



Concurrent Review Requirements

Development Services Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495

This form is used for submitting plans.
Please check the appropriate building type and include the plan checklist document.

GENERAL INFORMATION	
Project address:	
Development plan name:	Plan #:
Property owner:	Phone #:
Property owner email:	
Project contact person:	Phone #:
Project contact email:	
Provide a detailed project description of the project scope:	
Owner/Agent signature:	

The following information is required for a concurrent review:

CHECKLIST	APPLICANT	CITY	
	YES	YES	NO
1. Land Disturbing Activity plan review fee is included with this submittal			
2. All plans sheets are to be signed, sealed, and dated (including existing conditions sheet and City of Raleigh standard detail sheets)			
3. Concurrent review fee is included with this submittal			
4. Six sets of bound and rolled proposed plans (minimum size 18" x 24", not to exceed 36" x 42"), to engineering scale, including date of preparation, all revision dates (for resubmittals only), and sealed by a design professional. Bluelines must be submitted for initial review. Staff will inform applicant when it is appropriate to submit mylars.			
5. One electronic copy of the entire submittal package on a CD or thumb drive (PDF format) is included			
6. Right-of-Way Obstruction notes placed on cover sheet			

CHECKLIST	APPLICANT		CITY	
	YES		YES	NO
7. The following items must be printed on the plan cover sheet (do not submit separately or staple): A. Project data sheet for Final Site, Non-Residential/Commercial Building, and Concurrent Review B. Sheet index C. Vicinity map no smaller than 1" = 500', showing the position of the site, its relation to surrounding streets and properties, with true North Arrow D. If zoned Conditional Use District, list all conditions and how the plan complies E. General notes, owner's name, contact's name, telephone numbers, mailing addresses, and email addresses F. Public improvement quantities (if no improvements, indicate 0 on the table)				
8. The most recent recorded map or boundary survey, in each set.				
9. Existing conditions plan				
10. Proposed site plan				
11. Proposed grading and drainage plan				
12. Proposed sediment and erosion control plan (required if disturbing 12,000 sf or more)				
13. NPDES stabilization plan (required if disturbing 1 acre or more)				
14. Proposed utility plan				
15. Proposed tree conservation plan				
16. Proposed landscape plan				
17. Detail sheets				
18. Building elevations that show maximum height from natural and finished grade				
19. Plan sheets have a legend defining all symbols				
20. One separate set of the stormwater calculations package				
21. One sealed 8.5 x 11 copy of complete drainage calculations including one copy of the drainage area map and catch basin/gutter flow calculations				
22. For secondary tree conservation areas, Shod 1, Shod 2, parkway frontage, and undisturbed areas adjoining a major or minor thoroughfare; include two copies of the Tree Cover Report completed by a certified arborist, NC licensed landscape architect, or NC registered forester (Per UDO 9.1, 4.E.1).				
23. One copy of maintenance manual for any BMP devices				
24. Concurrent signature block on all sheets (must be located in the lower right-hand corner of plan sheets)				
25. Financial Responsibility Form, if disturbing 12,000 sf or more				
26. If there are any retaining walls greater than five feet in height on the site, attach the Building Code Summary Sheet to each set of plans. Print special inspections statement on each set of plans.				
27. Administrative Action (AA) document superimposed on the second sheet of plans.				