



Streetscape Plan Application and Checklist

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

Please ensure that all applicable sections of this form are fully complete and include all necessary supplemental information upon submission. The Streetscape Plan Application will not be considered complete until all required components listed on the Streetscape Plan Checklist have been received and approved for acceptance. If a field does not apply to your project, please mark it as "N/A".

All *filing fees* must be paid in full at the time of submittal ([Development Fee Guide and Calculator](#)). Fees are due at the time of application submittal and are non-refundable.

Completed applications may be filed in person at the Customer Service Center, One Exchange Plaza, Suite 400, Raleigh, NC 27601 or by mail to: Planning and Development, P.O. Box 590, Raleigh, NC 27602. Once finalized, please also send a PDF of the entire Streetscape Plan Application packet, including all required supplemental information, to urbanprojects@raleighnc.gov.

The applicant may modify the regulations and/or specifications contained in the Streetscape Plan Application at any time during the review process. However, an expansion of the geographic extent of the Streetscape Plan area shall be considered a new application.

PROPERTY OWNER AND AUTHORIZED REPRESENTATIVE CONTACT INFORMATION		
Property Owner's Name:		Date:
Email:	Phone:	
Address:		
City:	State:	ZIP Code:
Property Owner's Authorized Representative Name:		Date:
Email:	Phone:	
Address:		
City:	State:	ZIP Code:
GENERAL INFORMATION		
Date of Submittal:	Date Amended (1):	Date Amended (2):
Streetscape Plan Type: <input type="checkbox"/> New <input type="checkbox"/> Amendment Name of New or Amendment Plan:		
If modifying an existing streetscape plan, please provide a description of the proposed amendments:		
Street Names:		
Property Address(es):		
Property PIN(s):		
Zoning District(s):		
Zoning frontage designation(s) (if applicable):		
Nearest Intersection:		
Total Block Face Length (in linear feet) Included in the Streetscape Plan Area:		
LOCATION AND DESCRIPTION OF THE PROPOSED STREETScape PLAN AREA		
Attach a map of the proposed boundary of the Streetscape plan to the application. Provide a description of the location of the project and the existing conditions that may be impacted by streetscape plan improvements (infrastructure, buildings, structures, utilities, easements, etc.).		
SUMMARY OF THE PROPOSED STREETScape PLAN REGULATORY STANDARDS		
Describe the standards of the Streetscape Plan that will be used as alternatives to regulations in the UDO.		

CONSIDERATION ITEMS FOR REVIEW

Planning Analysis

The applicant is asked to analyze the impact of the Streetscape Plan request and its consistency with the stated purpose and intent of the Comprehensive Plan, UDO, Raleigh Street Design Manual, and any adopted right-of-way plans/policies. The applicant is asked to explain how the proposed streetscape standards are reasonable and in the public interest.

Statement of Consistency with the Comprehensive Plan

Provide a statement regarding whether the Streetscape Plan is consistent with the Comprehensive Plan.

Consistency with Other Right-of-Way Programs and Adopted Plans

Provide a statement if the Streetscape Plan is consistent with other right-of-way programs and adopted plans.

Impact on Property in the Vicinity

Analyze and describe the impact on properties in close proximity to the Streetscape Plan area.

Impact on City's Maintenance Responsibilities

Analyze and describe the impact on city's maintenance responsibilities within the Streetscape Plan area.

Impacts on Congestion

Analyze the impacts on congestion within the Streetscape Plan area.

Impacts on Functionality of Transportation Networks

Analyze the impacts on functionality of transportation network for all users within the Streetscape Plan area.

Impacts on Stormwater Collection

Analyze the impacts on stormwater collection and conveyance within the Streetscape Plan area.

Safety of Roadway and Streetscape Users

Analyze and describe the safety of roadway and streetscape users within the Streetscape Plan area.

Compatibility with Adjacent Roadway and Streetscape

Analyze compatibility of the Streetscape Plan with adjacent or nearby roadway and streetscape projects.

Compatibility with Existing Development Pattern

Analyze compatibility of the Streetscape Plan with existing infrastructure and development patterns.

Transitions between Adjacent Roadway Elements

Analyze the transitions between adjacent street and roadway elements thin the Streetscape Plan area.

Unique Character or Quality Justifying the Request

Explain the contribution to the unique character or identity of the Streetscape Plan area through use of public art, landscaping, and/or other special treatments.

Environmentally Responsible Development

Explain how the Streetscape Plan contributes to the inclusion and consideration of environmentally responsible development practices.

Reasonableness and Public Interest

Explain how the application is reasonable and in the public interest.

STREETSCAPE PLAN CHECKLIST SUBMITTAL REQUIREMENTS

At the time of submittal, all the following process requirements should be met, along with the information listed below at minimum.

Process Requirements

- Conduct pre-application conference with the Planning Director to discuss the procedures, standards and regulations required for approval. (May be waived at the discretion of the Planning Director)
- Conduct pre-submittal neighborhood meeting prior to submittal of the Streetscape Plan.
- Notice of the meeting in accordance with UDO Sec.10.2.1.C.1. (100 feet measured from the right-of-way boundary along both sides of the street for the entire length of the proposed streetscape plan area)
- Signature of all property owners of the linear property frontage abutting all rights-of-way included in the designated Streetscape Plan area. Include the address and/or PIN of the associated property.

Application Information

- Report of the meeting hosted by applicant including:
List of persons and organizations contacted, the date, time and location of the meeting, roster of the persons in attendance at the meeting, and summary of issues discussed at the meeting.
- Provide a map showing the geographic extent of the proposed streetscape plan. The map must include the following items:
 - 1) All street names within the plan area.
 - 2) Address and/or tax parcel identification numbers (PINs) for each property included.
 - 3) Zoning designations for all properties within the plan area.
 - 4) Location and description of existing conditions that may be impacted by streetscape plan improvements. (infrastructure, buildings, structures, utilities, easements etc.)

Document(s) to Attach

- Separate Streetscape Plan document with details, drawings, and renderings/images.

Streetscape Plan Required Elements

- Written description of the proposed Streetscape Plan including **purpose and intent**.
- Comprehensive street cross-section(s) detailing components and minimum widths of sidewalks, travel lanes, bike lanes, multi-use paths etc.
- Plan detailing the application of specific street cross-sections and other relevant elements.
- Maintenance plan for the care of non-standards streetscape elements. (if applicable)
- Other information or documentation as requested by staff. (if applicable)
- If varying from or adding to the standard city designs and materials, list the specifications of the proposed additional design elements (if applicable):
 - a) Sidewalk and/or paving materials.
 - b) Construction details.
 - c) Street furniture types including sidewalk light fixtures, benches, garbage receptacles, tree guards and grates, and other furnishings. (if applicable)
 - d) Planting species, planting detail, and location of plantings.

EVALUATION CHECKLIST

A Streetscape Plan proposes a streetscape that is modified from the standard streetscapes described in Article 8.4 and 8.5. These standard streetscapes are intended to serve as minimum standards, meaning the proposed Streetscape Plan should be an improvement to the pedestrian, transit, and/or vehicular experience. Any variance made from a standard streetscape cross-section should be justified via its consistency with the intent of the UDO, Comprehensive Plan, and other adopted plans.

The Streetscape Plan **SHOULD**:

- Be consistent with the Comprehensive Plan.
- Be consistent with the stated purpose and intent of the UDO and Raleigh Street Design Manual.
- Be consistent with other right-of-way programs and adopted plans.
- Have a positive impact on the property in the vicinity of the Streetscape Plan area.
- Increase the safety of roadway and streetscape users.
- Be compatible with adjacent or nearby roadways/streetscapes.
- Be compatible with existing infrastructure and development patterns.
- Have appropriate transitions between adjacent street elements.
- Contribute to the unique character or identity of an area.
- Include environmentally responsible development practices.
- Be reasonable and in the public interest.

The Streetscape Plan **SHOULD NOT**:

- Add excessively to the maintenance responsibilities of the City.
- Add to congestion.
- Impact the functionality of transportation networks.
- Impact stormwater collection and conveyance.

OWNER'S AUTHORIZED REPRESENTATIVE STATEMENT

I, the undersigned, hereby declare and affirm that I am duly authorized by the legal owners of the properties listed in the application to submit the application package along with all required supplemental documentation on their behalf. I understand that this authorization includes the responsibility to accurately represent the owners' interests and to provide complete and truthful information to the City of Raleigh in accordance with the Unified Development Ordinance (UDO).

I acknowledge that any falsification, omission, or concealment of material fact within the application may constitute a violation of the provisions and regulations of the City of Raleigh UDO. Such actions may subject both myself and the property owner(s) to administrative, civil, and/or criminal liability under applicable laws.

By signing below, I certify that I have read and understand the obligations and potential consequences described herein, and I affirm that all information provided in the application and its supporting documents is accurate and complete to the best of my knowledge.

Representative Name:

Email:

Phone:

Representative Signature:

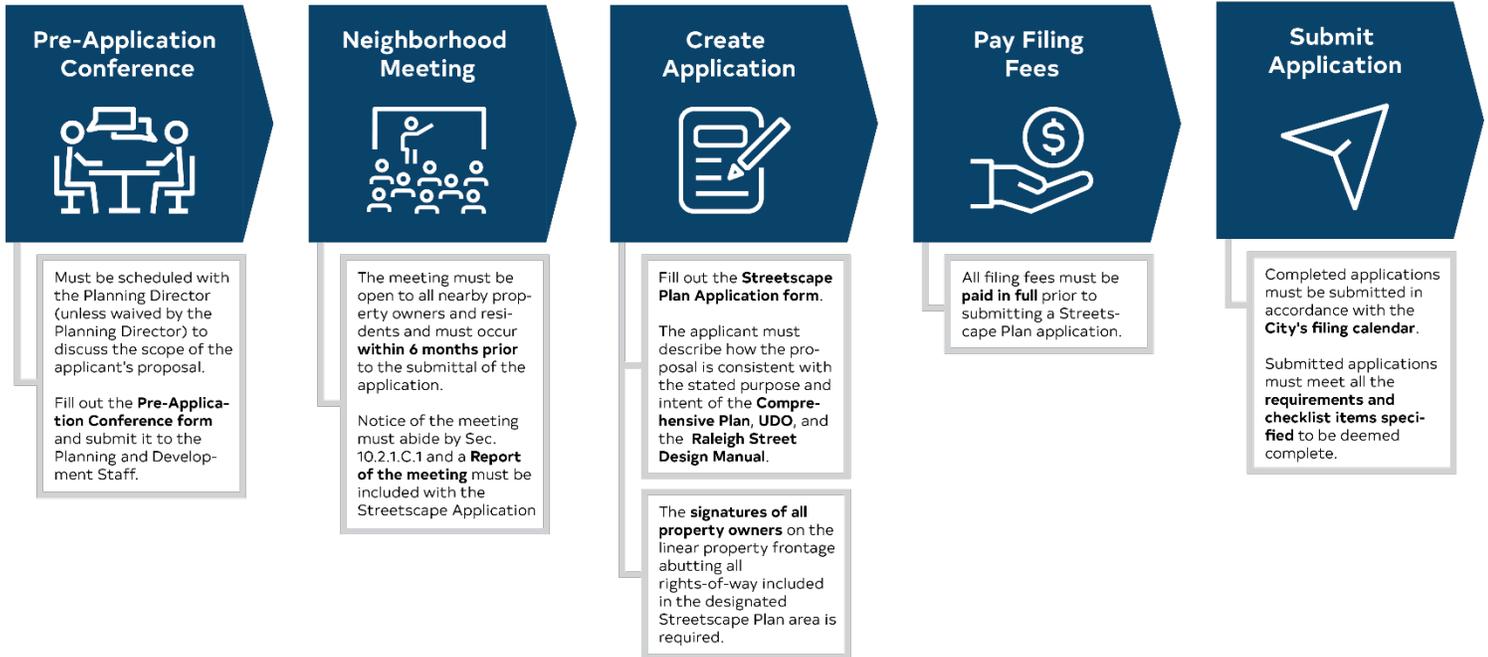
Date:

Streetscape Plan Application Property Owner Signatures

Signatures of all property owners of the linear property frontage abutting all rights-of-way within the designated Streetscape Plan area are required, indicating their consent and acknowledgment of the proposed Streetscape Plan standards.

Property Owner Name (Printed):	Property Owner Signature (Signed):
Address(s):	Property PIN(s):
Property Owner Name (Printed):	Property Owner Signature (Signed):
Address(s):	Property PIN(s):
Property Owner Name (Printed):	Property Owner Signature (Signed):
Address(s):	Property PIN(s):
Property Owner Name (Printed):	Property Owner Signature (Signed):
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Pre-Application Process



Post-Application Process

