

# Site Permit Review Checklist

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This checklist should be used to ensure that plans submitted with the applicable Non-Residential Permit Application are complete and sufficient for the review process.

GENERAL INFORMATION	
Project address:	
Development plan name:	Plan #:
Property owner:	Phone #:
Property owner email:	
Project contact person:	Phone #:
Project contact email:	
Provide a detailed project description of the project scope:	
Owner/Agent signature:	

The following information is required for review:

CHECKLIST	APPLICANT	CITY STAFF	
	YES	YES	NO
1. Land Disturbing Activity plan review fee is included with this submittal			
2. All plans sheets are to be signed, sealed, and dated (including existing conditions sheet and City of Raleigh standard detail sheets)			
3. Site Permit Review fee is included with this submittal			
4. Submit an electronic copy of the entire submittal package in PDF format, including the proposed plan (minimum 18" x 24", not to exceed 36 x 42"- all sheets must be the same size), to engineering scale, include preparation date, all revision dates (for revisions and resubmissions only)			
5. <a href="#">Traffic Control and Pedestrian Plan</a> (TCPED) notes			

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6. The following items must be provided on the <b>plan cover sheet</b> : A. Project data sheet for Final Site, Non-Residential/Commercial Building, and Site Permit Review B. Sheet index C. Vicinity map no smaller than 1" = 500', showing the position of the site, its relation to surrounding streets and properties, with true North Arrow D. If zoned Conditional Use District, list all conditions and how the plan complies E. General notes, owner's name, contact's name, telephone numbers, mailing addresses, and email addresses F. Public improvement quantities (if no improvements, indicate 0 on the table)			
7. The most recent recorded map or boundary survey, in each set.			
8. Existing conditions plan			
9. Proposed site plan			
10. Proposed grading and drainage plan			
11. Proposed sediment and erosion control plan (required if disturbing 12,000 sf or more)			
12. NPDES stabilization plan (required if disturbing 1 acre or more)			
13. Proposed utility plan			
14. Proposed tree conservation plan			
15. Proposed landscape plan			
16. Detail sheets			
17. Building elevations that show maximum height from natural and finished grade			
18. Plan sheets have a legend defining all symbols			
19. One separate set of the stormwater calculations package			
20. One sealed 8.5 x 11 copy of complete drainage calculations including one copy of the drainage area map and catch basin/gutter flow calculations			
21. For secondary tree conservation areas, SHOD 1, SHOD 2, Parkway frontage, and undisturbed areas adjoining a major or minor thoroughfare; include Tree Cover Report completed by a certified arborist, NC licensed landscape architect, or NC registered forester (Per UDO 9.1, 4.E.1).			
22. One copy of maintenance manual for any BMP devices			
23. Financial Responsibility Form, if disturbing 12,000 sf or more			
24. If there are any retaining walls greater than five feet in height on the site, attach the Building Code Summary Sheet to each set of plans. Print special inspections statement on each set of plans.			
25. Administrative Action (AA) document superimposed on the second sheet of plans.			