



# Administrative Approval Action

Case File / Name: SUB-0021-2021  
DSLCL - 3808 Burt Drive Subdivision

City of Raleigh  
Development Services Department  
One Exchange Plaza  
Raleigh, NC 27602  
(919) 996-2492  
currentplanning@raleighnc.gov  
www.raleighnc.gov

**LOCATION:** This site is located on the northside of Burt Drive PIN # 0793273929. The site is zoned R-10 and SRPOD within the corporate limits of the City of Raleigh.

**REQUEST:** Conventional Subdivision for existing 0.247 acre lot into two lots for Detached, Single Family Residential, creating a density of 8.10 units per acre. Lot 1 and Lot 2 will be created with shared access from Burt Drive.

**DESIGN  
ADJUSTMENT(S)/  
ALTERNATES, ETC:** RCMP-0230-2021: DSLCL - Recorded Maps/Boundary Survey - Major  
RCMP-0231-2021: DSLCL - Recorded Maps/Subdivision

**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 dated July 1, 2021 by Cawthorne, Moss & Panciera.

## **CONDITIONS OF APPROVAL and NEXT STEPS:**

*This document must be applied to the second sheet of all future submittals except for final plats. This is a preliminary plan and as such no permits have been issued with this approval. To obtain permits and/or completion of the project, the following steps are required:*

☒ **SITE PERMITTING REVIEW** - For land disturbance of 12,000 square feet or greater, public or private infrastructure, shared stormwater devices, etc. Site Permitting Review may be submitted upon receipt of this signed approval document.

***The following items are required prior to approval of Site Permitting Review plans:***

### **Stormwater**

1. These lots are exempt per UDO Section 9.2.2.A.2.b.i as a residential subdivision of one acre or less approved after May 1, 2001, but are subject to impervious limitations of subsection A.4 and subject to further review upon placement of impervious surface areas.

☒ **LEGAL DOCUMENTS** - Email to legaldocumentreview@raleighnc.gov. Legal documents must be approved, executed, and recorded prior to or in conjunction with the recorded plat on which the associated easements are shown. Copies of recorded documents must be returned to the City within one business day of recording to avoid withholding of further permit issuance.

<input checked="" type="checkbox"/>	Utility Placement Easement Required
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☒ **RECORDED MAP(S)** - Submit plat to record new property lines, easements, tree conservation areas, etc.). Plats may be submitted for review when the Site Permitting Review plans, if required, have been deemed ready for mylar signature.

***The following items must be approved prior to recording the plat:***

### **Engineering**



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1. A cross access agreement among the lots identified as Lot 1 and Lot 2 (two lot subdivision) shall be approved by the Development Services Department for recording in the Wake County Registry, and a copy of the recorded offer of cross access easement shall be returned to the Development Services Department within one day of plat recordation. If a recorded copy of the document is not provided within this time, further recordings and building permit issuance will be withheld.
2. A 5' utility placement 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 day of recordation of the recorded plat. A recorded copy of these documents must be provided to the Development Services Department within one day from authorization of lot recordation. If recorded copies of the documents are not provided, further recordings and building permit issuance will be withheld.
3. A public infrastructure surety shall be provided to City of Raleigh Transportation – Development Engineering Division (UDO 8.1.3) in the amount of 100% of the improvement cost for the NCDOT portion and 125% of the improvement cost for the City of Raleigh infrastructure.

## Urban Forestry

4. A public infrastructure surety for (2) street trees shall be provided to the City of Raleigh Development Services – Development Engineering (UDO 8.1.3).

☒ **BUILDING PERMITS** - For buildings and structures shown on the approved plans. Commercial building permit plans must include the signed, approved Site Permitting Review plans attached, if applicable. Permit sets may be reviewed prior to the recordation of required plats, but cannot be approved.

***The following items must be approved prior to the issuance of building permits:***

## Urban Forestry

1. A tree impact permit must be obtained for the approved streetscape tree installation in the right of way. This development proposes (4) understory street trees along Burt Dr.

**EXPIRATION DATES:** If significant construction has not taken place on a project after preliminary subdivision approval, that approval may "sunset" and be declared void, requiring re-approval before permits may be issued. To avoid allowing this preliminary approval to "sunset", the following must take place by the following dates:

**3-Year Sunset Date: December 15, 2024**  
**Record at least ½ of the land area approved.**

**5-Year Sunset Date: December 15, 2026**  
**Record entire subdivision.**

I hereby certify this administrative decision.

**Signed:** Alysis Bailey Taylor **Date:** 08/18/2021  
Development Services Dir/Designee  
**Staff Coordinator: Cara Russell**

LAND SURVEYOR/CONTACT

CAWTHORNE, MOSS & PANCIERA, PC  
MICHAEL A. MOSS, PLS  
333 S. WHITE STREET  
WAKE FOREST, NC 27587  
(919) 556-3143  
MIKE@CMPPLS.COM

DEVELOPER:

BUILD RALEIGH, LLC  
P.O. BOX 10444  
RALEIGH, NC 27605  
336-740-4401

OWNER MAILING ADDRESS

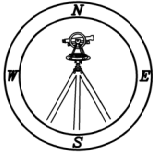
TENZING INVESTMENTS, LLC  
51 KILMAYNE DRIVE, SUITE 100  
CARY, NC 27511

SHEET INDEX:

SHEET 1 - COVER SHEET  
SHEET 2 - EXISTING CONDITIONS  
SHEET 3 - PRELIMINARY SUBDIVISION PLAN

LOT SUMMARY  
TOTAL NUMBER OF LOTS 2  
NEW LOT 1 0.123 AC./5,354 S.F.  
NEW LOT 2 0.124 AC./5,403 S.F.  
TOTAL SITE AREA 0.247 AC./10,757 S.F.  
ZONING R-10 SRPOD  
SITE DENSITY 8.10 UNITS PER ACRE

NOTES:  
- All construction shall be in accordance with all City of Raleigh Standards and Specifications.  
- Developer is responsible for installation of all lines necessary to provide service to this site.  
- The developer acknowledges that he has reviewed and is in compliance with the requirements set forth in the Solid Waste Design. The lots will be using residential bins.  
- Refuse containers are to be rolled to the curb of the public right-of-way and serviced by City of Raleigh Solid Waste Services. Cans will be stored in garage or on a 6' x 6' concrete pad to the side or rear of the house.  
- The subject property is exempt from Tree Conservation requirements due to gross site acreage being less than 2 ac.  
- No lots are proposed to require a private pump service.  
- This Project requires recordation of a Subdivision Plat prior to issuance of a Building Permit.  
- Proposed lots are subject to Residential Infill Rules, as per Sec. 2.2.7.  
- Diameter & material of water & sewer services are 3/4" CU with 5/8" meter & 4" PVC or DIP @ 1.0% min. grade for each lot.  
- Per Section 5.2.2.A.2.b.i subject to 4.a. of the Part 10A Raleigh Unified Development Ordinance, these lots are exempt from active stormwater measures and subject to further review upon placement of impervious surface areas.  
- Demolition Permit # DEMO-C16165-2220



VICINITY MAP

3808 BURT DRIVE SUBDIVISION

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](mailto:SiteReview@raleighnc.gov).

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):			
Development name (subject to approval): 3808 BURT DRIVE SUBDIVISION			
Property Address(es) 3808 BURT DRIVE			
Recorded Deed PIN(s): 0793-27-3929			
What is your project type?			
<input checked="" type="checkbox"/> Single family	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Attached houses	<input type="checkbox"/> Other:
<input type="checkbox"/> Apartment	<input type="checkbox"/> Non-residential		

CURRENT PROPERTY OWNER/DEVELOPER INFORMATION	
NOTE: Please attach purchase agreement when submitting this form	
Company: TENZING INVESTMENTS, LLC	Owner/Developer Name and Title: DAN MILLER - MANAGER
Address: 51 KILMAYNE DRIVE, STE 100, CARY, NC 27511	
Phone #: 336-740-4401	Email: <a href="mailto:DAN@EULDRALEIGH.COM">DAN@EULDRALEIGH.COM</a>
APPLICANT INFORMATION	
Company:	Contact Name and Title: JORDAN PARKER - PLS
Address: 333 S. WHITE STREET, WAKE FOREST NC, 27587	
Phone #: 919-556-3148	Email: <a href="mailto:JORDAN@CMPPLS.COM">JORDAN@CMPPLS.COM</a>

Continue to page 2 >>

DEVELOPMENT TYPE + SITE DATE TABLE (Applicable to all developments)	
ZONING INFORMATION	
Gross site acreage: 0.247	
Zoning districts (if more than one, provide acreage of each): R-10	
Overlay district: SRPOD	Inside City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: _____
Nause 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:	
Alluvia soils: _____	
Flood study: _____	
FEMA Map Panel #: _____	
NUMBER OF LOTS AND DENSITY	
Total # of townhouse lots: _____	Detached Attached
Total # of single-family lots: 2	
Proposed density for each zoning district (UDO 1.5.2.F): 8.10 UNITS PER ACRE	
Total # of open space and/or common area lots: _____	
Total # of requested lots: 2	

SIGNATURE BLOCK	
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.	
I, <b>JORDAN PARKER</b> 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.	
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 90 days of inactivity.	
Signature:	Date: 07/01/21
Printed Name: <b>DAN MILLER</b>	
Signature: _____	Date: _____
Printed Name: _____	

LEGEND:

- EIP - EXISTING IRON PIPE
- EPK - EXISTING PK NAIL
- NIP - NEW IRON PIPE SET
- R/W - RIGHT OF WAY
- CATV - CABLE TV BOX
- EB - ELECTRIC BOX
- TEL - TELEPHONE PEDESTAL
- PP - POWER POLE
- OHL - OVERHEAD LINE
- LP - LIGHT POLE
- WM - WATER METER
- WV - WATER VALVE
- CO - SEWER CLEAN-OUT
- XXX - ADDRESS
- PR-WM - PROPOSED WATER METER
- PR-CO - PROPOSED SEWER CLEAN-OUT
- M.I.S.A. - MAX IMPERVIOUS SURFACE ALLOWED
- SRPOD - SPECIAL RESIDENTIAL PARKING OVERLAY DISTRICT

PUBLIC IMPROVEMENTS QUANTITIES

THERE WILL BE 1 NEW WATER STUB & 1 NEW SEWER STUB

LINE TYPE LEGEND

- PROPERTY LINE - LINE SURVEYED
- RIGHT-OF-WAY
- ADJOINING LINE - LINE NOT SURVEYED
- OVERHEAD LINE
- BUILDING SETBACK
- EASEMENT
- BUFFER
- FLOOD HAZARD SOILS

SHEET 1 OF 3

PRELIMINARY SUBDIVISION PLAN COVER SHEET FOR  
3808 BURT DRIVE SUBDIVISION

LOT 7, TENZING INVESTMENTS  
OWNER: TENZING INVESTMENTS, LLC  
REF: D.B. 17484, PAGE 1549  
REF: B.M. 2021, PAGE 92  
CITY OF RALEIGH  
WAKE COUNTY, NORTH CAROLINA  
20 10 0 20 40  
SCALE 1"=20'  
MARCH 22, 2021  
REVISED JULY 1, 2021  
ZONED R-10 SRPOD  
PIN # 0793-27-3929  
CASE # SUB-0021-2021



CAWTHORNE, MOSS & PANCIERA, P.C. PROFESSIONAL LAND SURVEYORS, C-1525, 333 S. WHITE STREET, P.O. BOX 1253, WAKE FOREST N.C., 27588, (919) 556-3148

Cara Russell

Digitally signed by Cara Russell  
DN: cn=Cara Russell, o=City of Raleigh Planning and Development Department, ou=Current Planning, c=NC  
Reason: I am approving this document  
Date: 2021.08.11 16:26:30-0400

(C:\Users\JORDAN\BURT SUBDIVISION - 02)

**LAND SURVEYOR/CONTACT**

CAWTHORNE, MOSS & PANCIERA, PC  
MICHAEL A. MOSS, PLS  
333 S. WHITE STREET  
WAKE FOREST, NC 27587  
(919) 556-3148  
MIKE@CMPPLS.COM

**DEVELOPER:**

BUILD RALEIGH, LLC  
P.O. BOX 10444  
RALEIGH, NC 27605  
336-740-4401

**OWNER MAILING ADDRESS**

TENZING INVESTMENTS, LLC  
51 KILMAYNE DRIVE, SUITE 100  
CARY, NC 27511

**LEGEND:**

EIP - EXISTING IRON PIPE  
EPK - EXISTING PK NAIL  
NIP - NEW IRON PIPE SET  
R/W - RIGHT OF WAY  
CATV - CABLE TV BOX  
EB - ELECTRIC BOX  
TEL - TELEPHONE PEDESTAL  
PP - POWER POLE  
OHL - OVERHEAD LINE  
LP - LIGHT POLE  
WM - WATER METER  
WV - WATER VALVE  
CO - SEWER CLEAN-OUT  
XXX - ADDRESS  
M.I.S.A. - MAX IMPERVIOUS SURFACE ALLOWED  
SRPOD - SPECIAL RESIDENTIAL PARKING OVERLAY DISTRICT

ADOPTED FROM NC GRID NAD 83/2011

LINE TABLE		
LINE	BEARING	DISTANCE
L-1	N 61°15'50" W	226.59'
L-2	S 02°10'57" W	5.36'
L-3	S 70°12'02" E	11.94'

**NOTES:**

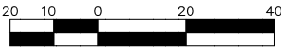
1. THIS PLAT SUBJECT TO ALL EASEMENTS, AGREEMENTS AND RIGHTS OF WAY OF RECORD PRIOR TO THE DATE OF THIS PLAT.
2. NO UNDERGROUND UTILITIES HAVE BEEN MARKED OR LOCATED FOR THIS PLAT.
3. ALL BEARINGS AND DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
4. ALL CONTOUR LINE ARE AT 1' INTERVALS, HIGHLIGHTED EVERY 5'. ELEVATIONS BASED ON NAVD 88.
5. ZONING DISTRICT MAXIMUM PERCENTAGE OF IMPERVIOUS SURFACE COVERAGE FOR R-10 IS 65%.
6. DEMOLITION PERMIT # DEMO-018165-2020

SHEET 2 OF 3

PRELIMINARY SUBDIVISION  
EXISTING CONDITIONS SHEET FOR

**3808 BURT DRIVE SUBDIVISION**

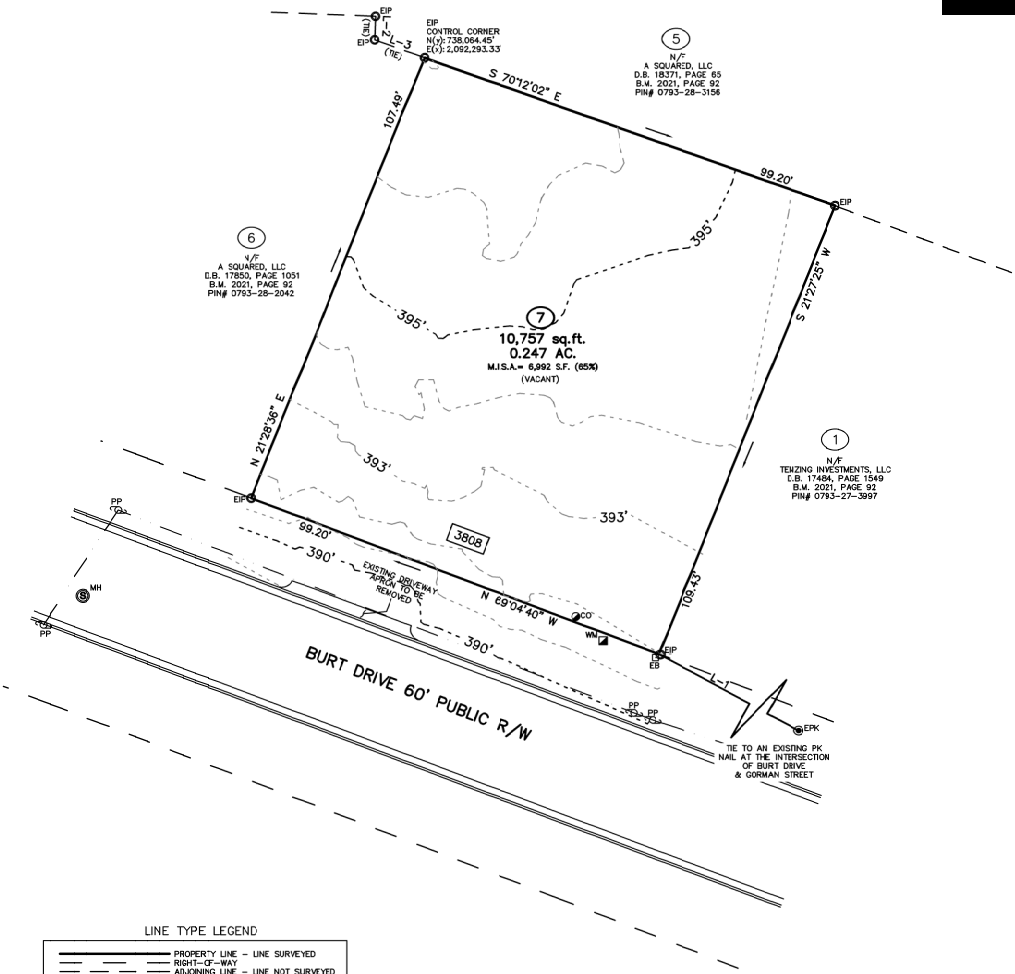
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OWNER: TENZING INVESTMENTS, LLC  
REF: D.B. 17484, PAGE 1549  
REF: B.M. 2021, PAGE 92  
CITY OF RALEIGH  
WAKE COUNTY, NORTH CAROLINA



SCALE 1"=20'

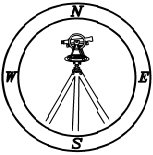
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CASE # SUB-0021-2021



**LINE TYPE LEGEND**

---	PROPERTY LINE - LINE SURVEYED
- - -	RIGHT-OF-WAY
---	ADJOINING LINE - LINE NOT SURVEYED
---	OVERHEAD LINE
---	BUILDING SETBACK
---	EASEMENT
---	BUFFER
---	FLOOD HAZARD SOILS



**CMP**

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LAND SURVEYOR/CONTACT

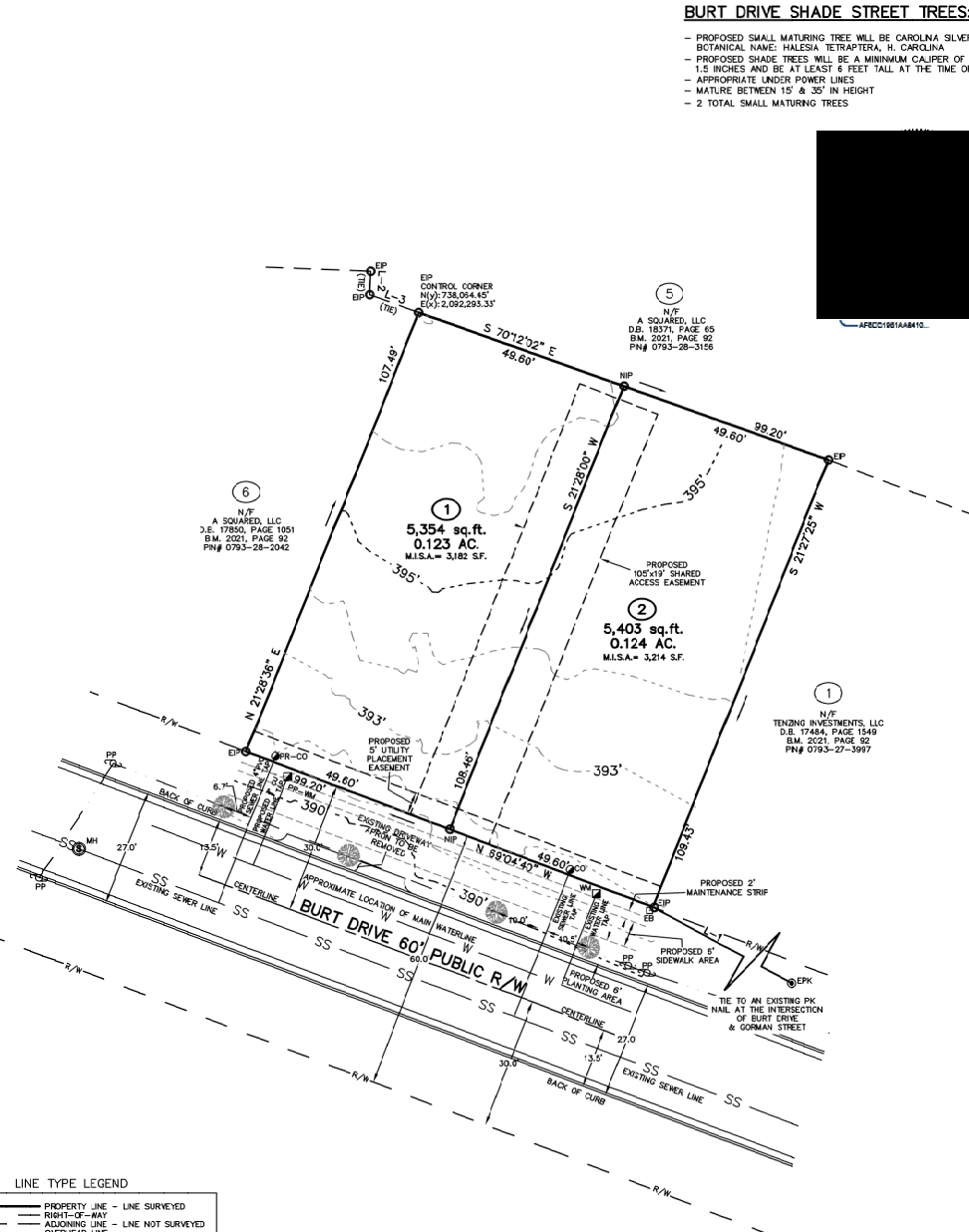
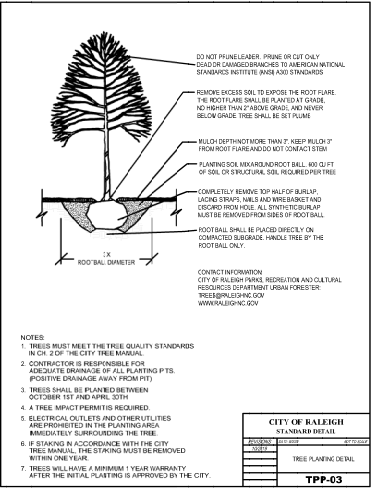
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BURT DRIVE SHADE STREET TREES:

- PROPOSED SMALL MATURING TREE WILL BE CAROLINA SILVERBELL  
BOTANICAL NAME: HALEZIA TETRAPTERA, H. CAROLINA
- PROPOSED SHADE TREES WILL BE A MINIMUM CALIPER OF 1.5 INCHES AND BE AT LEAST 6 FEET TALL AT THE TIME OF PLANTING
- APPROPRIATE UNDER POWER LINES
- MATURE BETWEEN 15' & 35' IN HEIGHT
- 2 TOTAL SMALL MATURING TREES

LEGEND:

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- EPK - EXISTING PK NAIL
- NIP - NEW IRON PIPE SET
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- SRPOD - SPECIAL RESIDENTIAL PARKING OVERLAY DISTRICT
- (CAROLINA SILVERBELL)

NOTES:

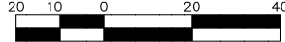
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- ALL BEARINGS AND DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS
- ALL CONTOUR LINE ARE AT 1' INTERVALS, HIGHLIGHTED EVERY 5'. ELEVATIONS BASED ON NAVD 88.
- ZONING DISTRICT MAXIMUM PERCENTAGE OF IMPERVIOUS SURFACE COVERAGE FOR R-10 IS 65%.
- DEMOLITION PERMIT 4 DEMO-018165-2020
- NEW STREET TREES ARE TO BE PLANTED IN ACCORDANCE WITH TPP-03 CITY DETAIL BETWEEN OCTOBER 1 AND APRIL 30. A LANDSCAPE AGREEMENT IS NEEDED IF CO IS REQUIRED OUTSIDE OF THE PLANTING WINDOW. CONTACT THE URBAN FORESTRY INSPECTOR WITH QUESTIONS.

LOT SUMMARY	
TOTAL NUMBER OF LOTS	2
NEW LOT 1	0.123 AC./5,354 S.F.
NEW LOT 2	0.124 AC./5,403 S.F.
TOTAL SITE AREA	0.247 AC./10,757 S.F.
ZONING	R-10 SRPOD
SITE DENSITY	8.10 UNITS PER ACRE

IMPERVIOUS CALCULATIONS	
TOTAL NUMBER OF LOTS	2
PROPOSED 6' SIDEWALK IMPERVIOUS	
WITHIN BURT DRIVE R/W - (596 S.F./2 = 298 S.F.)	
LOT 1 (5,354 S.F. x 65%) - 298 S.F. = 3,182 S.F.	
LOT 2 (5,403 S.F. x 65%) - 298 S.F. = 3,214 S.F.	

SHEET 3 OF 3  
PRELIMINARY SUBDIVISION & UTILITY PLAN FOR  
3808 BURT DRIVE SUBDIVISION

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OWNER: TENZING INVESTMENTS, LLC  
REF: D.B. 17484, PAGE 1549  
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CITY OF RALEIGH  
WAKE COUNTY, NORTH CAROLINA



SCALE 1"=20'

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