

Master Plan Administrative Amendment Application

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



This form is required when submitting amendments to approved master plans as referenced in Unified Development Ordinance (UDO) Section 4.7.6.A. To view the UDO visit raleighnc.gov Search: Unified Development Ordinance.

Please check the appropriate modification type and include the plan checklist document when submitting.

Office Use Only: Case #: _____ Assigned Current Planning Coordinator: _____
Administrative Amendments
Any amendment to an approved Planned Development (PD) Master Plan, including those approved prior to September 1, 2013, is regulated by UDO Section 4.7.6. The UDO specifies Master Plan alterations that qualify for administrative approval. Alterations that do not qualify as an administrative amendment must follow the rezoning process. Please check the below category/categories that best represent(s) proposed alteration(s).
<ul style="list-style-type: none"><input type="checkbox"/> An increase or decrease to the allowable residential density, total number of dwelling units not to exceed 10%.<input type="checkbox"/> An increase or decrease to the minimum required nonresidential square footage or maximum permitted nonresidential square footage, not to exceed 10%.<input type="checkbox"/> An increase to allowable height (as measured in feet), provided the increase does not exceed the maximum number of feet permitted by story in the height categories contained within Article 3.3. Height Requirements. <i>(Note: An increase in number of stories specified in the Master Plan cannot be approved administratively)</i><input type="checkbox"/> A transfer of nonresidential floor area or residential dwelling units, from one area to another, not to exceed a 20% maximum for each standard.<input type="checkbox"/> Minor adjustments in location of building, parking and open space areas. A minor adjustment shall be a modification in orientation or distance to property line; however, the adjustment shall not exceed 100 feet in distance from the approved location and shall not be located any closer than 50 feet to the boundary of the PD District. However, where a building or parking area is shown on the approved Master Plan within 50 feet of a property line, the building or parking area adjustment may not be located any closer to the property line than as shown on the approved Master Plan. An adjustment to the location of transit facilities is permitted, provided the adjustment occurs prior to the recordation of the transit easement.<input type="checkbox"/> An exchange of open space area, provided the exchanged properties are of like acreage, value and utility and that no tree conservation area or Open Space Plan has been recorded for the requested exchanged properties with register of deeds office in the county where the property is located.<input type="checkbox"/> An exchange of above ground stormwater control facilities of like size. The Planning Director may not administratively approve the relocation of an above ground stormwater facility to a location closer than 50 feet from the boundary of the PD District.<input type="checkbox"/> A relocation of access points, driveways, or sidewalks either within or outside of the public right-of-way with the concurrence of the Development Services Department.<input type="checkbox"/> A relocation of a fence, wall, sign, or utility. Fences or walls required for transition areas or buffer yards may not be removed or relocated to an area that conflicts with the buffering requirement.<input type="checkbox"/> Any requirement associated with a permitted change must be shown on the Master Plan. By example, if a 10% increase in density requires a different street cross-section, the street cross-section must be updated on the Street and Block Plan.<input type="checkbox"/> Modifications to the approved unified sign criteria for the master plan. (See UDO Section 4.7.6.A.11 for additional information.)
Non-Administrative Amendments Any other amendment not listed in UDO Section 4.7.6.A. shall be subject to the rezoning process specified in UDO Section 10.2.4.

General Information		
Date:	Date amended (1):	Date amended (2):
Existing Zoning Case #(s):		Development name:
Inside City limits? Yes No		
Property address(es):		
Site P.I.N.(s):		
Please describe the scope of the amendment. (A Narrative may be attached to the application).		
Current Property Owner/Developer Contact Name: NOTE: If property ownership has not been established attach purchase agreement with submission.		
Company:		Title:
Address:		
Phone #:	Email:	
Applicant Name:		
Company:		Address:
Phone #:	Email:	

Master Plan General Information (To be completed by applicant)	
APPROVED MASTER PLAN DATA	PROPOSED MASTER PLAN DATA
Total number of units:	Total number of units:
Total number of buildings:	Total number of buildings:
Total amount of open space:	Total amount of open space:
Total square footage:	Total square footage:

SIGNATURE BLOCK	
<p>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.</p> <p>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.</p> <p>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.</p>	
Signature:	Date:
Printed Name:	

Master Plan Administrative Amendment Checklist

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Use this checklist as a guide for submitting administrative amendments to an approved Master Plan. This checklist must be submitted with your application.

REQUIREMENTS FOR REVISIONS TO AN APPROVED MASTER PLAN	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. Provide a letter explaining the nature of the amendment, and an explanation of why the proposed changes qualify as administrative based on the provisions in UDO Section 4.7.6.					
2. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision #					
3. Provide a full set of master plan drawings and exhibits					
4. List date of previously approved master plan and master plan revisions.					
5. Cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets. Narrative must correspond with clouded areas.					
6. Provide updated site data table including applicable land use and building height information.					