

# 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.

<b>Office Use Only:</b> Case #: _____	Planner (print): _____
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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	
	<b>Building Type</b>		<b>Site Transaction History</b>
	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 #: _____
<b>GENERAL INFORMATION</b>			
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:			
<b>NOTE: please attach purchase agreement when submitting this form.</b>			
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):	Existing gross floor area (not to be demolished):
	Existing gross floor area to be demolished:
Gross site acreage:	New gross floor area:
# of parking spaces required:	Total sf gross (to remain and new):
# of parking spaces proposed:	Proposed # of buildings:
Overlay District (if applicable):	Proposed # of stories for each:
Existing use (UDO 6.1.4):	
Proposed use (UDO 6.1.4):	

STORMWATER INFORMATION	
Existing Impervious Surface: Acres: _____ Square Feet: _____	Proposed Impervious Surface: Acres: _____ Square Feet: _____
Is this a flood hazard area?      Yes      No If yes, please provide: _____ Alluvial soils: _____ Flood study: _____ FEMA Map Panel #: _____	
Neuse River Buffer      Yes      No	Wetlands      Yes      No

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      No

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, _____ 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:	Date:
Printed Name:	







LEGEND

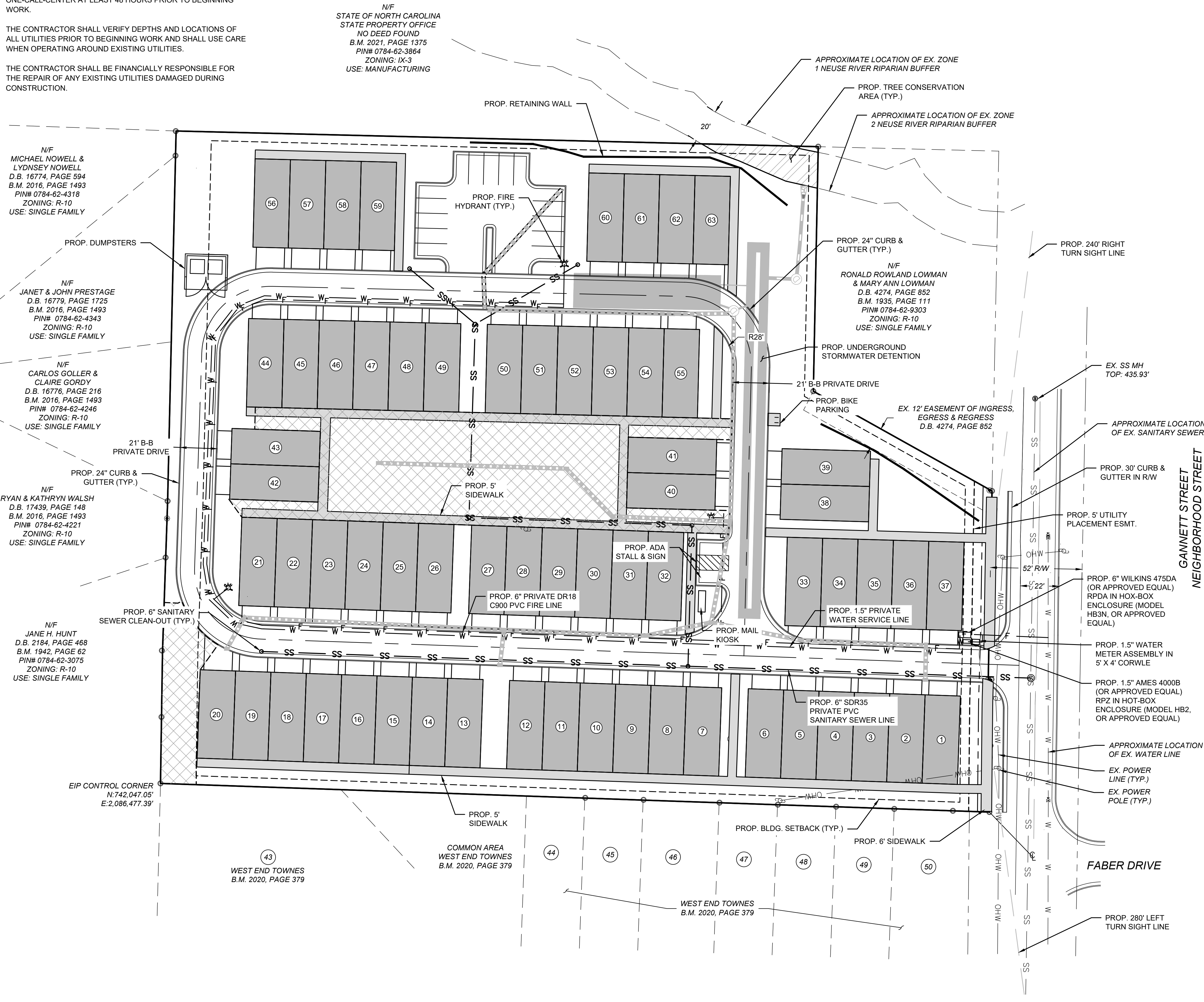
- EX. PROPERTY LINE
EX. ADJACENT OWNERS
EX. RIGHT-OF-WAY
EX. STREAM
EX. STREAM BUFFER
EX. FENCE
EX. OVERHEAD ELECTRIC LINE
EX. SANITARY SEWER
EX. STORM SEWER
PROP. RIGHT-OF-WAY
PROP. EASEMENT
PROP. SETBACK LINE
PROP. AMENITY AREA
PROP. WATER LINE
PROP. FIRE LINE
PROP. SANITARY SEWER
PROP. STORM SEWER

NOTES

- 1. DOMESTIC WATER, FIRE, AND SANITARY SEWER SERVICES SHALL BE COORDINATED WITH PLUMBING PLANS.
2. ALL SANITARY SEWER CLEAN-OUTS WITHIN PAVEMENT SHALL BE TRAFFIC BEARING AND INSTALLED WITH A STANDARD WATER-TIGHT CLEAN-OUT PLUG WITHIN THE CAST IRON VALVE BOX WITH A CAST IRON LID INDICATING "SEWER".
3. ALL PARTS OF ALL BUILDINGS AS SHOWN ARE LOCATED WITHIN 300' OF A FIRE HYDRANT MEASURED BY THE PULL-THE-HOSE METHOD.
4. THE UTILITIES SHOWN ARE NOT GUARANTEED TO BE A REPRESENTATION OF ALL UTILITIES WITHIN THE PROJECT EXTENT.
5. THE CONTRACTOR SHALL CALL THE NORTH CAROLINA ONE-CALL-CENTER AT LEAST 48 HOURS PRIOR TO BEGINNING WORK.
6. THE CONTRACTOR SHALL VERIFY DEPTHS AND LOCATIONS OF ALL UTILITIES PRIOR TO BEGINNING WORK AND SHALL USE CARE WHEN OPERATING AROUND EXISTING UTILITIES.
7. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR THE REPAIR OF ANY EXISTING UTILITIES DAMAGED DURING CONSTRUCTION.

CITY OF RALEIGH UTILITY NOTES

- 1. ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)
2. UTILITY SEPARATION REQUIREMENTS:
a. A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS. HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL.
b. WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER.
c. WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASUREMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.
d. 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.
e. MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS; MAINTAIN 24" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS; WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49)
f. ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED.
3. ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION.
4. CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NECESSARY SERVICE INTERRUPTIONS SHALL BE PRECEDED BY A 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.
5. 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS.
6. IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS OTHERWISE DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUD HANDBOOK PROCEDURE.
7. INSTALL COPPER WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE.
8. INSTALL PVC SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM.
9. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE.
10. ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDWR, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION.
11. NCDOT / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION.
12. GREASE INTERCEPTOR / OIL WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE CORPUD FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT TIM BEASLEY AT (919) 996-2334 OR timothy.beasley@raleighnc.gov FOR MORE INFORMATION.
13. CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. CONTACT JOANIE HARTLEY AT (919) 996-5923 OR joanie.hartley@raleighnc.gov FOR MORE INFORMATION



N/F STATE OF NORTH CAROLINA STATE PROPERTY OFFICE NO DEED FOUND B.M. 2021, PAGE 1375 PIN# 0784-62-3864 ZONING: IX-3 USE: MANUFACTURING

N/F MICHAEL NOWELL & LYDNEY NOWELL D.B. 16774, PAGE 594 B.M. 2016, PAGE 1493 PIN# 0784-62-4318 ZONING: R-10 USE: SINGLE FAMILY

N/F JANET & JOHN PRESTAGE D.B. 16779, PAGE 1725 B.M. 2016, PAGE 1493 PIN# 0784-62-4343 ZONING: R-10 USE: SINGLE FAMILY

N/F CARLOS GOLLER & CLAIRE GORDY D.B. 16776, PAGE 216 B.M. 2016, PAGE 1493 PIN# 0784-62-4246 ZONING: R-10 USE: SINGLE FAMILY

N/F RYAN & KATHRYN WALSH D.B. 17439, PAGE 148 B.M. 2016, PAGE 1493 PIN# 0784-62-4221 ZONING: R-10 USE: SINGLE FAMILY

N/F JANE H. HUNT D.B. 2184, PAGE 468 B.M. 1942, PAGE 62 PIN# 0784-62-3075 ZONING: R-10 USE: SINGLE FAMILY

EIP CONTROL CORNER N:742,047.05' E:2,086,477.39'

WEST END TOWNES B.M. 2020, PAGE 379

COMMON AREA WEST END TOWNES B.M. 2020, PAGE 379

WEST END TOWNES B.M. 2020, PAGE 379



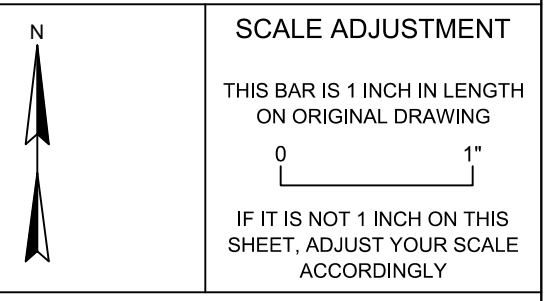
POST OFFICE BOX 91727 RALEIGH, NORTH CAROLINA 27675 PHONE: 919.610.1051 FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY

Table with columns: REV #, DESCRIPTION, DATE, BY. Contains one entry for 'ORIGINAL PLAN SIZE: 24" X 36"'. Below the table is the text 'ORIGINAL PLAN SIZE: 24" X 36"'. To the right of the table is a large empty grid.

PRELIMINARY PLANS DO NOT USE FOR CONSTRUCTION

SCALE: 1 INCH = 30 FEET



ADMINISTRATIVE SITE REVIEW

GANNETT MULTI-FAMILY 620, 622, 624, & 628 GANNETT STREET RALEIGH, NC

A SQUARED LLC

Table with project details: DATE: 08-30-2023, SCALE: AS SHOWN, DESIGNED BY: FLM, APPROVED BY: FLM, PROJECT NO.: 22007

UTILITY PLAN

C-4 SHEET 4 OF 8

CALL 48 HOURS BEFORE YOU DIG North Carolina 811 NORTH CAROLINA ONE-CALL CENTER 1-800-632-4949

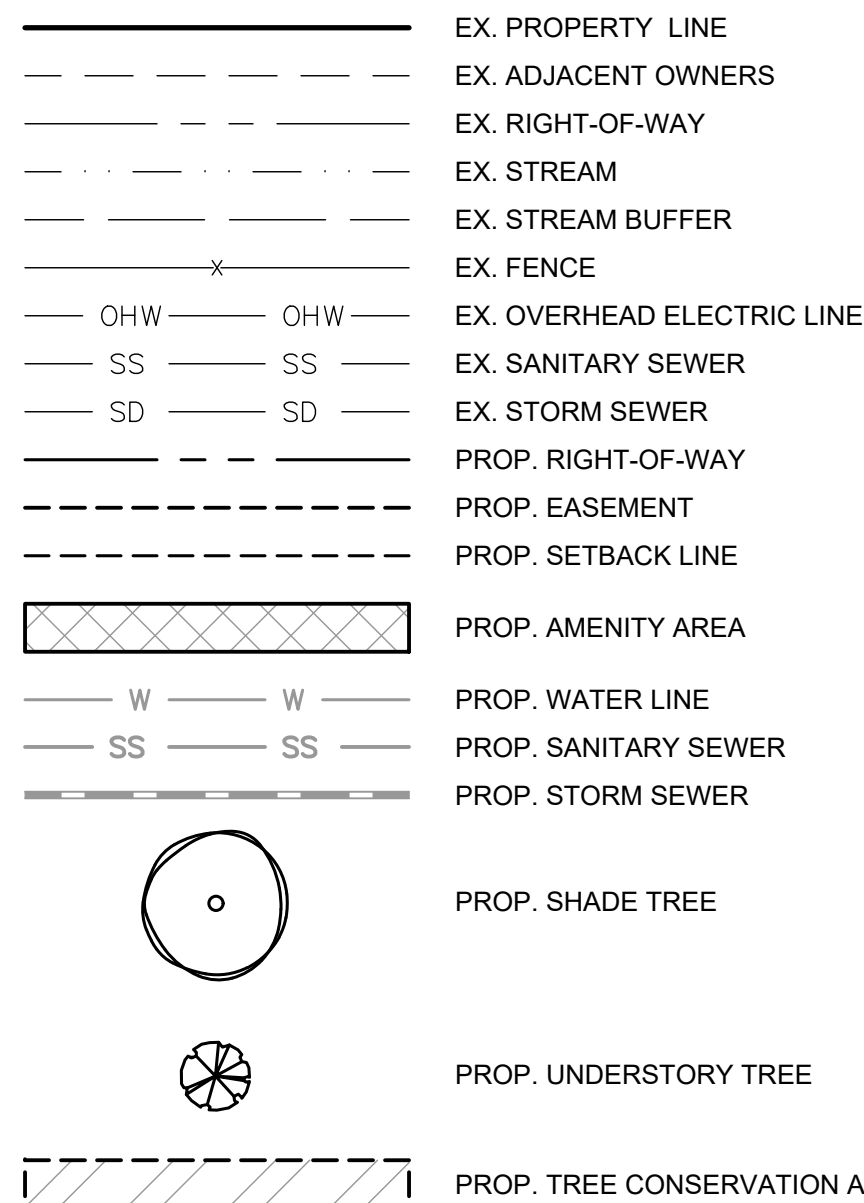
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**LEGEND**



**LANDSCAPING CALCULATIONS**

**VEHICLE PARKING LOT LANDSCAPING**

**REQUIREMENTS:**

EACH INTERIOR ISLAND (AND TERMINAL INTERIOR ISLAND) MUST INCLUDE AT LEAST 1 SHADE TREE

IN NO CASE SHALL THERE BE LESS THAN 1 SHADE TREE FOR EVERY 2,000 SQ FT OF PARKING AREA

$520 \text{ SQ FT} / 2,000 \text{ SQ FT} = 1 \text{ TREE}$

**PROVIDED:**

2 TREES (AT LEAST 1 SHADE TREE IN EACH INTERIOR ISLAND AND TERMINAL INTERIOR ISLAND)

**STREET TREES (GANNETT STREET)**

**REQUIREMENTS:**

PROVIDE CANOPY STREET TREES @ 40 FEET ON CENTER

184 LF = 4 TREES REQUIRED

**PROVIDED:**

4 UNDERSTORY STREET TREES @ 40 FEET ON CENTER

**TREE CONSERVATION CALCULATIONS**

REQUIRED TREE CONSERVATION AREA: 15,527 SF (10%)

PROPOSED TREE CONSERVATION AREA: 15,603 SF (10%)

PLANT LIST							
KEY	SCIENTIFIC NAME	COMMON NAME	QUAN.	CAL.	HT.	MATURE HT.	MATURE CROWN
<b>SHADE TREES</b>							
AB	ACER BUERGERIANUM	TRIDENT MAPLE	6	3"	10'	35'	30'
<b>UNDERSTORY TREES (SINGLE STEM)</b>							
JV	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	4	3"	6'	15-35'	15-25'

N/F  
STATE OF NORTH CAROLINA  
STATE PROPERTY OFFICE  
NO DEED FOUND  
B.M. 2021, PAGE 1375  
PIN# 0784-62-3864  
ZONING: IX-3  
USE: MANUFACTURING

**LANDSCAPING NOTES**

- STREET TREES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE REQUIREMENTS OF CHAPTER 2 OF THE CITY TREE MANUAL.
- STREET TREES ARE TO BE PLANTED IN ACCORDANCE WITH TPP-03 CITY DETAIL BETWEEN OCT 1 AND APRIL 30. A LANDSCAPE AGREEMENT IS NEEDED IF CO IS REQUIRED OUTSIDE OF THE PLANTING WINDOW. CONTACT THE URBAN FORESTRY INSPECTOR WITH QUESTIONS.

**LIGHTING NOTES**

- THE MINIMUM LIGHT LEVEL OF ANY FIXTURE CANNOT EXCEED 0.5 FOOTCANDLE MEASURED AT THE PROPERTY LINE OF ANY RESIDENTIAL DISTRICT AND 2.0 FOOTCANDLES MEASURED AT THE RIGHT-OF-WAY LINE OF A STREET.
- LIGHTING MUST NOT BE ORIENTED SO AS TO DIRECT GLARE OR EXCESSIVE ILLUMINATION ONTO ADJACENT PROPERTIES, STREETS, OR SIDEWALKS.
- SERVICE CONNECTIONS TO ALL FREESTANDING LIGHTING FIXTURES MUST BE INSTALLED UNDERGROUND.
- THE INTENT OF THIS DRAWING IS TO SHOW FOOT CANDLE LEVELS BASED ON FIXTURES SHOWN. LIGHT LEVELS MAY VARY BASED ON ACTUAL FIXTURE INSTALLED.
- THIS IS A SITE LIGHTING CALCULATION PLAN ONLY AND DOES NOT PROVIDE ELECTRICAL CONNECTIONS FOR FIXTURES SHOWN. SITE DEVELOPERS (OWNERS, BUILDERS, AND GENERAL CONTRACTORS) ARE RESPONSIBLE FOR COORDINATING WITH BUILDING ELECTRICAL CONTRACTOR OR POWER COMPANY FOR POWER CONNECTIONS FOR ALL FIXTURES.
- BUILDING, WALL, AND OTHER LIGHTING SHALL BE BY OWNER.
- ALL SITE LIGHTING SHALL CONFORM TO THE REQUIREMENTS OF THE CITY OF RALEIGH UDO.

LUMINAIRE SCHEDULE				
SYMBOL	DESCRIPTION	LAMP	HEIGHT (FT)	QUANTITY
	DUKE ENERGY LED 205 SHOEBOX	(1) LED	25	6

\*APPROVED EQUALS ACCEPTED  
\*\*HEIGHT IS FROM BOTTOM OF BASE TO TOP OF FIXTURE

N/F  
MICHAEL NOWELL &  
LYNSEY NOWELL  
D.B. 16774, PAGE 594  
B.M. 2016, PAGE 1493  
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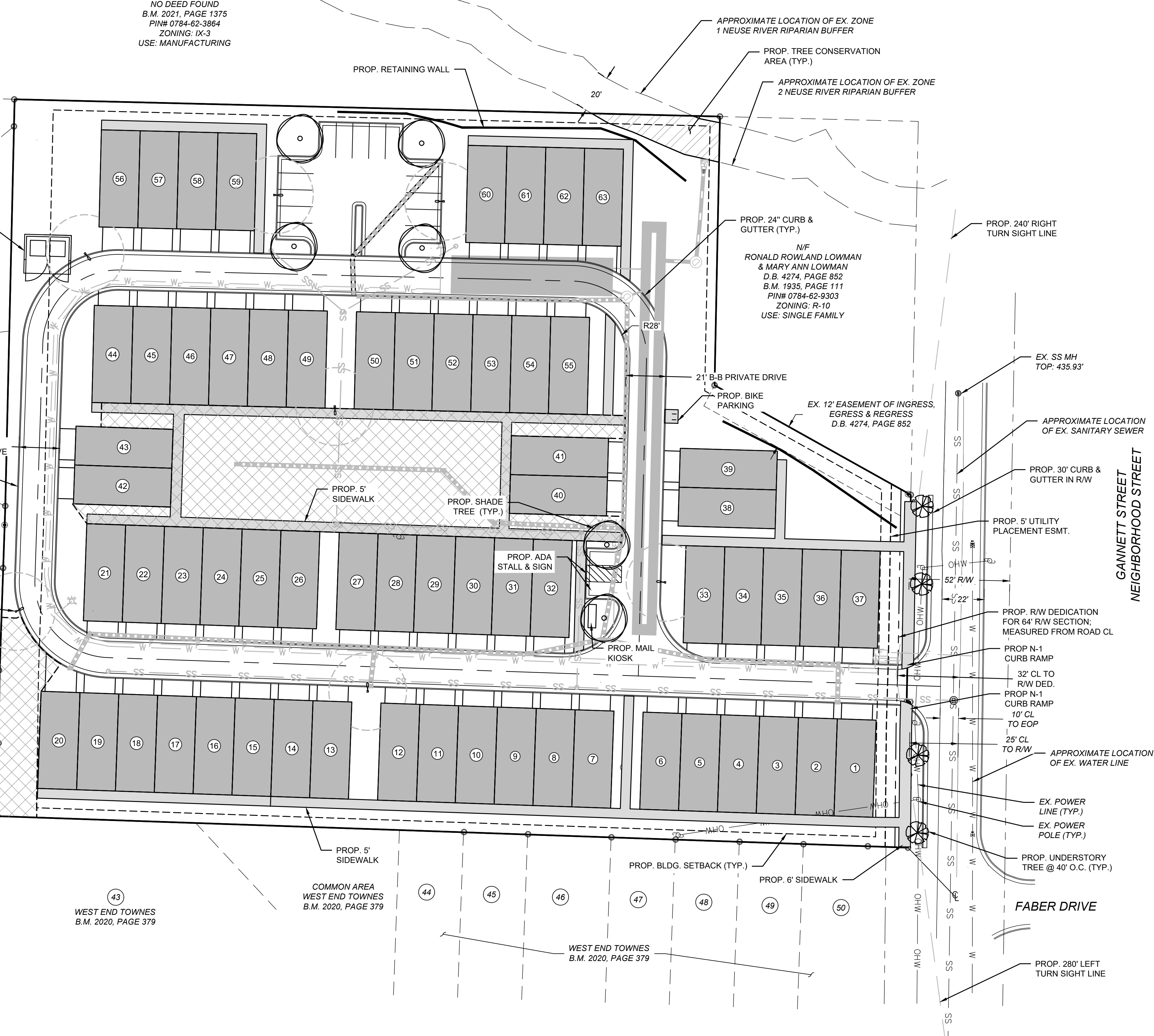
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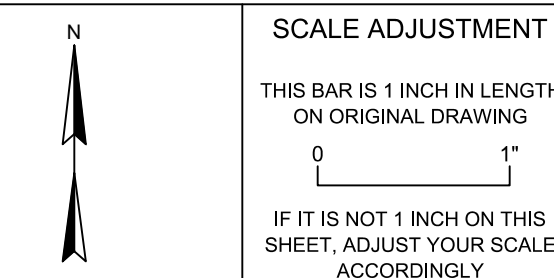
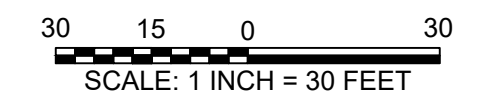
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**REVISION HISTORY**

REV #	DESCRIPTION	DATE	BY

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**PRELIMINARY PLANS**  
DO NOT USE FOR CONSTRUCTION



**ADMINISTRATIVE SITE REVIEW**

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620, 622, 624, & 628  
GANNETT STREET  
RALEIGH, NC

A SQUARED LLC

DATE:	08-30-2023
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	22007

**LANDSCAPE PLAN**

**C-7**  
SHEET 7 OF 8

CALL 48 HOURS BEFORE YOU DIG  
**North Carolina 811**  
www.nc811.org  
NORTH CAROLINA ONE-CALL CENTER  
1-800-632-4949

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LOT 02

LOT 01

KENT CONDOS

PROJECT: **BUILDING #01-02**  
FOR: **A Squared**

PROJECT NUMBER: 22-010  
DATE: 06-01-22  
PHASE: Preliminary  
SCALE: 1/8" = 1'-0"

REVISIONS:

NO.	ISSUE	DATE

Front  
Elevation

A2.0