



Modifications to Approved Site Permit Review (SPR) or Administrative Site Review (ASR) Plans

Submittal Instructions

1. Email a description of the changes to SiteReview@raleighnc.gov. Staff will respond accordingly.
2. Email documents with your site plan drawings to SiteReview@raleighnc.gov.

What to Submit:

- Modification to Approved SPR or ASR Checklist
- Modification to Approved SPR or ASR 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:** Changes to the approved plans must be evaluated to determine if they qualify as minor modifications prior to the submitting plans to Customer Service. Minor modifications to approved ASRs that have 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: Jeff Caines, Senior Planner
One Exchange Plaza, Suite 400
Raleigh, NC 27601
- Per UDO Section 10.2.8.D.1.d and Section 10.2.1.C. notification letters must be provided to the city upon receipt if an ASR case number (when applicable). Letters must be provided to the City prior to approval of a Tier 2 and Tier 3 site plan.
- Notification signage may be required in accordance with UDO Section 10.2.1.C.4.f.
- Contact the Land Development Division at (919) 996-2492 with questions regarding public notice.

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
- By phone (call 919-996-2500)

Application for Modifications to Approved Site Permit Review or Administrative Site Review Plans



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

Check if applicable:

Site Permit Review

Administrative Site Review

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 DATA 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

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:

Checklist for Modifications to Approved Site Permit Review or Administrative Site Review Plans



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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>Yes, my project meets the mailed notification requirement and I have provided my letters with this application.</p> <p>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					

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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					

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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					
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					
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.					