**Response to Comments Form**

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

This form is used to provide responses to comments from City of Raleigh staff for your project. **This form is used only for responses to comments in the Permit and Development Portal.**

How to use this form:

1. Copy/paste the comment in the respective section below as applicable.
2. Enter your response to the comment below as applicable, using one bullet per response.
3. Save this file as a PDF and upload it to the corresponding case file in the Permit Portal.

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| **GENERAL INFORMATION** | |
| Applicant name: | |
| Applicant phone #: | Applicant email address: |
| Case #: | Review cycle: |

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| **DS – CSC Plan Intake Review Corrections** |
| Copy/paste comment here   * Type response here (include sheet number)   Copy/paste comment here   * Type response here (include sheet number) |

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| **DS – Building Review Corrections** |
| Copy/paste comment here   * Type response here (include sheet number)   Copy/paste comment here   * Type response here (include sheet number) |

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| **DS – Engineering** |
| Copy/paste comment here   * Type response here (include sheet number)   Copy/paste comment here   * Type response here (include sheet number) |

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| **DS – Site Accessibility** |
| Copy/paste comment here   * Type response here (include sheet number)   Copy/paste comment here   * Type response here (include sheet number) |

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| **DS – Zoning Site** |
| Copy/paste comment here   * Type response here (include sheet number) Copy/paste comment here * Type response here (include sheet number) |

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| **DS – Stormwater** |
| Copy/paste comment here   * Type response here (include sheet number) Copy/paste comment here * Type response here (include sheet number) |

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| **FD – Fire Corrections** |
| Copy/paste comment here   * Type response here (include sheet number) Copy/paste comment here * Type response here (include sheet number) |

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| **IT - Addressing** |
| Copy/paste comment here   * Type response here (include sheet number) Copy/paste comment here * Type response here (include sheet number) |

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| **PRCR – Urban Forestry** |
| Copy/paste comment here   * Type response here (include sheet number) Copy/paste comment here * Type response here (include sheet number) |

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| **PU – Public Utilities** |
| Copy/paste comment here   * Type response here (include sheet number) Copy/paste comment here * Type response here (include sheet number) |