LOCATION: This site is located on the west side of Wake Forest Road. The site is addressed at 821 Wake Forest Rd, which is inside City limits.

REQUEST: Recombination and Change of Use for a 0.55 acre tract zoned NX-3-CU (Z-57-94) with Neighborhood Conservation Overlay District (Mordecai 2 NCOD). An existing building with 4,320 square feet of gross floor area is changing from Single-family Residential to Office use. The existing four lots are to be recombined into three lots. This development will be on a 0.3104 acre parcel with a shared driveway to Moredecai Drive crossing the adjacent lots.

DESIGN ADJUSTMENT(S)/ ALTERNATES, EXEMPTIONS, ETC: Exempt from stormwater control measures per UDO Sec. 9.2.2.A.3.b. Substitution of Impervious surface; no additional impervious proposed or approved.

FINDINGS: City Administration finds that this request, with the below conditions of approval being met, conforms to the Unified Development Ordinance. This approval is based on a preliminary plan submitted by Site Collaborative, dated 11/6/2018.

CONDITIONS OF APPROVAL and NEXT STEPS:

Note: This document must be applied to the second sheet of all future submittals with the exception of final plats.

PRIOR TO THE ISSUANCE OF ANY SITE PERMITS OR APPROVAL OF CONCURRENT REVIEW PROCESS, WHICHEVER IS APPLICABLE:

URBAN FORESTRY

1. Obtain required tree impact permits from the City of Raleigh.

2. Next Step: Tree protection fence must be located in the field and inspected by Urban Forestry staff prior to the issuance of a mass grading permit or other site permit, whichever comes first.

PRIOR TO ISSUANCE OF BUILDING PERMITS:

GENERAL

3. Comply with all conditions of Z-57-94.

4. A Final Plat shall be recorded with the Wake County Register of Deeds office for all Recombinations, right of way and/or Easement Dedications, and Tree Save Areas.

5. Proof of a recorded offsite parking lease agreement or easement shall be provided to fulfill the required parking. The applicant shall provide a signed agreement indicating that required off-
street parking shall be provided as long as the principal use continues, and the principal use shall be discontinued should the required off-street parking no longer be provided on these off-site parcel(s) or their equivalent as required by Part 10A Section 7.1.5 of the Unified Development Ordinance.

ENGINEERING

6. A 5’ general utility easement and associated deed of easement shall be approved by the City and the location of the easement shall be shown on the map approved for recordation. The deed of easement shall be recorded at Wake County Register of Deeds within one (1) day of recordation of the recorded plat. A recorded copy of these documents must be provided to the Development Services Department.

7. In accordance with Part 10A Section 8.1.10, a fee-in-lieu for 1’ of sidewalk along the frontage of Wake Forest Rd shall be paid to the City of Raleigh.

8. A sidewalk deed of easement for any public sidewalk on Private Property shall be approved by the City and the location of the easement shall be shown on the map approved for recordation. The deed of easement shall be recorded at Wake County Register of Deeds within one (1) day of recordation of the recorded plat. A recorded copy of these documents must be provided to the Development Services Department.

9. An offer of cross access to the adjacent lots identified by PIN 1704835378 and PIN 1704837337 shall be approved by the Development Services Department for recording with the Wake County Register of Deeds, and a copy of the recorded offer of cross access easement shall be returned to the Development Services Department within one (1) day of recordation.

10. A cross access easement among the proposed lots as shown on the preliminary plan shall be approved by the Development Services Department for recording with the Wake County Register of Deeds, and a copy of the recorded cross access easement shall be returned to the Development Services Department within one (1) day of recordation.

11. **Next Step:** A right-of-way obstruction permit shall be obtained from Right-of-way Services for any construction activity within the right-of-way.

PUBLIC UTILITIES

12. A Final Plat must be recorded at the Wake County Register of Deeds office for all necessary Subdivisions / Recombinations, Right-of-Way, Utility / Stormwater Easement Dedications and/or Tree Save Areas

URBAN FORESTRY

13. A final inspection of required right of way tree protection areas by Urban Forestry staff must be completed.

**Prior to issuance of building occupancy permit:**

1. All Water, Sanitary Sewer and Reuse facilities shall be installed, inspected, tested and accepted by the City of Raleigh Public Utilities Department for operations and maintenance.
2. Next Step: Required public right-of-way infrastructure improvements shall be, at a minimum, sufficiently completed to provide the necessary, safe emergency and vehicular access.

3. Next Step: Required underground storm drainage improvements shall be completed and as-built plan(s) and certification(s) reviewed and accepted by the City of Raleigh Development Services – Development Engineering program.

4. Next Step: All street lights and street signs required as part of the development approval are installed.

5. Next Step: Copies of certified inspection reports for alleys and internal access ways are submitted to the City of Raleigh Development Services – Development Engineering program.

6. Next Step: Final inspection of all required right of way tree protection areas by Urban Forestry Staff.

EXPIRATION DATES: The expiration provisions of UDO Section 10.2.8 E, including the ability to request extensions in the expiration date, apply to this site plan. If significant construction has not taken place on a project after administrative site review approval, that approval may expire and be declared void, requiring re-approval before permits may be issued. To avoid allowing this plan approval to expire the following must take place by the following dates:

3-Year Expiration Date: 12-6-2021
Obtain a valid building permit for the total area of the project, or a phase of the project.

4-Year Completion Date:
Within four years after issuance of the first building permit for the site plan, the construction of the entire site plan must be completed unless an applicant has been granted vested rights. Failure to complete construction within this specified time frame shall automatically void the approved site plan for which no building permits have been issued.

I hereby certify this administrative decision.

Signed: (Planning Dir./Designee) ___________________________ Date: 12/01/18
Staff Coordinator: Ryan Boivin
SITE DATA SUMMARY

**PROJECT NAME**

821 Wake Forest Road

**EXISTING STREET ADDRESS**

821 Wake Forest Road, Raleigh, NC 27609

**PARCEL NUMBER**

1704835199

**EXISTING TOTAL LOT AREA**

0.55 AC

**EXISTING IMPERVIOUS AREA**

9,310 SF

**PROPOSED IMPERVIOUS AREA**

9,306 SF

**CHANGE OF IMPERVIOUS AREA**

-4 SF

**TOTAL AREA DISTURBED**

11,300 SF

**AREA OF PUBLIC RIGHT-OF-WAY DEDICATION**

N/A

**ADJUSTED LOT AREA**

0.55 AC

**CURRENT ZONING**

NX-3-CU

**FRONTAGE**

NONE

**OVERLAY DISTRICT(S)**

NCOD - MORDECAI 2

**EXISTING BUILDING TYPE**

SINGLE-FAMILY RESIDENTIAL

**PROPOSED BUILDING TYPE**

GENERAL

**EXISTING GROSS BUILDING AREA**

4,320 SF

**EXISTING BUILDING USE**

SINGLE FAMILY

**PROPOSED GROSS BUILDING AREA**

4,320 SF

**PROPOSED BUILDING USE**

OFFICE

**REV #1: 09/21/2018**

**REV #2: 10/15/2018**

**REV #3: 11.06.2018**
1. All construction work in the City of Raleigh is subject to the laws, rules, and regulations of the City of Raleigh. The granting of permits, licenses, and certificates is subject to compliance with these requirements. Failure to comply with these requirements may result in revocation of permits, license, and certificates.

2. The City of Raleigh is responsible for the safety and health of persons employed, visiting, or using the property. Persons shall be familiar with and comply with all applicable laws, rules and regulations, and standards of the City of Raleigh. The City of Raleigh shall ensure that all persons are trained in the proper use of all equipment and materials used in connection with this project.

3. The City of Raleigh is responsible for the design and construction of all roads, sidewalks, and other public improvements. The City of Raleigh shall ensure that all work is done in accordance with all applicable laws and regulations and that all work is done in a safe and workmanlike manner. The City of Raleigh shall ensure that all work is performed in accordance with the plans and specifications approved by the City of Raleigh.

4. The City of Raleigh shall ensure that all work is completed in accordance with the plans and specifications approved by the City of Raleigh.

5. The City of Raleigh shall ensure that all work is completed in accordance with the plans and specifications approved by the City of Raleigh.

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