



Site Permit Checklist

Planning and Development Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

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 scope:	
Owner/Agent Signature:	

SITE PERMIT CHECKLIST	APPLICANT	CITY STAFF	
Requirements	YES	YES	NO
1. Land Disturbing Activity plan review fee is included with this submittal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All plans' sheets are to be signed, sealed, and dated (including existing conditions sheet and City of Raleigh standard detail sheets).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Permit Review fee is included with this submittal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Traffic Control and Pedestrian Plan (TCPED) notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The following items must be provided on the plan cover sheet: <ul style="list-style-type: none"> A. Project data sheet for Final Site, Non-Residential/Commercial Building, and Site Permit Review. B. Sheet index. C. Vicinity maps 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). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The most recent recorded map or boundary survey, in each set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing conditions plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Proposed site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Proposed grading and drainage plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Proposed sediment and erosion control plan (required if disturbing 12,000 sf or more).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. NPDES stabilization plan (required if disturbing 1 acre or more).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Proposed utility plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Proposed tree conservation plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Proposed landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Detail sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Building elevations that show building height measured from average grade in accordance with the UDO. (Required for Tier 1 site plans and ASR-SPRs, containing building(s). Not required for Subdivision-SPRs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Plan sheets have a legend defining all symbols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. One separate set of the stormwater calculations package.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. One copy of maintenance manual for any BMP devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Financial Responsibility Form, if disturbing 12,000 sf or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Administrative Action (AA) document superimposed on the second sheet of plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>