



Minor Modifications to Approved Administrative Site Review (ASR) and Associated Site Permit Review (SPR) Plans Application

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

This form is required when submitting minor modifications to approved site plans (including Tier 1 site plans) as referenced in Unified Development Ordinance (UDO) Section 10.2.8.E. Please check the appropriate plan type.

MODIFICATIONS		
Check Applicable	<input type="checkbox"/> Administrative Site Review (ASR)	<input type="checkbox"/> Site Permit Review (SPR)
<p>The City must approve any changes to an approved ASR/SPR plan. Modifications are categorized as either Minor or Major as specified in UDO Section 10.2.8.E.1. Major Modifications necessitate the submittal of a new ASR application. View the ASR webpage for more information.</p> <p>The list of allowable Minor Modifications is provided below. Please check the category or categories that best represents the modification(s) and include a description detailing how the criteria applies to your project.</p>		
Minor Modification Criteria		Description
<input type="checkbox"/>	Up to a 15% increase or any decrease in gross floor area of any building.	
<input type="checkbox"/>	Up to a 15% reduction in the approved setbacks from exterior property lines for any approved structures on a site.	
<input type="checkbox"/>	Up to a 15% increase or any decrease in the number of dwelling units, rooming units, hotel rooms, or seats (in principal places of assembly).	
<input type="checkbox"/>	Up to a 15% increase in building height shown on the approved site plan, not to exceed the maximum height standards of Article 3.3 .	
<input type="checkbox"/>	An increase in the number of parking spaces provided to accommodate any allowable expansion or change of use to comply with the parking requirements of Sec. 7.1.2 , or any decrease in the number of provided parking spaces, so long as the reduction continues to comply with parking minimums or maximums.	
<input type="checkbox"/>	The relocation of parking areas, internal driveways or structures where such relocation occurs more than 50 feet from exterior property lines. But if the parking areas, internal driveways or structures were approved closer than 50 feet from exterior property lines in compliance with the UDO, the relocation may occur so long as it is no closer to the exterior property lines than where originally approved.	
<input type="checkbox"/>	Any decrease or an increase in the number of bedrooms within dwelling units of a building used for multi-unit living.	
<input type="checkbox"/>	Change in the edge or the curb treatment of private streets and parking areas, or paving materials.	
<input type="checkbox"/>	Minor alterations of other features onsite, provided the same general orientation, building relationships, setback patterns and landscaping is maintained including, the following and similar features: <ol style="list-style-type: none"> I. The elimination of any buildings or structures. II. Relocation or addition of walls, fences, or stairs. 	

	III. Relocation or addition of private sidewalks and pedestrian access points so long as the same degree of access is provided. IV. Relocation or addition of hydrants, meter vaults, fire lines, standpipes, or grease traps. V. Relocation or addition of outdoor lighting. VI. Relocation of public utility easements. VII. Relocation or addition of transit infrastructure.	
<input type="checkbox"/>	Change in exterior features of buildings including, but not limited to, the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size, color and scale of the building, and the type, color, style of all windows, doors, light fixtures, signs and other appurtenant fixtures. In the case of outdoor signs, exterior features shall be construed to mean style, material, size, color, and location of all such signs.	
<input type="checkbox"/>	Relocation of public utility line easements that do not involve relocation into CM zoning districts, TCA's protective yards, city easements or other buffer area shown on an approved site plan.	
<input type="checkbox"/>	Changes to, including the deletion of, any item or feature not required by the UDO, such as recreational facilities, materials of private sidewalks and ornamental plantings, shown on an approved site plan.	
<input type="checkbox"/>	A substitution or change of use(s) which: <ol style="list-style-type: none"> I. Is within the same use category (i.e. - Residential, Commercial, Industrial, Open). II. Uses the same building type. III. Does not require a Special Use Permit. IV. Does not trigger any use standard that would require any additional Transitional Protective Yards or where the Site Plan Group, as shown in Section 7.1.2.C, remains in the same group or decreases from: Group C to any other group. Group B to Group A. 	

GENERAL INFORMATION
NOTE: Please attach purchase agreement when submitting this form.

Current Property Owner/Developer Contact Name:	
Company:	Title:
Address:	
Email:	Phone:
Applicant Name:	
Company:	Address:
Email:	Phone:

PROPERTY INFORMATION

Development Name:	Case #:
Inside the City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Address(es):	
Site P.I.N.(s):	

Please describe the scope of modifications, including any additions, expansions, and/or changes of use:

DEVELOPMENT TYPE AND SITE DATA
(Applicable to all developments)

Site Data	Building Data
Zoning District (provide acreage of each if multiple):	Existing Gross Floor Area (not to be demolished):
Gross Site Acreage:	Existing Gross Floor Area to be Demolished:
# of Parking Spaces Required:	New Gross Floor Area:
# of Parking Spaces Proposed:	Total Sq. Ft. 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 Stories for Each:
Stormwater Information	
Existing Impervious Surface Acres: _____ Square Feet: _____	Proposed Impervious Surface Acres: _____ Square Feet: _____
Neuse River Buffer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands: <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a flood hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information	
Alluvial Soils:	
Flood Study:	
FEMA Map Panel #:	
Residential Developments	
Total # of Dwelling Units:	Total # of Hotel Units:
# of Bedroom Units: <input type="checkbox"/> 1br <input type="checkbox"/> 2br <input type="checkbox"/> 3br <input type="checkbox"/> 4br or more	
# of Lots:	Is your project a cottage court? <input type="checkbox"/> Yes <input type="checkbox"/> No

SIGNATURE

The undersigned applicant hereby authorizes the filing of this application (and any subsequent revisions thereto) and confirms having obtained permission from the property owner/occupant for the application and the City's entry onto the property, if applicable. Additionally, the undersigned authorizes City of Raleigh representatives to conduct inspections or evaluations to ensure compliance with relevant laws and rules.

Furthermore, the undersigned certifies that all information provided with this application and any attached documents is true, accurate, and complete to the best of their knowledge and belief. Any false information may result in rejection of the application or revocation of the permit or plan. The undersigned assumes sole responsibility for properly identifying and labeling all property lines and corners and ensuring site accessibility.

The undersigned acknowledges that the application and any resulting permits or communications are subject to disclosure under the North Carolina Public Records Act. Moreover, the undersigned confirms the property owner's awareness of the application and pledges adherence to submitted plans and specifications in accordance with the City of Raleigh Unified Development Ordinance. Lastly, pursuant to state law N.C.G.S. 143-755(b1), the undersigned acknowledges that failure to respond to city requests or holding the permit application on hold for six consecutive months or more will result in the cessation of review, requiring a new application under current regulations upon resumption of processing.

Additionally, by submitting this application, the undersigned confirms either being the property owner or an authorized party as defined by N.C.G.S. 160D-403(a), certifying the accuracy of the information provided. 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. False statements may lead to revocation of development approvals under N.C. Gen. Stat. § 160D-403(f).

Applicant Name:	
Email:	Phone:
Applicant Signature:	Date: