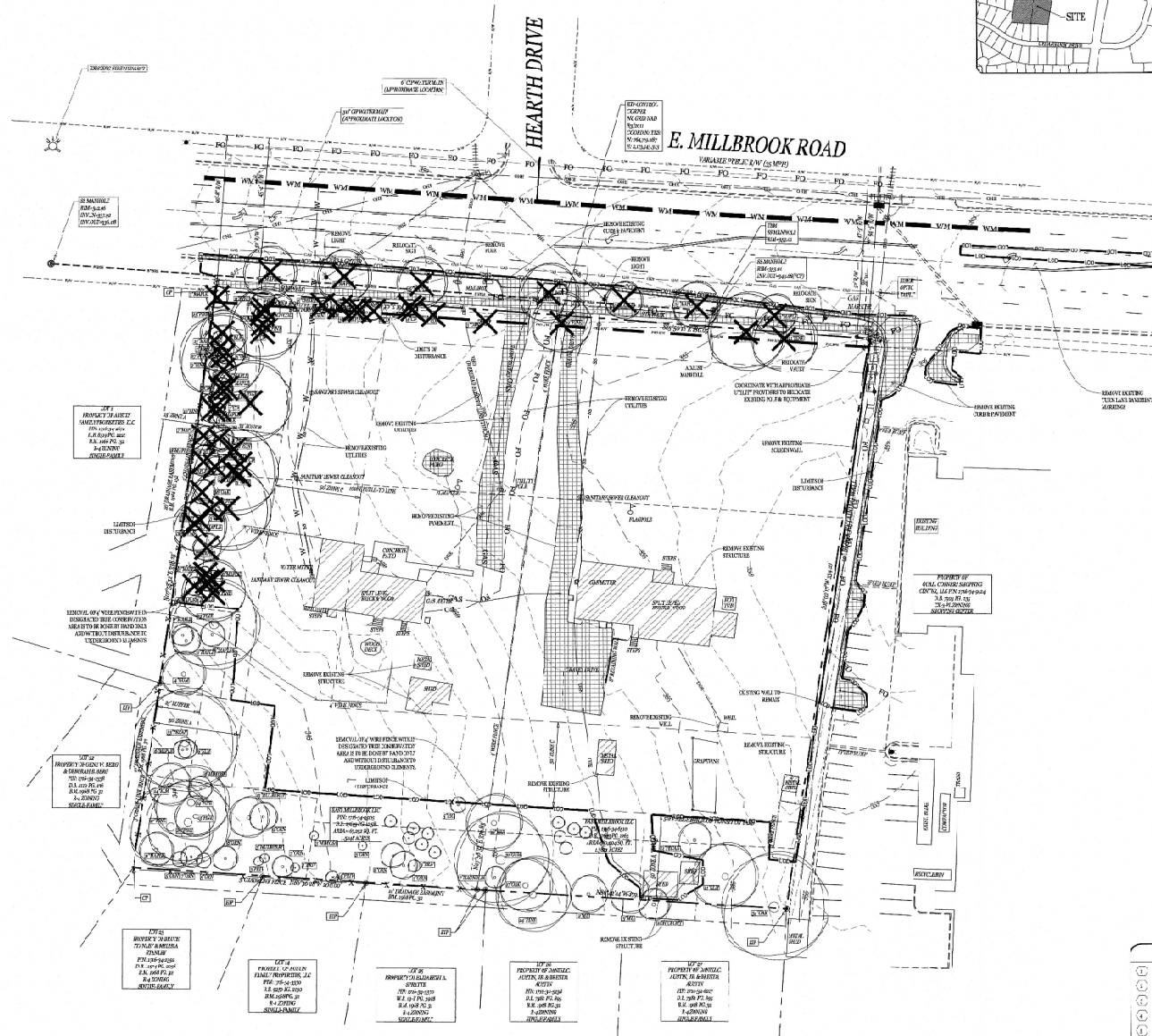
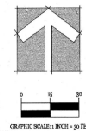
**SURVEY NOTE:**  
ALL SURVEY INFORMATION AND THE QUALITY OF THE SURVEY DATA IS THE RESPONSIBILITY OF THE SURVEYOR.

**STREAM/WETLAND NOTE:**  
THERE ARE NO EXISTING STREAMS OR WETLANDS ON THE PROJECT SITE.

**UTILITY STATEMENT**  
THE LOCATION OF ALL EXISTING UTILITIES IS SHOWN ON THIS DRAWING. THE INFORMATION IS BASED ON THE RECORD DRAWINGS AND FIELD SURVEY. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.

**CAUTIONARY NOTE**  
THE LOCATION OF ALL EXISTING UTILITIES IS SHOWN ON THIS DRAWING. THE INFORMATION IS BASED ON THE RECORD DRAWINGS AND FIELD SURVEY. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.

**FLOOD ZONE NOTE:**  
SUBJECT PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD ZONE. THE FLOOD INSURANCE RATE MAP (FIRM) NUMBER IS 1704000001.



**CITY NOTE**  
ALL EXISTING UTILITIES ARE SHOWN ON THIS DRAWING. THE INFORMATION IS BASED ON THE RECORD DRAWINGS AND FIELD SURVEY. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.

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**CONSTRUCTION DRAWING NOTE**  
ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF RALEIGH AND THE NORTH CAROLINA CONSTRUCTION CODES.

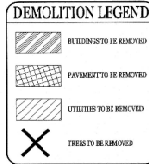


Know what's below.  
Call before you dig.



**DEMOLITION NOTES**

1. ALL WORK SHALL BE COMPLETED IN STRICT ACCORDANCE WITH ALL LOCAL ORDINANCES, CITY OF RALEIGH.
2. WITHIN THE PROJECT PROPERTY, THE OWNER IS PROVIDING A CLEAR, UNOBSTRUCTED, ACCESS TO ALL EXISTING UTILITIES FOR THE CONTRACTOR TO VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.
3. ALL EXISTING UTILITIES ARE SHOWN ON THIS DRAWING. THE INFORMATION IS BASED ON THE RECORD DRAWINGS AND FIELD SURVEY. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.
4. THE CONTRACTOR SHALL REMOVE ALL EXISTING UTILITIES AND STRUCTURES WITHIN THE PROJECT PROPERTY PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL CALL THE CITY OF RALEIGH AT 811 PRIOR TO CONSTRUCTION.
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**DEMOLITION KEYNOTES**

1. Remove trees and vegetation.
2. Remove existing building and foundation.
3. Remove fence, post, and boundaries.
4. Remove all existing debris, and debris.
5. Remove existing sidewalk.
6. Remove existing concrete curb.
7. Remove existing concrete apron.
8. Remove existing driveway.
9. Remove existing pavement.
10. Remove existing utilities - coordinate with appropriate service providers to remove existing service lines.

# Bowman

OWNER/DEVELOPER  
Lan Millbrook, LLC  
1200 & 1204 Millbrook Road  
Raleigh, NC 27609  
Attn: Steve Young  
866-584-5455  
young@lanmillbrook.com

Quail Corners Shopping Center  
1200 & 1204 Millbrook Road  
Raleigh, NC Wake County  
ASK-0055-2021

Rev	Date	Description
1	06/03/2021	ISSUED FOR PERMIT
2	06/03/2021	ISSUED FOR PERMIT
3	06/03/2021	ISSUED FOR PERMIT
4	06/03/2021	ISSUED FOR PERMIT

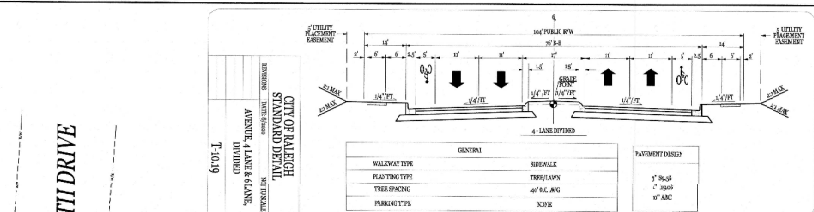
Drawn: [Name]  
Checked: [Name]  
Project No: 000000  
Initial Date: June 30, 2021  
Title: DEMOLITION PLAN

Sheet No: D1.0



### SIGHT TRIANGLE NOTE

- WITHIN THE SIGHT TRIANGLE SHOWN ON THIS PLAN, THERE SHALL BE NO SIGHT OBSTRUCTING OR PARTIALLY OBSTRUCTING WALL, FENCE, SIGN, FOLIAGE, TREES, OR MARKED VEHICLES BETWEEN THE HEIGHT OF 20 INCHES AND EIGHT FEET ABOVE THE CURB LINE SURFACES (OR TRUCK LANE); TRAVELED WAY FNO CURLING EXIST.
- OBJECT, WHICH MAY BE LOCATED IN THE SIGHT TRIANGLE, ARE THINGS SUCH AS: HYDRANTS, UTILITY POLES, UTILITY FUNCTION BOXES, AND TRAFFIC CONTROLS DEVICES PROVIDE THESE OBJECTS ARE LOCATED TO MINIMIZE VISUAL OBSTRUCTION.



AMENITY AREA CALCULATION	
TOTAL AREA:	2,774 (2,138 SF)
AMENITY AREA REQUIREMENT:	0% OF PROPERTY
PROPOSED AMENITY AREA:	25.98 SF * 10% = 2,514 SF
	2,514 SF NOTED ON SITE PLAN

IMPERVIOUS AREA SUMMARY						
SITE AREA = 125,718.50 (±) S.F. AC. (AFTER 3% DEDUCTION)						
BUILDINGS	15,876	SF	0.39	ACRES	15.37	% OF TOTAL AREA
PAVEMENT	83,399	SF	1.22	ACRES	42.66	% OF TOTAL AREA
SIDEWALK	11,772	SF	0.26	ACRES	8.93	% OF TOTAL AREA

BUILDING FRONTAGE CALCULATION		
NO.	REQUIREMENTS	PROVIDE
1	PRIMARY STREET BUILD-TO	STREET RIGHT-OF-WAY LENGTH = 36 LF
2	MTY. BUILD-TO	PROPOSED BUILDING WIDTH IN
3	LINE-TO	POST BUILD-TO = 26 LF
4	NAL. BUILD-TO	
5	LINE-TO	BUILDING WIDTH IN BUILD-TO = 66.68 LF

GREEN/OPEN SPACE	46,297 SF	1.07 ACRES	10.1% OF TOTAL AREA
EXISTING IMPERVIOUS AREA TO BE DEMOLISHED:	130,676 SF	0.90 ACRES	
NET DECREASE IN IMPERVIOUS COVERAGE (CNSTITE)	56,483 SF	1.27 ACRES	
MILLBROOK ROAD 5/4" = 9,915 SF (0.23 AC)			
PROPOSED SIDE-SITE PAVEMENT & SIDEWALK	7,789 SF	0.18 ACRES	
EXISTING IMPERVIOUS TO BE DEMOLISHED	3,210 SF	0.06 ACRES	
NET DECREASE IN IMPERVIOUS COVERAGE	3,589 SF	0.08 ACRES	

**CONDITION OF APPROVAL**

-A FEEDBACK FORUM FOR THE COMMUNITY WILL BE INCORPORATED INTO THE PROJECT TO ALLOW THE COMMUNITY TO PROVIDE INPUT ON THE PROJECT DURING THE CONSTRUCTION AND OPERATION PHASES.

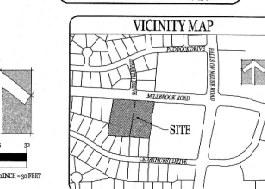
-CITY OF CHICAGO WILL REQUIRE 25% OF THE CONSTRUCTION COSTS TO BE PAID BY THE CITY OF CHICAGO AND 75% OF THE CONSTRUCTION COSTS TO BE PAID BY THE CITY OF CHICAGO.

**CONSTRUCTION DRAWING NOTE**  
ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL CITY OF  
RALEIGH AND/or VDOT STANDARDS AND SPECIFICATIONS.

CONSTRUCTION NOTES

- [illegible]

TREE CONSERVATION	
TOTAL SITE AREA:	2.27AC (251,985SF)
TREE CONSERVATION REQUIREMENT:	60% OF 251,985SF 151,191SF (10% = 25,198SF)



**NOTES:**

- [illegible]

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GENERAL NOTES

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- [illegible]

**Bowman**

Bowman Motor Products, Inc.  
4020 Midway, 11341  
Suite 104  
Dallas, NC 27605  
Phone: (919)653-0423  
Licensing.com

OVER/DRIVE OHER  
East Millbrook, LLC  
4015 Falls of Neuse Road  
Suite A  
Raleigh, NC 27609  
Attn: Steve Young  
919.284.3583  
overdrive@overdrive.com

**Quail Corners Shopping Center**  
1200 & 1204 Millbrook Road  
Raleigh, NC Wake County  
ASR-0004-2021

REVIEWS		No.	Date	Desc.
1	0-0-79			REVISED PER CITY OF BALTIMORE REVIEW
2	10-14-79			REVISED PER CITY OF BALTIMORE REVIEW
3	2-0-82			REVISED PER CITY OF BALTIMORE REVIEW
4	3-0-82			REVISED PER CITY OF BALTIMORE REVIEW

### SITE PLAN

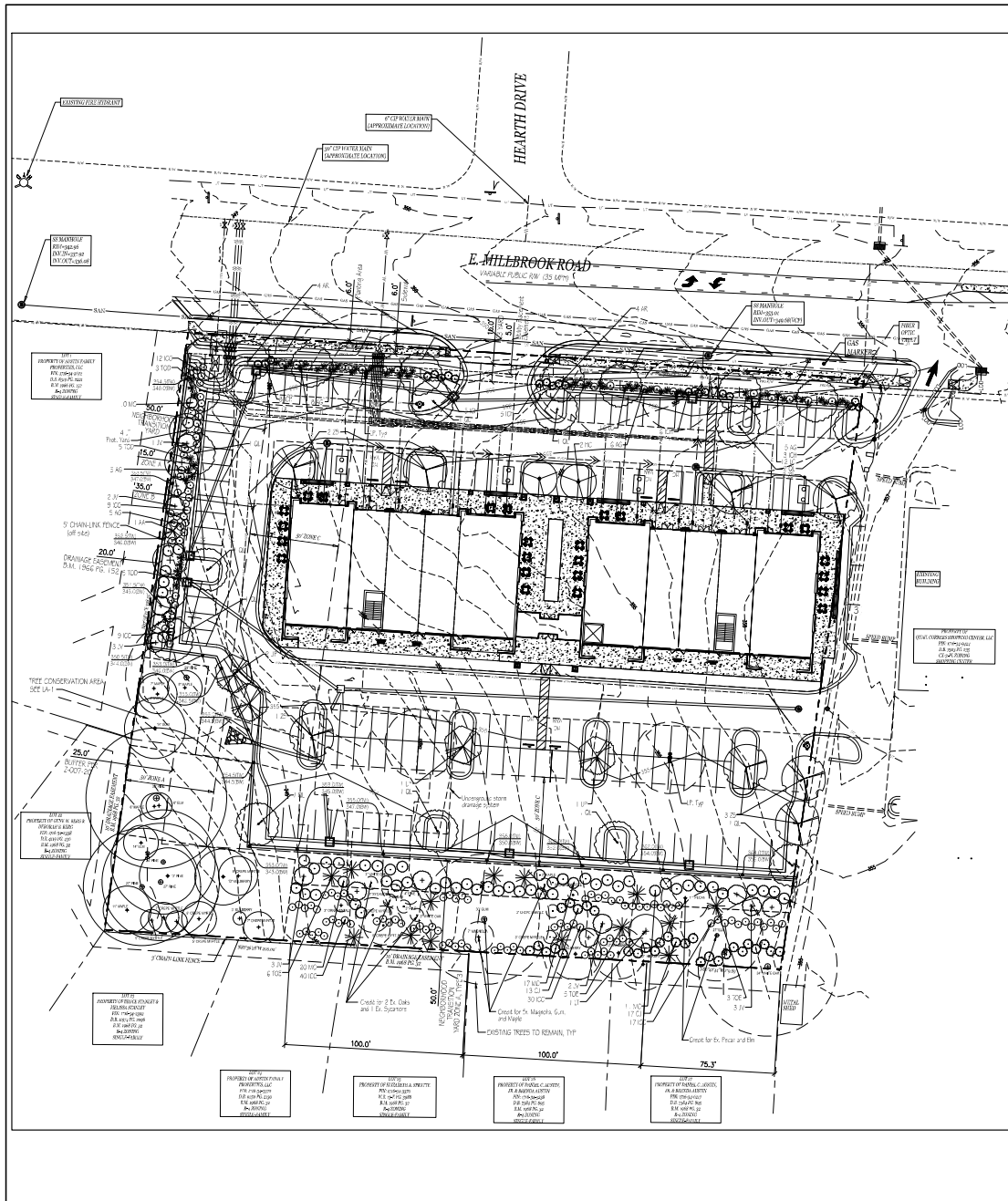
Sheet No.

C1.0









### City of Raleigh Planting Requirements:

#### 1) VEHICLE SURFACE AREA:

Required: 1 shade tree in each interior and terminal island.

At least 1 tree / 2,000 sq ft of parking area.

Total parking area: 51,451 or 25 trees

Provided: 25 Trees Provided (Oak, Oak, Oak)

Required: C3 Yard along Millbrook Road - 30 shrubs / 100 linear feet

Provided: East side of entrance drive - 177 # or 53 shrubs

West side of entrance drive - 118 # or 33 shrubs

Vehicle surface area screened from the public ROW.

All parking spaces are located within 50' of a shade tree.

#### 2) STREET TREES:

Required: 1 / 40' ft of frontage.

Provided: Street trees have been provided along Millbrook Road in the area between the ROW and the back of curb of the parking lot. (Clear of the utility easement and at least 20' from light poles)

#### 3) NEIGHBORHOOD TRANSITION YARD 10' ZONE A / 50' ZONE A

West Property Line:

15' ZONE A where indicated

Proposed Use: Office

Adjacent Use: Single Family Residential

Required: 6.5' 9' walk, 4 shade trees, 3 understory trees, and 40 shrubs / 100 lf

Provided: 155 lf total - 6.5' walk, 6 shade trees, 4 understory trees, and 62 shrubs

Southern portion of buffer is required 25' (along Lot 22) per zoning condition - 2,007.20.

Tree Conservation Area provided as indicated in this area.

7' to 9.5' wall outside Tree Conservation Area per zoning condition

#### South Property Line:

50' ZONE A where indicated (excludes TC area along this property line on the west side)

Proposed Use: Office

Adjacent Use: Single Family

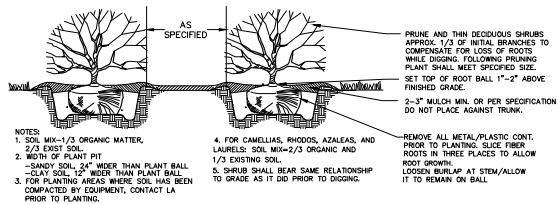
Required: 6 shade trees, 5 understory trees, and 60 shrubs / 100 lf

Provided: 275 lf - 17 shade trees, 14 understory trees, and 165 shrubs

Credit for existing trees as indicated. 50% of shade trees are evergreen species.

Plant quantities are noted in 100 lf segments.

Retaining Wall heights measured from adjacent property existing grade.



1 LA-2 SHRUB PLANTING

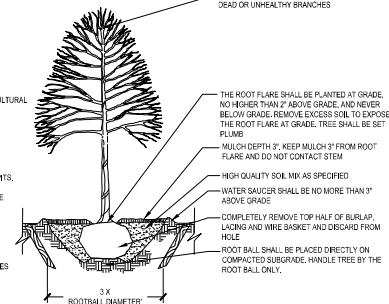
CONTACT INFORMATION:  
CITY OF RALEIGH PARKS, RECREATION AND CULTURAL  
RESOURCES DEPARTMENT URBAN FORESTER  
TREES@RALEIGH.GOV  
WWW.RALEIGH.GOV

#### NOTES:

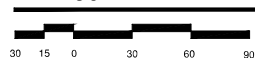
1. CONTRACTOR IS RESPONSIBLE FOR ADEQUATE DRAINAGE OF ALL PLANTING PITS. (POSITIVE DRAINAGE AWAY FROM PIT)
2. ADHERE TO STANDARDS IN THE CITY TREE MANUAL.
3. STREET TREES MUST BE 3" CALIPER AT INSTALLATION WITH A 5" MINIMUM FIRST BRANCH HEIGHT.
4. PLANTING SEASON OCTOBER - APRIL.
5. A TREE IMPACT PERMIT IS REQUIRED.
6. ELECTRICAL OUTLETS AND OTHER UTILITIES ARE PROHIBITED IN THE PLANTING AREA IMMEDIATELY SURROUNDING THE TREE.

#### 2 LA-2 TREE PLANTING DETAIL

CITY OF RALEIGH STD DETAIL TFP-03



LANDSCAPE PLAN



PLANT SCHEDULE - Both Sheets			
QT.	KEY	BOTANICAL / COMMON NAME	SIZE
1	AA	Aristida arborescens / Serviceberry	12' Cal. 42 in. B x 6
22	ICH	Ilex cornuta 'Nelson' / Japanese Holly	24' in. CDB
12	QL	Quercus lyrata 'Thymifera' / Overcup Oak	3' Cal. 110 in. B x 6
8	ZS	Zelkova serrata 'Green Vase' / Japanese Zelkova	3' Cal. 110 in. CDB
30	CJ	Corythoeca japonica 'Glossa Hand' / Japanese Cedar	18' in. CDB
4	UP	Ulmus parvifolia 'Emer 3' / Elm	3' Cal. 110 in. CDB
47	LC	Leopeltia chinensis 'Nelly' / Fingert Cedar	34' in. CDB
13	TOO	Thuja occidentalis 'Daneke's Spirit' / Eastern Arbutus	9' in. CDB
58	MC	Myrica caroliniana / Southern Wax Myrtle	24' in. CDB
23	AG	Artemisia arbuscula 'Edward Goucher' / Glossy Artemisia	24' in. CDB
2	HC	Hedera caroliniana / Carolina Ivy	15' Cal. 16 in. CDB
14	JV	Juniperus virginiana / Eastern Red Cedar	3' Cal. 110 in. B x 6
5	LT	Liriodendron tulipifera / Tulip Poplar	3' Cal. 110 in. B x 6
17	ICC	Ilex cornuta 'Compacta' / Japanese Holly	24' in. CDB
8	AR	Asarum canadense / Wild Ginger	3' Cal. 110 in. B x 6
14	TOE	Thuja occidentalis 'Emerald' / Eastern Arbutus	15' Cal. 12 in. B x 6

#### PLANTING NOTES:

1. All plant materials to comply with American Standard for Nursery Stock ANSI Z60.1.
2. Plant locations to be approved in field prior to installation.
3. Substitutions of plant materials specified can only occur with prior approval by Landscape Architect.
4. Establish plant bed configurations. Landscape Architect to approve bed layout in field.
5. Install plants and mulch beds with 4" of precast.
6. Areas disturbed by grading to be seeded and strawed.
7. Landscape Contractor to maintain plant materials for a one year period following substantial completion per specifications.
8. Areas damaged from plant relocation or other activities of Landscape Contractor to be re-seeded and established at no additional cost to the owner.
9. All plant material shown is minimum required by the City Code.

Coaly

DESIGN

LANDSCAPE ARCHITECTURE  
10000 Park Road, Suite 200  
Raleigh, NC 27603  
919.339.0812

QUAIL CORNERS  
MILLBROOK ROAD  
RALEIGH, NC

### LANDSCAPE PLAN

Consultants

Professional Seals

Date Issued: 7.1.21  
Scale: 1"=50'

By: KJS  
RBS  
KJS

Revisions

LA-2



