



# Administrative Approval Action

Case File / Name: SUB-0021-2023  
DSLCL - 501 CARDINAL DR

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

**LOCATION:** This 0.31 acre site is located at 501 Cardinal Drive and situated at the corner of Cardinal Drive and Timber Drive within the Woodcrest Subdivision. The site is located north of Dennis Avenue, south of Crabtree Boulevard, east of Capital Boulevard, and west of North Raleigh Boulevard in Raleigh.

**REQUEST:** A conventional subdivision to divide this 0.31 acre parcel, Lot 20 in Block D of the Woodcrest Subdivision into two lots. New Lot 20A is 0.23 acres or 10,089 square feet and New Lot 20B is 0.08 acres or 3,592 square feet. The existing single-family dwelling will be demolished. Lot 20B will be developed with a Tiny House. The building type for Lot 20A is unknown at this time.

**DESIGN  
ADJUSTMENT(S)/  
ALTERNATES, ETC:** N/A

**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 13, 2023 by Swift Partners PLLC.

## **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:*

☒ **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 Deed of Easement Required
<input checked="" type="checkbox"/>	Slope Easement Deed of Easement Required

<input checked="" type="checkbox"/>	Right of Way Deed of 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:***

### **General**

1. A demolition permit shall be issued and this building permit number shown on all maps for recording.

### **Engineering**





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2. A 5' utility placement easement deed of easement, in addition to a plat showing the location of the easement, shall be submitted to the Planning and Development Services Department for review, and if acceptable, approved for recordation. Approved plats must be recorded at the Wake County Register of Deeds Office on or before the 14th day following approval by the City. The 14-day expiration date shall be clearly indicated on the plat. By the end of the next business day following recordation of the plat, all required legal instruments (including deeds of easement) shall be recorded, and recorded copies of the plat and all legal instruments required by the City in association with development approval shall be provided to the City. (Reference: UDO 8.1.7.A; 10.2.5.F.4.d)
3. A public street right-of-way deed of easement, in addition to a plat showing the location of the easement, shall be submitted to the Planning and Development Services Department for review, and if acceptable, approved for recordation. Approved plats must be recorded at the Wake County Register of Deeds Office on or before the 14th day following approval by the City. The 14-day expiration date shall be clearly indicated on the plat. By the end of the next business day following recordation of the plat, all required legal instruments (including deeds of easement) shall be recorded, and recorded copies of the plat and all legal instruments required by the City in association with development approval shall be provided to the City. (Reference: UDO 8.1.7.A; 10.2.5.F.4.d)
4. A slope easement deed of easement, in addition to a plat showing the location of the easement, shall be submitted to the Planning and Development Services Department for review, and if acceptable, approved for recordation. Approved plats must be recorded at the Wake County Register of Deeds Office on or before the 14th day following approval by the City. The 14-day expiration date shall be clearly indicated on the plat. By the end of the next business day following recordation of the plat, all required legal instruments (including deeds of easement) shall be recorded, and recorded copies of the plat and all legal instruments required by the City in association with development approval shall be provided to the City. (Reference: UDO 8.1.7.A; 10.2.5.F.4.d)

## Stormwater

5. If demolition causes a land disturbance of more than 12,000 sf, a mass grading permit will be required. (UDO 9.4.6)
6. The maximum allocated impervious area for all applicable lots in the subdivision should be identified on all maps for recording.

## Urban Forestry

7. A public infrastructure surety for the 7 required street trees shall be provided to City of Raleigh Transportation – Development Engineering Division (UDO 8.1.3) in the amount of 125% of the improvement cost for the City of Raleigh infrastructure.

☒ **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.





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

## **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.
2. If total land disturbance will be over 12,000 sq. ft. for multiple houses, a separate site plan submittal & approval will be required. Site plans require an erosion control plan. (UDO 9.4.6.)
3. Impervious restrictions for each lot must be recorded on a plat prior to building permit issuance.

## **Urban Forestry**

4. A tree impact permit must be obtained for the approved streetscape tree installation in the right of way. This development proposes 5 street trees along Timber Dr and 2 street trees along Cardinal Dr.

***The following are required prior to issuance of building occupancy permit:***

## **Stormwater**

1. As-built impervious survey is accepted by the Engineering Services Department (UDO 9.2).

**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: August 30, 2026**

**Record at least ½ of the land area approved.**

**5-Year Sunset Date: August 30, 2028**

**Record entire subdivision.**

I hereby certify this administrative decision.

**Signed:** *Daniel L. Stegall* **Date:** 08/30/2023  
Development Services Dir/Designee  
**Staff Coordinator: Jessica Gladwin**



# 501 CARDINAL DR

501 CARDINAL DR  
RALEIGH, NC 27604

## CITY OF RALEIGH PRELIMINARY SUBDIVISION SUBMITTAL SUB-0021-2023

SUBMITTED ON: 2023.07.13

Sheet List Table	
Sheet Number	Sheet Title
C0.00	COVER SHEET
C0.20	GENERAL NOTES
C1.00	EXISTING CONDITIONS PLAN
C3.00	SUBDIVISION & LANDSCAPING PLAN
C9.00	SITE DETAILS



VICINITY MAP  
1" = 60'

SWIFT  
PARTNERS



FIRM LICENSE: P-2187

### Preliminary Subdivision Application

Site Review  
Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2000



**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 OPTIONS (UDO Chapter 2)	
<input checked="" type="checkbox"/> Conventional Subdivision	<input type="checkbox"/> Compact Development
<input type="checkbox"/> Cottage Court	<input checked="" type="checkbox"/> Flag lot
<input type="checkbox"/> Frequent Transit Development Option	

NOTE: Subdivisions may require City Council approval if in a Metro Park Overlay or Historic Overlay District

Stippling/sketch plan case number(s): TBD  
Development name (subject to approval): 501 CARDINAL DR  
Property Address(es): 501 CARDINAL DR RALEIGH, NC 27604

Recorded Deed PIN(s): 1714468672

Building type(s): ☐ Detached House ☐ Attached House ☐ Townhouse ☐ Apartment  
☐ General Building ☐ Mixed Use Building ☐ Civic Building ☐ Open Lot ☒ Tiny House

CURRENT PROPERTY OWNER/APPLICANT/DEVELOPER INFORMATION

Current Property Owner(s) Name(s): MATT TOMASULO  
Company: N/A Title: OWNER  
Address: PO BOX 28257 RALEIGH, NC 27611  
Phone #: 860-836-4891 Email: matt@jammyopp.com

Applicant Name (if different from owner. See "who can apply" in instructions): LUKE PERKINS  
Relationship to owner: ☐ Lessee or contract purchaser ☒ Owner's authorized agent ☐ Easement holder  
Company: SWIFT PARTNERS, PLLC Address: 414 FAYETTEVILLE ST RALEIGH, NC 27601  
Phone #: 828.735.1862 Email: LUKE.PERKINS@SWIFT-PARTNERS.COM

NOTE: please attach purchase agreement or contract, lease or easement when submitting this form.

Developer Contact Names: LUKE PERKINS  
Company: SWIFT PARTNERS, PLLC Title: ENGINEER  
Address: 414 FAYETTEVILLE ST RALEIGH, NC 27601  
Phone #: 828.735.1862 Email: LUKE.PERKINS@SWIFT-PARTNERS.COM

Page 1 of 2

REVISION 10.16.22  
raleighnc.gov

### DEVELOPMENT TYPE • SITE DATA TABLE - ZONING INFORMATION

Gross site acreage: 0.31 AC / 13,681 SF

Zoning districts (if more than one, provide acreage of each):  
R-10

Overlay district(s): N/A Inside City Limits? ☒ Yes ☐ No Historic District/Landmark: ☒ N/A  
Board of Adjustment Case # : Design Alternate Case # :  
Case # 2: 80A: 0A:

### STORMWATER INFORMATION

Impervious Area on Parcel(s): Impervious Area for Compliance (includes right-of-way):  
Existing (sf) 2,482 Proposed total (sf) N/A Existing (sf) 2,482 Proposed total (sf) N/A

### NUMBER OF LOTS AND DENSITY

# of Detached House Lots: N/A # of Attached House Lots: N/A # of Townhouse Lots: N/A  
# of Tiny House Lots: 1 # of Open Lots: N/A # of Other Lots (Apartment, General, Mixed Use, Civic): N/A

Total # of Lots: 2 Total # Dwelling Units: N/A  
Proposed density for each zoning district (UDO 1.5.2.F): N/A

### SIGNATURE BLOCK

Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.

The undersigned certifies that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in full respect 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.

The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-750(1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.

Signature: \_\_\_\_\_ Date: 07/13/2023  
Printed Name: LUKE PERKINS, PE

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### RIGHT-OF-WAY OBSTRUCTION NOTES:

- PRIOR TO ANY WORK THAT IMPACTS THE RIGHT-OF-WAY, CLOSING OR DETOURING OF ANY STREET, LANE, OR SIDEWALK, THE CONTRACTOR MUST APPLY FOR A PERMIT WITH RPT-CITY OF RALEIGH, NC. PLEASE DIRECT ANY QUESTIONS TO RPT-CITY OF RALEIGH, NC.
- THE STREET, LANE, SIDEWALK, CLOSURE PERMIT IS REQUIRED FOR ANY CLOSURE ON CITY STREETS AND ALL NEIGHBORHOOD STREETS WITHIN THE CITY OF RALEIGH.
- A PERMIT REQUEST WITH A TYPED PLAN SHALL BE SUBMITTED TO RIGHT-OF-WAY SERVICES THROUGH THE CITY OF RALEIGH PERMIT AND DEVELOPMENT PORTAL.
- PRIOR TO THE START OF WORK, THE CLIENT SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE ENGINEERING INSPECTIONS COORDINATOR TO REVIEW THE SPECIFIC COMPONENTS OF THE APPROVED PLAN AND DISCUSS ALL PERMITS ARE REQUIRED.
- ALL TOPED PLANS SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL REQUIREMENTS AND STANDARDS, INCLUDING BUT NOT LIMITED TO:
  - MANUAL ON UNIFORM TRAFFIC CONTROL, MUTCD;
  - PUBLIC RIGHT-OF-WAY ACCESSIBILITY GUIDELINES (PROVIDE);
  - AMERICAN DISABILITY ACT (ADA) REQUIREMENTS;
  - RALEIGH STREET DESIGN MANUAL, PERAS.
- ALL PUBLIC SIDEWALKS MUST BE ACCESSIBLE TO PEDESTRIANS WHO ARE VISUALLY IMPAIRED AND/OR PEOPLE WITH MOBILITY CONCERNS. EXISTING AND ALTERNATE PEDESTRIAN ROUTES DURING CONSTRUCTION SHALL BE REQUIRED TO BE COMPLY WITH THE PUBLIC RIGHTS OF WAY ACCESSIBILITY GUIDELINES (PROVIDE). THE ADA STANDARDS FOR ACCESSIBLE DESIGN AND THE MANUAL ON UNIFORM TRAFFIC CONTROL, (LINES) MUTCD.
- ALL PERMITS MUST BE AVAILABLE AND VISIBLE ON SITE DURING THE OPERATION.

### GENERAL NOTES

- ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN COMPLIANCE WITH THE OFFICE OF STATE CONSTRUCTION DEPARTMENT OF RESOURCE, MONITOR, AND ALL OTHER APPLICABLE LOCAL, STATE AND FEDERAL GUIDELINES. ALL UTILITY CONSTRUCTION SHALL COMPLY WITH APPLICABLE LOCAL, STATE AND FEDERAL STANDARDS AND SPECIFICATIONS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF ANY WORK. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNERS REPRESENTATIVE OF ANY DISCREPANCIES OR CONFLICTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTRACTING, COORDINATING AND PAYMENT FOR ALL NECESSARY LOCAL UTILITY SERVICES INCLUDING NEIGHBORHOOD UTILITY SERVICES. THE CONTRACTOR SHALL PROVIDE NOTICE OF EXCAVATION TO NEIGHBORHOOD CENTER AND FACILITY OWNERS (FOR NC STATUTE) NO LESS THAN 10 BUSINESS DAYS AND NO MORE THAN 10 WORKING DAYS PRIOR TO BEGINNING EXCAVATION OR ANY OTHER FORM OF CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNERS REPRESENTATIVE OF ANY DISCREPANCIES OR CONFLICTS. NO EXCAVATION OR DEMOLITION SHALL BE STARTED WITHOUT ALL UTILITIES BEING LOCATED.
- ALL SURFACE UTILITIES IDENTIFIED ON THE CONSTRUCTION DOCUMENTS ARE SHOWN BY THEIR APPROXIMATE LOCATION BASED ON SURVEY INFORMATION OBTAINED FROM RECONSTRUCTION AND/OR ANY OTHER APPLICABLE RECORD DRAWINGS AND MAY NOT BE AVAILABLE. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNERS REPRESENTATIVE OF ANY DISCREPANCIES OR CONFLICTS.
- EXISTING IMPROVEMENTS DAMAGED OR DESTROYED BY THE CONTRACTOR DURING CONSTRUCTION SHALL BE REINSTATED OR REPLACED TO ORIGINAL CONDITION AND TO THE SATISFACTION OF THE OWNERS REPRESENTATIVE AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND COORDINATING PERMITS, INSPECTIONS, CERTIFICATIONS AND OTHER REQUIREMENTS WHICH MUST BE MET UNDER THIS CONTRACT.
- THE CONTRACTOR SHALL MAINTAIN AS-BUILT DRAWINGS TO RECORD THE ACTUAL LOCATION OF ALL PIPING PRIOR TO CONSTRUCTION. HOLE AND MANHOLE CHANGES, AND HORIZONTAL/VERTICAL LANDSCAPE CHANGES, DRAWINGS SHALL BE PROVIDED TO THE OWNERS REPRESENTATIVE AT REGULAR INTERVALS, OR AS REQUESTED THROUGHOUT THE PROJECT FOR RECORD KEEPING.
- IF DEVIATIONS FROM THE PROJECT DRAWINGS OR SPECIFICATIONS ARE DEEMED NECESSARY BY THE CONTRACTOR, DETAILS OF SUCH DEVIATIONS AND REASONS THERE OF SHALL BE SUBMITTED TO THE OWNERS REPRESENTATIVE FOR REVIEW. NO DEVIATIONS FROM THE CONTRACT DOCUMENTS SHALL BE MADE WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE OWNERS REPRESENTATIVE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE RELOCATION OF ANY EXISTING UTILITIES REQUIRED TO COMPLETE ANY PORTION OF CONSTRUCTION. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR THE COORDINATION AND COSTS OF THE RELOCATION AND ASSOCIATED WORK.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING THE PREMISES FREE FROM ACCUMULATIONS OF WASTE MATERIALS AND RUBBER CAUSED BY THE CONTRACTOR. ALL DEBRIS SHALL BE REMOVED FROM THE PROJECT SITE OR A DAILY BASIS.
- THE ENGINEER AND/OR OWNER DECLINE ANY ROLE IN THE CONSTRUCTION MEANS AND/OR METHODS ASSOCIATED WITH THE PROJECT AS SET FORTH IN THESE PLANS.
- ROADWAYS (TEMPORARY OR PERMANENT) MUST BE COMPADE OR SUPPORTING (IF FEASIBLE) APPROPRIATE (80,000 LBS) DURING ALL PHASES OF CONSTRUCTION ONCE VERTICAL CONSTRUCTION HAS BEGUN.

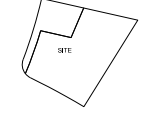
### SITE DATA

PROJECT NAME: 501 CARDINAL DR  
SITE ADDRESS: 501 CARDINAL DR RALEIGH, NC 27604  
COUNTY: WAKE  
PARCEL PIN #: 1714468672  
PARCEL OWNER: MATT TOMASULO  
PARCEL AREA: 0.31  
TOTAL SITE GROSS ACREAGE: 0.31 AC / 13,681 SF  
NET ACREAGE: 0.31 AC / 13,681 SF  
CURRENT ZONING: R-10  
PROPOSED ZONING: R-10  
EXISTING LAND USE: SINGLE-FAMILY LIVING  
PROPOSED LAND USE: SINGLE-FAMILY LIVING  
FLOOD PLAIN DATA: N/A  
REVIEW BASIN: NEURSE  
DEVELOPMENT TYPE: CONVENTIONAL UDO 30A - BUILDING TYPE TWO BY THE UNDERLYING ZONING R-10 (LOT 30B - TINY HOUSE)  
RAW BUILDING HEIGHT: 750  
PROPOSED BUILDING HEIGHT: 750  
PROPOSED NUMBER OF LOTS: 2  
TREE CONSERVATION AREA: N/A  
TOTAL LIMITS OF DISTURBANCE: 0.31 AC / 13,681 SF  
EXISTING IMPERVIOUS AREA: 0.31 AC / 13,681 SF  
PROPOSED IMPERVIOUS AREA: 0.31 AC / 13,681 SF (80% MAX ALLOWED IN R-10)

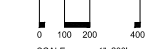


No.	Date	Description
1	07/13/2023	Site Review
2	07/13/2023	Site Review
3	07/13/2023	Site Review
4	07/13/2023	Site Review
5	07/13/2023	Site Review
6	07/13/2023	Site Review
7	07/13/2023	Site Review
8	07/13/2023	Site Review
9	07/13/2023	Site Review
10	07/13/2023	Site Review
11	07/13/2023	Site Review
12	07/13/2023	Site Review
13	07/13/2023	Site Review
14	07/13/2023	Site Review
15	07/13/2023	Site Review
16	07/13/2023	Site Review
17	07/13/2023	Site Review
18	07/13/2023	Site Review
19	07/13/2023	Site Review
20	07/13/2023	Site Review

VICINITY

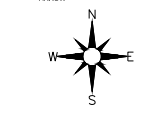


SCALE



SCALE: 1"=200'

ARROW



SWIFT PARTNERS PLLC  
414 FAYETTEVILLE ST  
RALEIGH, NC 27601  
LUKE PERKINS  
828.735.1862  
LUKE.PERKINS@SWIFT-PARTNERS.COM

DATE: 03/20/2023  
DRAWN BY: LUK  
CHECKED BY: LUK  
PROJECT #: C00001  
SHEET TITLE: COVER SHEET  
SHEET NO.: C0.00





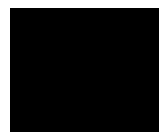
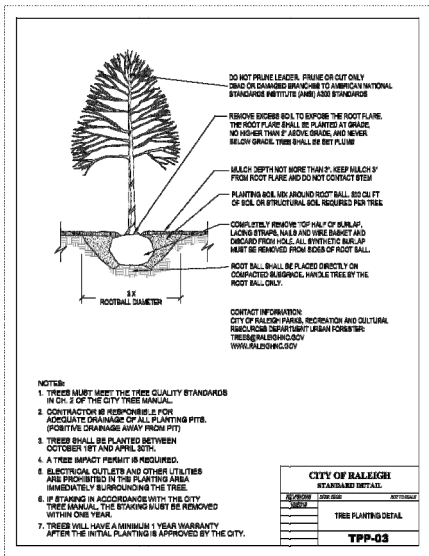




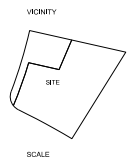








No.	Date	Description
1	01/15/2015	01/15/2015
2	01/15/2015	01/15/2015
3	01/15/2015	01/15/2015
4	01/15/2015	01/15/2015
5	01/15/2015	01/15/2015
6	01/15/2015	01/15/2015
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ARROW