



# 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. Submit this application by using the [Permit and Development Portal](#).

Please review UDO Section 10.2.8. to determine the Site Plan Tier. If assistance determining a Site Plan Tier is needed, a Site Plan Tier Verification request can be submitted on the [Permit and Development Portal](#). (Note: There is a fee for verification.)

SITE PLAN TIER		
<input type="checkbox"/> Tier Two Site Plan <input type="checkbox"/> Tier Three Site Plan		
Building and Development Type (Check all that apply)		Site Transaction History
<input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> Townhouse <input type="checkbox"/> Apartment <input type="checkbox"/> Tiny House <input type="checkbox"/> Open Lot	<input type="checkbox"/> General <input type="checkbox"/> Mixed Use <input type="checkbox"/> Civic <input type="checkbox"/> Cottage Court <input type="checkbox"/> Frequent Transit Development Option	Subdivision case #: _____ Scoping/sketch plan case #: _____ Certificate of Appropriateness #: _____ Board of Adjustment #: _____ Zoning Case #: _____ Design Alternate #: _____

GENERAL INFORMATION	
Development Name:	Inside City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Address(es):	
Site P.I.N.(s):	
Please describe the scope of work. Include any additions, expansions, and uses (UDO 6.1.4):	
<b>Current Property Owner(s):</b>	
Company:	Title:
Address:	
Phone #:	Email:
<b>Applicant Name (If different from the owner):</b>	
Relationship to Owner: <input type="checkbox"/> Lessee or Contract Purchaser <input type="checkbox"/> Owner's Authorized Agent <input type="checkbox"/> Easement Holder	
Company:	Address:
Phone #:	Email:
<b>NOTE: Please attach purchase agreement or contract, lease, or easement when submitting this form.</b>	
<b>Developer Contact:</b>	
Company:	Title:
Address:	
Phone #:	Email:
<b>Applicant Name (If different from the developer):</b>	
Company:	Address:
Phone #:	Email:

SITE AND BUILDING DATA TABLES (Applicable to all developments)	
SITE DATA	BUILDING DATA
Zoning District(s) (please provide the acreage of each):	Existing Gross Floor Area (not to be demolished):
Gross Site Acreage:	Existing Gross Floor Area To Be Demolished:
# of Parking Spaces Proposed:	New Gross Floor Area:
Max # of Parking Permitted (UDO 7.1.2.C):	Total Gross SF (to remain and new):
Overlay District(s) (if applicable):	Proposed # of Buildings:
Existing Use (UDO 6.1.4):	Proposed # of Stories for Each:
Proposed Use (UDO 6.1.4):	Proposed # of Basement Levels (UDO 1.5.7.A.6):

STORMWATER INFORMATION	
Limits of Disturbance (ac): _____	Stormwater Calculations Previously Submitted?
<b>Stormwater Compliance Type</b>	<input type="checkbox"/> Yes, at Preliminary Subdivision
<input type="checkbox"/> Full Stormwater Requirements 9.2.2.B-H	<input type="checkbox"/> No
<input type="checkbox"/> Exempt Property Requirements 9.2.2.A	<input type="checkbox"/> N/A
<input type="checkbox"/> Exempt – No Increase in Impervious	

RESIDENTIAL AND OVERNIGHT LODGING DEVELOPMENTS	
Total # of Dwelling Units:	Total # of Hotel Bedrooms:
# of Bedroom Units: 1br: _____ 2br: _____ 3br: _____ 4br or more: _____	
# of Lots:	Is your project a cottage court? <input type="checkbox"/> Yes <input type="checkbox"/> No
	A frequent transit development? <input type="checkbox"/> Yes <input type="checkbox"/> No

SIGNATURE	
<p>Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.</p> <p>Acting as an authorized agent requires written permission from the property owner for the purposes of making this development approval and/or permit application. Written permission from the property owner to act as an authorized agent must be made available to the City of Raleigh upon request.</p> <p>By submitting this application, the undersigned applicant acknowledges that they are either the property owner or one of the persons authorized by state law (N.C.G.S. 160D-403(a)) to make this application, as specified in the application. The undersigned also acknowledges that the information and statements made in the application are correct and the undersigned understands that development approvals are subject to revocation for false statements or misrepresentations made in securing the development approval, pursuant to N.C. Gen. Stat. § 160D-403(f).</p> <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>The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-755(b1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued, and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.</p>	
<b>Signature:</b>	Date:
Printed Name:	
<b>Signature:</b>	Date:
Printed Name:	