



Preliminary Subdivision Plan Submittal Instructions

Please email all documents with your preliminary subdivision plans to SiteReview@raleighnc.gov.

Pre-application Conference:

Pre-application conferences are waived in accordance with UDO Section 10.2.5.D.

What to Submit:

- Preliminary Subdivision Plan Review Checklist
- Preliminary Subdivision Plan Application
- One digital copy of proposed plans and supporting documents
 - Original plans scanned to scale, in sequential order
 - To engineering scale, example: 1"=20', 1"=100'
 - For resubmittals, include all revisions and responses to comments
- If dwelling units are proposed, submit the [Wake County Residential Development Notification Form](#)

Mailed Notification Process:

- Notification letters should be mailed to:
Planning and Development Department
ATTN: Daniel L. Stegall
One Exchange Plaza, Suite 400
Raleigh, NC 27601
- Per UDO Section 10.2.1.C, notification letters must be provided at the time of application submission. 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

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:

- Online via the Permit and Development Portal (you must be a registered user)
- Over the phone via the Customer Service Center (919-996-2500)

Preliminary Subdivision Checklist

Site Review

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



INSTRUCTIONS: Use this checklist as a guide for Preliminary Subdivision review submittal requirements (UDO Section 10.2.5). This checklist must be submitted with your application.

MAILED NOTIFICATION REQUIREMENTS

Mailed notification must be submitted with all preliminary subdivision applications. Mailed notice submission requirements include the following:

- Stamped, unsealed envelopes each containing a notification letter addressed to all property owners within 100' of subject parcel(s)
- A copy of the completed notification letter
- A copy of the list of all property owners within 100', with the address and PIN of each property
- A copy of a map showing all properties to be notified

NOTE: [Click here to download the letter template](#) and other helpful information.

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; copy of applications, site data table (<i>include Property Identification Numbers (PINs), Zoning, Overlay District(s)</i>), number of proposed lots, residential density and unit data; general notes; sheet index and legend defining symbols; 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>structures, driveways, alleys</i>); and vegetation					
3. Demolition plan: Clearly indicate items to be removed					
4. Proposed subdivision plan: including but not limited to – north arrow and graphic scale; show and distinguish between existing and proposed conditions (<i>structures, streets, driveways, etc.</i>); proposed property lines; setback/build-to lines; proposed streets, streetscape; sidewalks, walkways, trails; parking information (<i>UDO Section 7.1.2</i>); amenity area (<i>UDO Section 1.5.3</i>); open space and/or greenways (<i>UDO Section 2.5</i>); transition protective yard (<i>UDO Section 7.2.4</i>); Site Data (<i>Zoning, Housing Type (UDO Section 2.1.2), # of Lots, Proposed use(s), Parking data, open space calculations</i>); Building Type (<i>UDO Section 1.4</i>); Setback/Build-to; transitional protective yard type (<i>UDO Section 7.2.4.A</i>); street protective yard type (<i>UDO Section 7.2.4.B</i>)					

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GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
5. Proposed grading plan: including but not limited to - Limits of land disturbance; grading; 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 information: include preliminary stormwater quantity and quality summary and calculations information. 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 (<i>UDO Section 7.2.5.D.</i>); 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 (If applicable).					
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: (<i>UDO Section 7.2</i>) 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 (<i>UDO Section 7.1.7.</i>) include existing and/or proposed parking lot light fixtures					

NOTE: Revisions to previously approved preliminary subdivisions must contain the following minimum information:

REQUIREMENTS FOR REVISIONS TO EXISTING SUBDIVISIONS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. Provide documentation showing Development Services Staff have approved the proposed site plan changes as a revision					
2. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision					
3. List date of previously approved subdivision plan.					
4. Cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets					
5. Provide updated site data table including number of proposed lots, open space calculations, etc.					
6. Provide documented history of impervious surfaces with dates					

Preliminary Subdivision Application

Planning and Development

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



INSTRUCTIONS: This form is used when submitting a Preliminary Subdivision (UDO Section 10.2.5). Please check the appropriate review type and include the plan checklist document. Please email all documents and your preliminary subdivision plans to SiteReview@raleighnc.gov.

DEVELOPMENT TYPE (UDO Section 2.1.2)			
Conventional Subdivision	Compact Development	Conservation Development	Cottage Court
NOTE: Subdivisions may require City Council approval if in a Metro Park Overlay or Historic Overlay District			
GENERAL INFORMATION			
Scoping/sketch plan case number(s):			
Development name (subject to approval):			
Property Address(es):			
Recorded Deed PIN(s):			
What is your project type?	Single family Apartment	Townhouse Non-residential	Attached houses Other: _____

CURRENT PROPERTY OWNER/DEVELOPER INFORMATION	
NOTE: Please attach purchase agreement when submitting this form	
Company:	Owner/Developer Name and Title:
Address:	
Phone #:	Email:
APPLICANT INFORMATION	
Company:	Contact Name and Title:
Address:	
Phone #:	Email:

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DEVELOPMENT TYPE + SITE DATE TABLE (Applicable to all developments)	
ZONING INFORMATION	
Gross site acreage:	
Zoning districts (if more than one, provide acreage of each):	
Overlay district:	Inside City limits? Yes No
Conditional Use District (CUD) Case # Z-	Board of Adjustment (BOA) Case # A-

STORMWATER INFORMATION	
Existing Impervious Surface: Acres: _____ Square Feet: _____	Proposed Impervious Surface: Acres: _____ Square Feet: _____
Neuse River Buffer Yes No	Wetlands Yes No
Is this a flood hazard area? Yes No	
If yes, please provide the following: Alluvial soils: _____ Flood study: _____ FEMA Map Panel #:	
NUMBER OF LOTS AND DENSITY	
Total # of townhouse lots:	Detached Attached
Total # of single-family lots:	
Proposed density for each zoning district (UDO 1.5.2.F):	
Total # of open space and/or common area lots:	
Total # of requested lots:	

SIGNATURE BLOCK	
<p>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.</p> <p>I, _____ will serve as the agent regarding this application, and will receive and respond to administrative comments, resubmit plans and applicable documentation, and will represent the property owner(s) 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 180 days of inactivity.</p>	
Signature:	Date:
Printed Name:	
Signature:	Date:
Printed Name:	

Please email your completed application to SiteReview@raleighnc.gov.