



# Administrative Site Review

## Submittal Instructions

Site plan applications fall under one of the three tiers. The tier category indicates which Unified Development Ordinance (UDO) provisions are applicable in the review and approval of a site plan application. The Administrative Site Review (ASR) review process is for site plans that qualify as either a Tier Two or Tier Three Site Plan as specified in UDO Section 10.2.8.

- Tier One Site Plans are reviewed under the [Non-Residential Permit](#) review process. 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](#). Please note you will need a registered account to submit an online portal request. There is also a fee for this verification service.

Note: Applicants seeking to revise an already approved site plan must follow the “Modifications to an Approved Site Plan” application process.

### Who can apply:

In accordance with state law (N.C.G.S. § 160D-403(a)), applications for site plan approvals may be made by the following individuals:

- The landowner (holder of the title in fee simple);
- A lessee or person holding an option or contract to purchase or lease land;  
An authorized agent of the landowner; or
- An easement holder, for such development as is authorized by the easement.

### 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
  - To engineering scale, example: 1"=20', 1"=100'
  - For resubmittals, include all revisions and responses to comments
- If dwelling units are proposed, submit the [Wake County Residential Development Notification Form](#)

### Mailed Notification Process (if applicable):

- Per UDO Section 10.2.8.D.1.d and 10.2.1.C, packaged Administrative Site Review (ASR) notifications letters must be provided to the City of Raleigh prior to the approval the development plan. Please package and mail letters once an ASR case number has been assigned to the development. See UDO Section 10.2.1.C.1.c for information about posting signage for multi-tenant properties.
- Mail or deliver notification letters to:  
Planning and Development Department  
ATTN: Jeff Caines  
One Exchange Plaza, Suite 400  
Raleigh, NC 27601
- Notification letters will be processed upon approval of the development plan.
- See the Mailed Notification Requirement section of the Administrative Site Review webpage for additional instructions about the mailed notification requirements.

### Payment:

Please review the Development Fee Schedule to estimate your fees. Payments can be made:

- Online via the Permit and Development Portal (you must be a registered user) Over the phone via the Customer Service Center (919-996-2500)
- Fees for Site Plans are based on the project scope as defined in the Development Fee Schedule. (Please note: The Site Plan Tier and the Site Plan Level defined in the fee schedule are independent of one another.)

Questions? We're here to help! Contact the Planning and Development Customer Service Center at 919-996-2500 or [ds.help@raleighnc.gov](mailto:ds.help@raleighnc.gov).

# 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.

**Office Use Only:** Case #: \_\_\_\_\_ Planner (print): \_\_\_\_\_

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 online via the [Permit and Development Portal](#). (Note: There is a fee for this verification service.)

<b>Site Plan Tier:</b> Tier Two Site Plan <input type="checkbox"/> Tier Three Site Plan <input type="checkbox"/>		
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? Yes <input type="checkbox"/> No <input type="checkbox"/>		
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 owner. See “who can apply” in instructions):</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:
Applicant Name:	
Company:	Address:
Phone #:	Email:

DEVELOPMENT TYPE + SITE DATA TABLE (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 # parking permitted (7.1.2.C):	Total sf gross (to remain and new):
Overlay District (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	
Imperious Area on Parcel(s):  Existing (sf) _____ Proposed total (sf) _____	Impervious Area for Compliance (includes ROW):  Existing (sf) _____ Proposed total (sf) _____

RESIDENTIAL & 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="radio"/> Yes <input type="radio"/> No
	A frequent transit development? <input type="radio"/> Yes <input type="radio"/> No

Continue to Applicant Signature Block on Page 4.

### APPLICANT SIGNATURE BLOCK

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.

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.

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).

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.

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.

Signature:

Date:

Printed Name:

Signature:

Date:

Printed Name:

# Administrative Site Review Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



Use this checklist as a guide for Administrative Site Review submittals requirements.

## 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.
- ☐ 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; copy of applications, 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 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 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</i> ); Setback/Build-to; transitional protective yard type ( <i>UDO Section 7.2.4.A</i> ); street protective yard type ( <i>UDO Section 7.2.4.B</i> .)	<input 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 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 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 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 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 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 type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>