



# Preliminary Subdivision Plan Application

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

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 your completed application to [DS.intake@raleighnc.gov](mailto:DS.intake@raleighnc.gov).

<b>Office Use Only:</b> Case #: <u>SUB-5-03-2017</u>	Planner (print): _____
Pre-application Conference Date: _____	Planner (signature): _____

**DEVELOPMENT TYPE (UDO Section 2.1.2)**

<input checked="" type="checkbox"/> Conventional Subdivision	<input type="checkbox"/> Compact Development	<input type="checkbox"/> Conservation Development	<input type="checkbox"/> Cottage Court
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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): East College Park Townhome Site 1

Property Address(es): **See Attached**

Recorded Deed PIN(s): See attached

What is your project type?	<input type="checkbox"/> Single family	<input checked="" type="checkbox"/> Townhouse	<input type="checkbox"/> Attached houses
	<input type="checkbox"/> Apartment	<input type="checkbox"/> Non-residential	<input type="checkbox"/> Other: _____

**CURRENT PROPERTY OWNER/DEVELOPER INFORMATION**

**NOTE: Please attach purchase agreement when submitting this form**

Company: City of Raleigh Housing & Neighborhood | Owner/Developer Name and Title: Larry Jarvis, Housing & Neighborhoods Director

Address: P.O. Box 590, Raleigh, North Carolina

Phone #: 919-996-6947 | Email: [larry.jarvis@raleighnc.gov](mailto:larry.jarvis@raleighnc.gov)

**APPLICANT INFORMATION**

Company J Davis Architects | Contact Name and Title: Ken Thompson, Senior Associate

Address: 510 S Wilmington Street, Raleigh, NC 27601

Phone #: 919-835-1500 | Email: [kent@jdavisarchitects.com](mailto:kent@jdavisarchitects.com)

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East College Park Townhomes Site 1  
Subject Site Pin Numbers and Addresses  
03/12/2020

PIN	Real Estate ID	Site Address	City
1713494996	0049445	1715 PENDER ST	RALEIGH
1714403473	0019280	- 1904 OAKWOOD AVE	RALEIGH
1714404065	0049442	205 WALDROP ST	RALEIGH
1714404079	0013391	207 WALDROP ST	RALEIGH
1714404174	0066681	- 211 WALDROP ST	RALEIGH
1714404179	0025255	- 217 WALDROP ST	RALEIGH
1714404274	0023783	-> 223 WALDROP ST	RALEIGH
1714404278	0069896	- 227 WALDROP ST	RALEIGH
1714404382	0069611	- 231 WALDROP ST	RALEIGH
1714404386	0000206	- 235 WALDROP ST	RALEIGH
1714404433	0067036	- 1908 OAKWOOD AVE	RALEIGH
1714404494	0020404	- 1912 OAKWOOD AVE	RALEIGH
1714405433	0020405	- 1916 OAKWOOD AVE	RALEIGH

GENERAL REQUIREMENTS Applicant to provide the following plan information:	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
6. <b>Proposed grading plan:</b> 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.	X		✓		
7. <b>Proposed stormwater information:</b> include preliminary stormwater quantity and quality summary and calculations information. If not required, provide notes indicating such and reference UDO section on front cover	X		✓		
8. <b>Proposed Utility Plan:</b> All utilities (shown underground); above ground utilities and equipment with required screening ( <i>UDO Section 7.2.5.D.</i> ); include Fire	X		✓	✓	
9. <b>Lighting Plan:</b> 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).	N/A				✓
10. <b>Proposed tree conservation plan:</b> 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	N/A				✓
11. <b>Proposed landscape plan:</b> ( <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	X		✓		

**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					

## Cheryl Koch

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**From:** Stegall, Daniel <Daniel.Stegall@raleighnc.gov>  
**Sent:** Friday, March 13, 2020 11:29 AM  
**To:** Cheryl Koch  
**Cc:** Rametta, Justin; Ken Thompson  
**Subject:** RE: S-03-17, Sunset Extension Request, East College Park Site 1

Cheryl,

Good morning. The City received your request for an extension of the sunset date for case S-03-2017. The written request for the extension was the first step in the process, as described in Unified Development Ordinance Section 10.2.5.E.7. In accordance with Subsection C of UDO Section 10.2.5.E.7, there shall only be 1 extension permitted. Please note the City acknowledges the receipt showing fees were paid for a sunset extension request. The next step is for you to submit updated plans for review along with the applications and fees for a preliminary subdivision plan. Please see the [fee schedule](#) posted on the City's web page.

The updated plan must demonstrate compliance with all ordinances in effect at this time. The submittal must also meet all standards for review of a preliminary subdivision plan as noted in the official application and checklist. (See this [link](#) for more information.)

Finally, [this web page](#) details recent text changes that may have occurred since your original approval.

**From:** Cheryl Koch  
**Sent:** Friday, March 13, 2020 9:12 AM  
**To:** Stegall, Daniel  
**Cc:** Rametta, Justin ; Thompson, Ken  
**Subject:** RE: S-03-17, Sunset Extension Request, East College Park Site 1

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you verify that the attachment and content are safe. If you believe this email is suspicious, please click the 'Phish Alert' link in the banner to report this message.

Hi Daniel –

I'm following up on the sunset extension submittal for East College Park Site 1. We are ready to submit with your approval. Please let us know if we can proceed.

Thanks, Daniel!

CHERYL KOCH  
Landscape Designer II

**JDAVIS** > DESIGN  
THAT  
CONNECTS.

**From:** Cheryl Koch  
**Sent:** Thursday, March 5, 2020 3:12 PM

March 3, 2020

City of Raleigh  
Development Services  
One Exchange Plaza  
Raleigh, NC 27601

Mr. Daniel Stegall,

This letter is a formal request for a sunset extension by City of Raleigh Community Development for The East College Park Townhome Site 1 (S-03-17). The plan was approved August 29, 2017 and sunsets August 29, 2020. The plans have been reviewed by our office for compliance with the current version of the UDO and we feel the plans are in compliance. The concurrent plans have yet to be reviewed.

Thank you for considering our request for extension.

Sincerely,



Kenneth D. Thompson  
PLA, ASLA, LEED AP | Senior Associate

# Sunset Extension



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495 | cfax 919-996-1831

Office Use Only			
File # _____	Fee _____	Amount Paid _____	
Check # _____	Received Date _____	Received By _____	

Refer to the Development Fee Schedule for processing fee. (If you are applying for two (2) extensions related to one project, submit a double fee.)			
Property Owner <b>City of Raleigh Housing &amp; Neighborhood</b>			
Applicant <b>Larry Jarvis</b>			
Applicant Address <b>P.O. Box 590</b>			
City <b>Raleigh</b>		State <b>NC</b>	Zip <b>27602</b>
Phone <b>919-996-6947</b>	Fax # _____	Email <b>larry.jarvis@raleighnc.gov</b>	
Current Development Plan File Reference <b>S - 03 - 17</b> (i.e. site plan, subdivision, group housing, master plan or other)			
Name of Approved Development Plan <b>East College Park Townhome Site 1</b>			
Associated development plan if applicable _____ - _____ - _____ (i.e. site plan and subdivision for the same project)			
<b>A For Preliminary Site Plan or Group Housing, please provide the following information:</b>			
Date of Approval for Development Plan _____		Date of Request _____	
Information necessary to address requirements for consideration in accordance with 10-2132.2 (j) standards 1 thru 7:			
1	Show or state how the unconstructed portions of the preliminary plat conform to all ordinances, laws, City policies and provisions of the Comprehensive Plan and other City Council plans in effect at the time of the requested extension.		
2	The plan considers and respects the practical limits of public facilities and services such as stormwater, water and sewer lines, streets, fire, public safety and trash collection.		
3	Unconstructed portions of the preliminary plat conform to all ordinances, laws, City policies, and provisions of the Comprehensive Plan and other City Council plans in effect at the time of the requested extension.		