



# 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).

Office Use Only: Case #: <b>SUB-UDO3-2020</b>	Planner (print): <i>[Signature]</i>
Pre-application Conference Date: _____	Planner (signature): <i>[Signature]</i>


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
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): <b>N/A</b>			
Development name (subject to approval): <b>HILLSBOROUGH HOUSE</b>			
Property Address(es): <b>319-337 OAK HILL DRIVE</b>			
Recorded Deed PIN(s): <b>0773-88-8111</b>			
What is your project type?	<input checked="" type="checkbox"/> Single family <input checked="" type="checkbox"/> Apartment	<input type="checkbox"/> Townhouse <input type="checkbox"/> Non-residential	<input type="checkbox"/> Attached houses <input type="checkbox"/> Other: _____

CURRENT PROPERTY OWNER/DEVELOPER INFORMATION	
NOTE: Please attach purchase agreement when submitting this form	
Company: <b>Ginkgo Arbor Creek LLC</b>	Owner/Developer Name and Title: <b>ERIC ROHM/PRINCIPAL</b>
Address: <b>200 S. COLLEGE ST., CHARLOTTE, NC 28202</b>	
Phone #: <b>704.944.2023</b>	Email: <b>eric.rohm@ginkomail.com</b>
APPLICANT INFORMATION	
Company: <b>TRIANGLE SURVEYORS</b>	Contact Name and Title: <b>KEVIN DOUGLAS</b>
Address: <b>3715 UNIVERSITY DR., DURHAM, NC 27708</b>	
Phone #: <b>919-940-2929</b>	Email: <b>kevin@trianglesurveyors.com</b>

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DEVELOPMENT TYPE + SITE DATE TABLE (Applicable to all developments)	
ZONING INFORMATION	
Gross site acreage: 5.770	
Zoning districts (if more than one, provide acreage of each): RX-3-CU	
Overlay district: N/A	Inside City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conditional Use District (CUD) Case # Z- 27-07	Board of Adjustment (BOA) Case # A- N/A

STORMWATER INFORMATION	
Existing Impervious Surface: Acres: 1.541 Square Feet: 67,101	Proposed Impervious Surface: Acres: 1.541 Square Feet: 67,101
Neuse River Buffer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Wetlands <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a flood hazard area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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): LOT 1: 0.95/ac LOT 2: 14.00/ac	
Total # of open space and/or common area lots:	
Total # of requested lots: TWO	

SIGNATURE BLOCK	
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.	
I hereby designate TRIANGLE SURVEYORS 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.	
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.	
Signature: 	Date: 2/4/2020
Printed Name: Eric Rohm, Authorized Representative for Ginkgo Arbor Creek LLC, Owner	
Signature:	Date:
Printed Name:	

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# Preliminary Subdivision Plan Checklist

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Use this checklist as a guide for Preliminary Subdivision Review (UDO Section 10.2.5.) submittal requirements. 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. <b>Pre-application Conference Form:</b> Per UDO Section 10.2.5.D.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. <b>Cover sheet and/or second sheet:</b> 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) <i>ZONING CONDITIONS</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. <b>Existing conditions sheet:</b> 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	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. <b>Demolition plan:</b> Clearly indicate items to be removed	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. <b>Proposed subdivision plan:</b> 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</i> ), # of Lots, Proposed use(s); Parking data; open space calculations; 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> )	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Provide narrative of the proposed revisions on the cover page and modify the project name to include revision	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3. List date of previously approved subdivision plan.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4. Cloud areas of proposed change on all applicable sheets, and provide a legend specifying the proposed changes on all applicable sheets	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
5. Provide updated site data table including number of proposed lots, open space calculations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide documented history of impervious surfaces with dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>