



Modifications to Approved Site Permit Review Plan Submittal Instructions

Please email all documents with your Site Plan drawings to sitereview@raleighnc.gov

What to Submit:

- Modification to Approved Site Plan Checklist
- Modification to Approved Site Plan Application
- One digital copy of proposed plans
 - Original plans scanned to scale, in sequential order
 - To engineering scale, 1"=20', 1"=100'
 - Size should be no less than 18"x24" but no larger than 36"x42"
 - For resubmittals, include all revisions
- If dwelling units are proposed submit the [Wake County Residential Development Notification Form](#)
- **Note:** Minor Modifications to approved Site Plans that have Site Permit Review (SPR) approval can be submitted as an SPR revision using the SPR application process.

Mailed Notification Process (Applicable to Major Modifications):

- Notification letters in unsealed, addressed, and stamped envelopes should be mailed to:
Planning and Development Department
ATTN: Daniel L Stegall
One Exchange Plaza, Suite 400
Raleigh, NC 27601
- Per UDO Section 10.2.8.C.1d and Section 10.2.1.C. notification letters must be provided at the time of application submission (when applicable). Please mail your letters as soon as possible to avoid delays.
- Mailouts will be processed once we receive both your digital application and your notification letter package.

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:

- Modifications will be processed using the fee category applied to the originally approved site plan.
- In-person at the Customer Service Center
- Over the phone (call 919-996-2500)

Questions? Please contact the Development Services Customer Service Center

919-996-2500 | ds.help@raleighnc.gov

Application: Modifications to Approved Site Permit Review Plan

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



This form is required when submitting revisions to approved site plans as referenced in Unified Development Ordinance (UDO) Section 10.2.8.E. as amended by UDO text change TC-14-19. Please check the appropriate modification type and include the plan checklist document when submitting.

Office Use Only: Case #: _____ Assigned Current Planning Coordinator: _____

Modifications

After a site plan has been approved, no deviations shall be made until official approval of the proposed changes or deviations have been obtained from the assigned Planner. Modifications are categorized as either minor or major as specified in UDO Section 10.2.8.E.

Please check the category that best represents proposed site plan modifications.

Minor Modifications

- Up to 15% increase or any decrease in gross floor area of any building
- Up to 15% reduction in the approved setback from exterior property lines
- Up to 15% increase or any decrease in units, rooms, or seats
- Increase in parking spaces to accommodate an allowable expansion or change of use, or any decrease in parking spaces provided
- Relocation of parking, internal driveways or structures more than 50 feet from exterior property lines
- Substitution or change of use(s)
- Changes to or deletion of any item or feature not required by the UDO
- Minor alterations as described in UDO Section 10.2.8.E.1.i.

Major Modifications

Modifications that do not meet the above criteria associated with a minor modification.

General Information

Development name: _____

Inside City limits? Yes No

Property address(es): _____

Site P.I.N.(s): _____

Please describe the scope of work. Include any additions, expansions, and change of use.

Current Property Owner/Developer Contact Name: NOTE: please attach purchase agreement when submitting this form.	
Company:	Title:
Address:	
Phone #:	Email:
Applicant Name:	
Company:	Address:
Phone #:	Email:

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):	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 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 stories for each:

STORMWATER INFORMATION	
Existing Impervious Surface: Acres: _____ Square Feet: _____	Proposed Impervious Surface: Acres: _____ Square Feet: _____
Is this a flood hazard area? Yes No If yes, please provide: _____ Alluvial soils: _____ Flood study: _____ 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

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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 _____ 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 six consecutive months of inactivity.

Signature:

Date:

Printed Name:

Checklist: Modifications to Approved Site Permit Review Plan

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



Use this checklist as a guide for submitting revisions to an approved Site Permit Review Plan. This checklist must be submitted with your application.

MAILED NOTIFICATION REQUIREMENTS This requirement applies to revisions classified as a Major Modification.
<p>Mailed notice is required for projects that:</p> <ol style="list-style-type: none"> 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
<p>Please check one of the following:</p> <p style="padding-left: 40px;">Yes, my project meets the mailed notification requirement and I have provided my letters with this application.</p> <p style="padding-left: 40px;">The mailed notification is not applicable for my project.</p>
<p>NOTE: If your project requires mailed notification, click here to download the letter template and other helpful information.</p>

Signature:

REQUIREMENTS FOR REVISIONS TO APPROVED SITE PLANS	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision					
2. Provide a full set of drawings (See below General Requirements List)					
3. List date of previously approved site plan.					
4. For revisions classified as Minor Modifications cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets					
5. For revisions classified as Major Modifications provide a legend specifying the proposed changes on all applicable sheets					
6. Provide updated site data table including building square footages, parking calculations, etc.					
7. Provide documented history of impervious surfaces with dates					

Continue to page two >

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 (<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)					
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 (<i>adjacent streets with names and r/w width, sidewalks, water, and sewer</i>); built improvements (<i>parking, driveways, alleys</i>); 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.)					
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					

Continue to page three >>

<p>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</p>					
<p>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</p>					
<p>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.</p>					