DEVELOPMENT SERVICES

Administrative Site Review Application

Development Services Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495

Raleigh

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: Transaction #: ASR-0077-2019	Planning Coordinator: Purify

Building Type				Site Transaction History
☐ Detached		☑ General		Subdivision transaction #: S-70-1997
☐ Attached		☐ Mixed use		Sketch transaction #: _____
				Certificate of Appropriateness #: _____
☐ Apartment		☐ Open lot		Board of Adjustment #: _____
☐ Townhouse		☐ Civic		Zoning Case #: Z-54-94
				Administrative Alternate #: _____

GENERAL INFORMATION

Development name: Sumner Business Park ~~Lot 203~~ *BUILDING 203*

Inside City limits? (Yes) ☐ No

Property address(es):
6550 Meridien Drive

Site P.I.N.(s): 1727-12-0079

Please describe the scope of work. Include any additions, expansions, and change of use.
Construction of 25,709 sf. office/warehouse on 2.29 acres with associated site improvements.

Current Property Owner/Developer Contact Name: Peter Shatz
NOTE: please attach purchase agreement when submitting this form.

Company: Sumner Bus. Park Prop. Owner, LLC	Title: Vice President

Address: 3843 W. Chester Pike, Newtown Square, PA 19073-2304

Phone #: 919-872-9000	Email: pshatz@equuspartners.com

Applicant Name: Ron Hendricks

Company: Piedmont Land Design, LLP	Address: 8522-204 Six Forks Road, Raleigh, NC 27615
Phone #: 919-845-7600	Email: ronh@piedmontlanddesign.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): IX-3-CU	Existing gross floor area (not to be demolished): 0
	Existing gross floor area to be demolished: 0
Gross site acreage: 2.29 ac.	New gross floor area: 25,709
# of parking spaces required: 20	Total sf gross (to remain and new): 25,709
# of parking spaces proposed: 60	Proposed # of buildings: 1
Overlay District (if applicable): none	Proposed # of stories for each: 1
Existing use (UDO 6.1.4): vacant	
Proposed use (UDO 6.1.4): office/warehouse	

STORMWATER INFORMATION

Existing Impervious Surface: Acres: 0.38 Square Feet: 16,724	Proposed Impervious Surface: (Total) Acres: 1.81 Square Feet: 78,890

Is this a flood hazard area?   ☐ Yes   (☐ No)
If yes, please provide:
Alluvial soils: _____
Flood stu_____
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

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors, and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed development plan as approved by the City of Raleigh.

I hereby designate Piedmont Land Design, LLP _____ to serve as my agent regarding this application, to receive and response to administrative comments, to resubmit plans on my behalf, and to represent me 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: 10/10/19
Printed Name: Peter Smit Vice President	

SUMNER BUSINESS PARK PROPERTY OWNER, LLC
ASSISTANT SECRETARY'S CERTIFICATE

The undersigned, Lynn A. McDowell, Assistant Secretary of SUMNER BUSINESS PARK PROPERTY OWNER, LLC, a Delaware limited liability company (the "**Company**"), hereby certifies that the following named officers are duly appointed, qualified and acting in the capacity set forth opposite his respective name, and the following signatures are the true and genuine signature of said officers.

NAME	TITLE	SIGNATURE
Peter Shatz	Vice President	

IN WITNESS WHEREOF, the Assistant Secretary of the Company has caused this Certificate to be executed by its officers duly authorized on this 10th day of October, 2019.

SUMNER BUSINESS PARK PROPERTY OWNER, LLC, a Delaware limited liability company

By: _____
Lynn A. McDowell
Assistant Secretary

Administrative Site Review Checklist

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Raleigh

Use this checklist as a guide for Administrative Site Review submittals requirements.
This checklist must be submitted with your application.

MAILED NOTIFICATION REQUIREMENTS

Mailed notice is required for projects that:
   1. Include new buildings greater that 25,000 square feet, or additions that represent a 10% increase in building area or 25,000 square feet (whichever is greater), AND;
   2. The subject property is located within 100 feet of a property that is zoned: R-1, R-2, R-4, R-6, R-10
If your project requires mailed notice, <u>click here to download the letter template</u> and other helpful information.

Please check one of the following:
     Yes, my project meets the mailed notification requirement and my letters are provided with this application.
  X The mailed notification is not applicable for my project.

GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. **Cover sheet and/or second sheet:** include project name and location; site data table (*include Property Identification Numbers (PINs), Zoning, Overlay District(s), Frontage Type, Current Use(s), Proposed Use(s), Building Square Footage(s), residential density and unit data, existing and proposed parking calculations*); general notes; sheet index and legend defining symbols with north arrow; contact information for owner, applicant, and all consultants; vicinity map no smaller than 1"=500" and no larger than 1"=1000'; and adopted zoning conditions (if any)	☑		☑	☐	
2. **Existing conditions sheet:** including, but not limited to - graphic scale; site size with meets and bounds; setbacks/ build-to lines; existing structures; utilities and easements; topography, infrastructure (*adjacent streets with names and r/w width, sidewalks, water, and sewer*); built improvements (*parking, driveways, alleys*); and vegetation	☑		☑	☐	
3. **Demolition plan:** Clearly indicate items to be removed	☑		☑	☐	
4. **Proposed site plan:** including but not limited to – north arrow and graphic scale; show and distinguish between existing and proposed conditions (*structures, streets, driveways, parking, storage areas, service areas, etc.*); setback/build-to lines; proposed property lines; streetscape; mechanical equipment (*HVAC, generators, etc.*); sidewalks, walkways, trails; solid waste facilities; parking and parking calculations (*UDO Section 7.1.2*); amenity area (*UDO Section 1.5.3.*) open space and/or greenways; transition protective yard (*UDO Section 7.2.4*); Site Data (*Square footages for proposed and existing uses; Parking calculations; amenity area calculations; Setback/Build-to; transitional protective yard type (UDO Section 7.2.4.A)*; street protective yard type (*UDO Section 7.2.4.B.*)	☑		☑	☐	

Please continue to page two >

GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
5. **Proposed grading plan:** including but not limited to - Limits of land disturbance; grading; structural improvements with finished floor elevations; stream buffers with labels; labeled impervious surfaces (and calculations); tree protection fencing information; retaining walls with top and bottom of wall; stormwater ponds, bioretention facilities, etc.	☑	⬛	☑	☐	⬛
6. **Proposed stormwater plan:** include preliminary stormwater quantity and quality summary and calculations package. If not required, provide notes indicating such and reference UDO section on front cover	☑	☐	☑	☐	☐
7. **Proposed Utility Plan:** All utilities (shown underground); above ground utilities and equipment with required screening (*UDO Section 7.2.5.D.*); include Fire	☑	☐	☑	☐	☐
8. **Lighting Plan:** Pole mounted fixture locations and details (with height labeled to top of fixture; building mounted fixture locations; graphics and notes conveying compliance with UDO Section 7.4	☑	☐	☑	☐	☐
9. **Proposed tree conservation plan:** for secondary tree conservation areas, include two copies of the tree cover report completed by a certified arborist, NC licensed landscape architect, or NC registered forester. If not required, provide notes indicating such and reference UDO section on front cover	☐	☑	☐	☐	☑
10. **Proposed landscape plan:** (*UDO Section 7.2*) including but not limited to – existing vegetation to remain; proposed landscaping meeting minimum size and species mixing requirements; plant list; label yard types; show and label parking lot landscaping (*UDO Section 7.1.7.*) include existing and/or proposed parking lot light fixtures	☑	☐	☑	☐	☐
11. **Architectural Elevations** showing existing and/or proposed building height per UDO Section 1.5.7., 2.3, 3.2., and 3.3., transparency per UDO Section 1.5.9., 2.3 and 3.2, and blank wall area per UDO Section 1.5.10.	☑	☐	☑	☐	☐

NOTE: Revisions to previously approved site plans must contain the following minimum information:

REQUIREMENTS FOR REVISIONS TO EXISTING SITE PLANS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. Provide documentation showing Development Services Staff have approved the proposed site plan changes as a revision	☐	☑	☐	☐	☐
2. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision	☐	☐	☐	☐	☐
3. List date of previously approved site plan.	☐	☐	☐	☐	☐
4. Cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets	☐	☐	☐	☐	☐
5. Provide updated site data table including building square footages, parking calculations, etc.	☐	☐	☐	☐	☐
6. Provide documented history of impervious surfaces with dates	☐	☐	☐	☐	☐