LOCATION: A 2.347 acre site zoned R-4 is located on the west side of Jean Drive, south of the intersection of Jean Drive and Lynn Road. The two lots making up this site are located at 6501 and 6511 Jean Drive.

REQUEST: A Cottage Court consisting of 14 residential cottage court lots, one open space HOA/Community maintained residual lot for a total of 15 lots.

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 November 1, 2021 by Wake Land Design, 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:

☐ 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. A surety equal to of the cost of clearing, grubbing and reseeding a site, shall be paid to the City (UDO 9.4.4).
2. A nitrogen offset payment must be made to a qualifying mitigation bank (UDO 9.2.2.B).
3. A stormwater control plan with a stormwater operations and maintenance manual and budget shall be approved (UDO 9.2).

Urban Forestry

4. Submit a final tree conservation plan that includes metes and bounds descriptions of all tree conservation areas and tree protection fencing as required (UDO 9.1.5).
5. Tree protection fence must be inspected by Urban Forestry staff prior to the issuance of a grading permit.

☐ 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.
**Administrative Approval Action**

Case File / Name: SUB-0051-2021  
DSLC - JEAN DRIVE COTTAGES

☑ Public Access Easement Required  ☐ Utility Placement Easement Required  ☐ Stormwater Maintenance Covenant Required

**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. imaps indicates existing septic system on the original 6511 Jean Drive lot. Coordinate permit with Wake county Environmental Services and note on the recorded plat.

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

3. Street names for this development shall be approved by the Raleigh GIS Division and by Wake County.

4. A recombination map shall be recorded prior to or in conjunction with the recordation of lots, recombining the existing two lots as shown on the preliminary plan.

5. Provide documentation indicating a Property Owner's Association has been established for the subject development.

**Engineering**

6. A fee-in-lieu for those portions of sidewalk and pavement not fully extended to the property line is paid to the City of Raleigh (UDO 8.1.10). The pavement and sidewalks are to be extended as close to the adjacent property lines as possible.

7. 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.

8. A Public Access deed of easement be approved by City staff, 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 plat. A recorded copy of this document shall be provided to the Development Services Department within one day from authorization of lot recordation. If a recorded copy of this document is not provided, further recordings and building permit issuance will be withheld.
9. 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.

10. The required right of way for proposed and/or existing streets shall be dedicated to the City of Raleigh and shown on the map approved for recordation.

Public Utilities

11. Infrastructure Construction Plans (concurrent submittal) must be approved by the City of Raleigh Public Utilities Department for all public water, public sewer and/or private sewer extensions. [changes required on 1st SPR submittal: 1) flip new FHAs in Jean Drive to East / waterline side of roadway 2) confirm that eccentric cone sections are prefabricated for 6.0’ dia SSMHs. If not, exist SSMH must be relocated or C&G re-aligned to avoid conflict. flat top SSMHs are prohibited in public streets 3) the 6" private sewer main should end with a SSMH to accommodate lateral connections from lots 7& 8]

Stormwater

12. A payment equal to twenty-four percent (24%) of the estimated cost of constructing all stormwater control facilities shown on the development plans shall be paid by the developer to the City stormwater facility replacement fund (UDO 9.2.2.G.3).

13. The maximum allocated impervious area for all applicable lots in the subdivision should be identified on all maps for recording.

14. A surety equal to 125% of the cost of the construction of a stormwater device shall be paid to the Engineering Services Department (UDO 9.2.2.D.1.d).

15. If demolition causes a land disturbance of more than 12,000 sf, a mass grading permit will be required. (UDO 9.4.6)

16. The City form document entitled Declaration of Maintenance Covenant and Grant of Protection Easement for Stormwater Control Facilities shall be approved by the City and recorded with the county register of deeds office (UDO 9.2.2.G).

17. All stormwater control measures and means of transporting stormwater runoff to and from any nitrogen and stormwater runoff control measures shall be shown on all plats for recording as private drainage easements (UDO 9.2).

Urban Forestry

18. A tree conservation plat shall be recorded with metes and bounds showing the designated tree conservation areas (UDO 9.1). This development proposes .27 acres of secondary tree conservation area.
19. A public infrastructure surety for (9) 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:**

**Public Utilities**

1. A plat must be recorded at the Wake County Register of Deeds office for all utility easement dedications.

**Urban Forestry**

2. A tree impact permit must be obtained for the approved streetscape tree installation in the right of way. This development proposes (9) street trees along Jean Drive.

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

**General**

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. All street lights and street signs required as part of the development approval are installed.

3. Required public right-of-way infrastructure improvements shall be, at a minimum, sufficiently completed to provide the necessary, safe emergency and vehicular access.

**Stormwater**

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

5. As-built drawings and associated forms for all Stormwater devices are accepted by the Engineering Services Department (UDO 9.2.2.D.3).

**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: April 6, 2025
Record at least ½ of the land area approved.

5-Year Sunset Date: April 6, 2027
Record entire subdivision.

I hereby certify this administrative decision.

Signed: Alycia Bailey Taylor

Development Services Dir/Designee

Date: 12/08/2021

Staff Coordinator: Michael Walters
JEAN DRIVE COTTAGES
SUBDIVISION REVIEW PLANS
SUB-0051-2021
RALEIGH, NORTH CAROLINA

JULY, 29 2021
REVISED SEPTEMBER 30, 2021
REVISED NOVEMBER 1, 2021

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