



# Administrative Site Review Application

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

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> Transaction #: <u>ASR-0106-2019</u>		Planning Coordinator: <u><del>ASR-0106-2</del> EVANS</u>	
Building Type		Site Transaction History	
<input type="checkbox"/> Detached	<input checked="" type="checkbox"/> General	Subdivision transaction #: _____	
<input type="checkbox"/> Attached	<input type="checkbox"/> Mixed use	Sketch transaction #: _____	
<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: <u>Deme Motors</u>			
Inside City limits? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Property address(es): <u>7209 Becky Circle</u>			
Site P.I.N.(s): <u>1727055 295</u>			
Please describe the scope of work. Include any additions, expansions, and change of use. <u>Vacant lot transforming into a car dealership while maintaining proper zoning.</u>			
Current Property Owner/Developer Contact Name: <b>NOTE: please attach purchase agreement when submitting this form.</b>			
Company: <u>Deme Motors</u>		Title: <u>Owner-manager</u>	
Address: <u>8012 Criswill Cres</u>			
Phone #: <u>(919)-961-7044</u>		Email: <u>dqomaq@aol.com</u>	
Applicant Name: <u>Bryan Harris</u>			
Company: <u>Harris Engineering</u>		Address: <u>5112 Bur Oak Circle</u>	
Phone #: <u>919-789-0744</u>		Email: <u>office@harriseng.net</u>	

**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	Existing gross floor area (not to be demolished):  Existing gross floor area to be demolished:
Gross site acreage: 1	New gross floor area: 2100 sf
# of parking spaces required: 3	Total sf gross (to remain and new): 2100 sf
# of parking spaces proposed: 6	Proposed # of buildings: 1
Overlay District (if applicable):	Proposed # of stories for each: 1
Existing use (UDO 6.1.4): Vacant	
Proposed use (UDO 6.1.4): Retail	

**STORMWATER INFORMATION**

Existing Impervious Surface: Acres: 0.01      Square Feet: 439	Proposed Impervious Surface: Acres: 0.44      Square Feet: 19,424
Is this a flood hazard area? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, please provide: Alluvial soils: _____ Flood stu _____ FEMA Map Panel #: _____	
Neuse River Buffer <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Wetlands <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Bryan Harris 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: 12/18/19
Printed Name: <u>AHMAD ROMAN</u>	



# Administrative Site Review Checklist

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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 than 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, [click here to download the letter template](#) 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.
- The mailed notification is not applicable for my project.

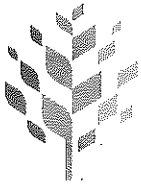
GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. <b>Cover sheet and/or second sheet:</b> include project name and location; site data table ( <i>include Property Identification Numbers (PINs), Zoning, Overlay District(s), Frontage Type, Current Use(s), Proposed Use(s), Building Square Footage(s), residential density and unit data, existing and proposed parking calculations</i> ); 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)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. <b>Existing conditions sheet:</b> including, but not limited to - graphic scale; site size with meets and bounds; setbacks/ build-to lines; existing structures; utilities and easements; topography, infrastructure ( <i>adjacent streets with names and r/w width, sidewalks, water, and sewer</i> ); built improvements ( <i>parking, driveways, alleys</i> ); and vegetation	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3. <b>Demolition plan:</b> Clearly indicate items to be removed	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4. <b>Proposed site plan:</b> including but not limited to – north arrow and graphic scale; show and distinguish between existing and proposed conditions ( <i>structures, streets, driveways, parking, storage areas, service areas, etc.</i> ); setback/build-to lines; proposed property lines; streetscape; mechanical equipment ( <i>HVAC, generators, etc.</i> ); sidewalks, walkways, trails; solid waste facilities; parking and parking calculations ( <i>UDO Section 7.1.2</i> ); amenity area ( <i>UDO Section 1.5.3</i> ); open space and/or greenways; transition protective yard ( <i>UDO Section 7.2.4</i> ); Site Data ( <i>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)</i> )	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

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. <b>Proposed grading plan:</b> 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.	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6. <b>Proposed stormwater plan:</b> include preliminary stormwater quantity and quality summary and calculations package. If not required, provide notes indicating such and reference UDO section on front cover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Proposed Utility Plan:</b> All utilities (shown underground); above ground utilities and equipment with required screening ( <i>UDO Section 7.2.5.D.</i> ); include Fire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Lighting Plan:</b> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Proposed tree conservation plan:</b> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Proposed landscape plan:</b> ( <i>UDO Section 7.2</i> ) 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 ( <i>UDO Section 7.1.7.</i> ) include existing and/or proposed parking lot light fixtures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Architectural Elevations</b> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. List date of previously approved site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provide updated site data table including building square footages, parking calculations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide documented history of impervious surfaces with dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Raleigh

# Administrative Site Review

## Submittal Instructions

Please submit all documents in this package with your plans.

### What to Submit:

- Administrative Site Review Checklist
- Administrative Site Review Application
- One digital copy of proposed plans and supporting documents
  - Original plans scanned to scale, in sequential order
- Ten physical sets of proposed plans with date of preparation
  - To engineering scale, example: 1"=20', 1"=100'
  - Size should be no less than 18"x24" but no larger than 36"x42"
  - For resubmittals, include all revisions and responses to comments
- One copy of notification letter (if applicable)
- Notification letters in unsealed, addressed, and stamped envelopes (if applicable)
- If dwelling units are proposed, submit the Wake County Residential Development Notification Form

### Where to Submit:

Submit all required documentation in-person to the Development Services Customer Service Center located on the 4<sup>th</sup> floor of One Exchange Plaza in Downtown Raleigh.

### When to Submit:

Monday, Tuesday, Thursday, Friday: 8:15 a.m. – 4:00 p.m. (Resubmittals accepted until 4:30 p.m.)

Wednesday: 9:00 a.m. – 4:45 p.m. (Resubmittals accepted until 4:30 p.m.)

### Payment:

Please review the Development Fee Schedule to estimate your fees. We accept cash, Visa, Mastercard, or check made payable to City of Raleigh. Payments can be made:

- In-person at the Customer Service Center
- Over the phone (call 919-996-2495)

Questions? Please contact the Development Services Customer Service Center

919-996-2495 | [ds.help@raleighnc.gov](mailto:ds.help@raleighnc.gov)



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Fax (919) 789-0784  
[www.harriseng.net](http://www.harriseng.net)

19, December 2019

To whom it may concern,

I would like to formally withdraw and rescind my previous Administrative Site Review application SR-7-17 also under the transaction number of 500763

If you should have any questions or need additional information, please do not hesitate to contact me.

Sincerely;

Ahmad Qomaq  
Qomaq Properties LLC