

Development Services
Advisory Committee
Meeting
Facilitated by Planning and
Development

December 11, 2025



Agenda

1. Department and Division Updates
 - Raleigh Water – Handbook Updates
 - Land Development – Update on Review Process
2. Inquiry Session
 - Processing GC Licensed Projects vs Non-GC projects
 - Sureties and Deed of Easements
 - Neighborhood Transitions in a Historic District
3. Meeting Adjourned

Raleigh Water

Raleigh Water Handbook Updates

Appendix E – Handbook Updates

- Ductile Iron Pipe (DIP) use in the sanitary sewer systems
- Section 3.4-Sewer Material Standards and a Technical Bulletin

Raleigh Water Staffing

Development Review group Raleigh | Water

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		Engineering Supervisor		
		Division Manager		
Brian Casey	Brian.casey@raleighnc.gov	Part Time Engineer	Entire Service area	

Land Development

Planning and Development

NEW Unified Land Development Process

December 11, 2025

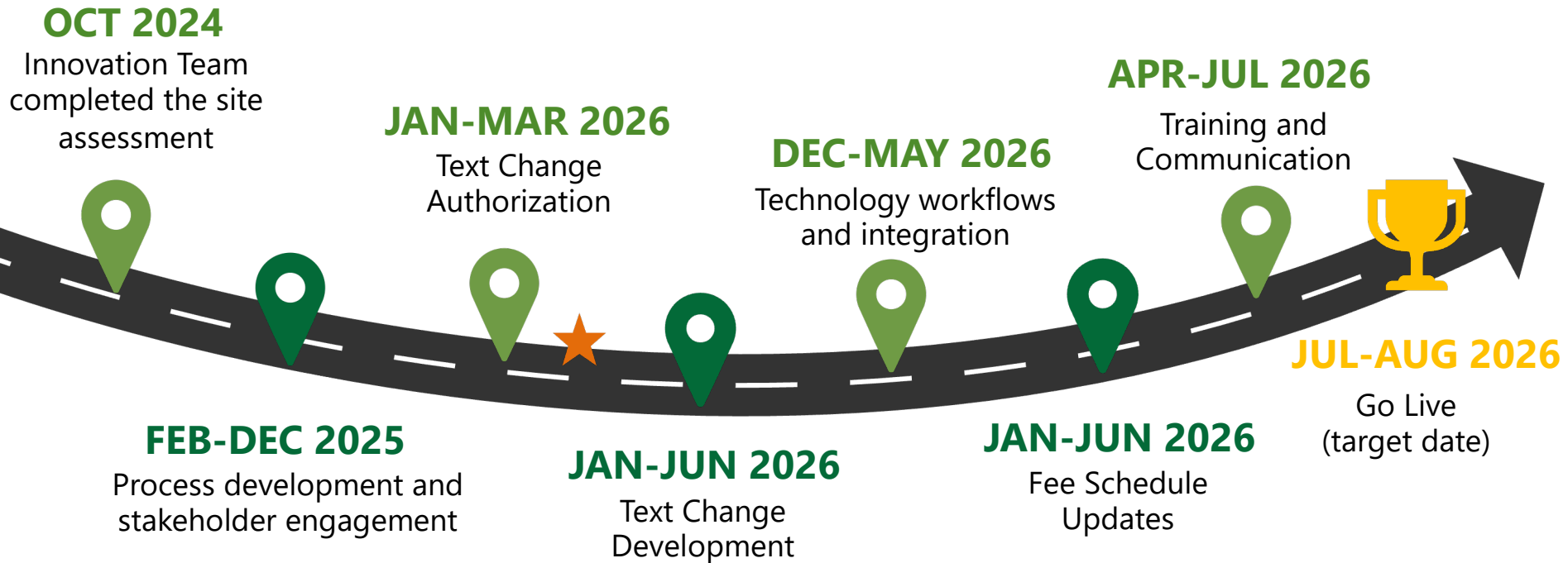


Project Goal

To create and implement a development process that is
understandable, predictable and ***timely***,
providing ***excellent service*** for all stakeholders

Establish process ownership, reduce complexity,
and improve overall efficiency

Project Timeline (estimated)






What We Heard: Key Themes

30 APPROX
EXTERNAL
PARTICIPANTS

45 APPROX
STAFF
PARTICIPANTS

- Unclear on prerequisites; inconsistent routing and communication.
- Overlap and redundancy between SUB, ASR, and SPR; conflicting reviewer comments.
- Portal usability issues; lack of dashboards and real-time status updates.
- Unclear timing and requirements; manual processes for plats and GIS data.
- Uncertainty about final prerequisites; pre-construction meeting variability.

Current Land Development Process

1	 Preliminary Subdivision Process		
	STEP 1 PRELIMINARY SUBDIVISION	STEP 2 INFRASTRUCTURE DRAWINGS	STEP 3 BUILDING PERMITS
	SUBMITTAL PROCESS <ul style="list-style-type: none"> Residential Subdivisions that do not have conditions requiring a Site Permit Review (SPR) may go directly to Recorded Map Process (RCMP). An Entitlement/Approval Document must be issued to the applicant prior to submitting SPRs and RCMPs. Applicants should begin the street name and addressing process during Subdivision Review. 	SITE PERMIT REVIEW (SPR) <ul style="list-style-type: none"> The Approval Document must be inserted in the SPR. Once two cycles of SUB SPR have completed, the RCMP can be started and run concurrently with the review process. The RCMP approval will follow the SUB SPR approval. SPR and RCMP documents must be submitted together to be reviewed concurrently. RECORDED MAP PROCESS (RCMP) <ul style="list-style-type: none"> Addresses are solidified after the map is recorded. 	BUILDING PERMIT <p>Building permits can be submitted when SUB SPR is in final review.</p> <p>HOLDS on building permits may include but are not limited to:</p> <ol style="list-style-type: none"> SUB SPR plan release or permit issuance is pending RCMP is not recorded SUB SPR revisions have been submitted.
2	 Administrative Site Review Process		
	STEP 1 ADMINISTRATIVE SITE REVIEW	STEP 2 INFRASTRUCTURE DRAWINGS	STEP 3 BUILDING PERMITS
	SUBMITTAL PROCESS <ul style="list-style-type: none"> An Entitlement/Administrative Approval Document must be issued prior to submitting Site Permit Review (SPR) and Recorded Map Process (RCMP). Applicants should begin the street name and addressing process during Administrative Site Review (ASR). 	SITE PERMIT REVIEW (SPR) <ul style="list-style-type: none"> The Approval Document must be inserted in the SPR. Once two cycles of ASR SPR have completed, the RCMP can be started and run concurrently with the review process. The RCMP approval will follow the ASR SPR approval. SPR and RCMP documents must be submitted together to be reviewed concurrently. RECORDED MAP PROCESS (RCMP) <ul style="list-style-type: none"> Addresses are solidified after the map is recorded. 	BUILDING PERMIT <p>Building permits can be submitted when ASR SPR is in final review.</p> <p>HOLDS on building permits may include but are not limited to:</p> <ol style="list-style-type: none"> ASR SPR plan release or permit issuance is pending RCMP is not recorded ASR SPR revisions have been submitted.
- OR -			
1 + 2	 Subdivision and Administrative Site Review Process Combined		
	STEP 1 SUB and ASR	STEP 2 INFRASTRUCTURE DRAWINGS	STEP 3 BUILDING PERMITS
	SUBMITTAL PROCESS <ul style="list-style-type: none"> Subdivision (SUB) and Administrative Site Review (ASR) submitted as one plan with separate applications is encouraged. Separate plan sets are allowed when appropriate. The first two pages of the applications must be included on the plans cover sheet. Multiple ASR plans may be submitted separate from a subdivision plan. An Entitlement/Approval Document must be issued to the applicant and inserted in the Site Permit Review (SPR) prior to submitting SPRs and Recorded Map Process (RCMP). Applicants should begin the street name and addressing process during the combined review. 	SITE PERMIT REVIEW (SPR) <ul style="list-style-type: none"> The Approval Document must be inserted in the SPR. An SPR may be submitted as a combined application that addresses both the SUB and ASR. It may also be submitted individually for each SUB and ASR. RECORDED MAP PROCESS (RCMP) <ul style="list-style-type: none"> Once two cycles of SUB/ASR site permit reviews have been completed, the RCMP can be submitted and reviews can run concurrently. The RCMP may be approved after the approval of the SPR. SPR and RCMP documents must be submitted together to be reviewed concurrently. Addresses are solidified after the map is recorded. 	BUILDING PERMIT <p>Building permits can be submitted when SUB SPR and ASR SPR are in final review.</p> <p>HOLDS on building permits may include but are not limited to:</p> <ol style="list-style-type: none"> SUB SPR and ASR SPR plan release or permit issuance is pending RCMP for SUB SPR and ASR SPR are not recorded SUB SPR and ASR SPR revisions have been submitted.

What's Changing

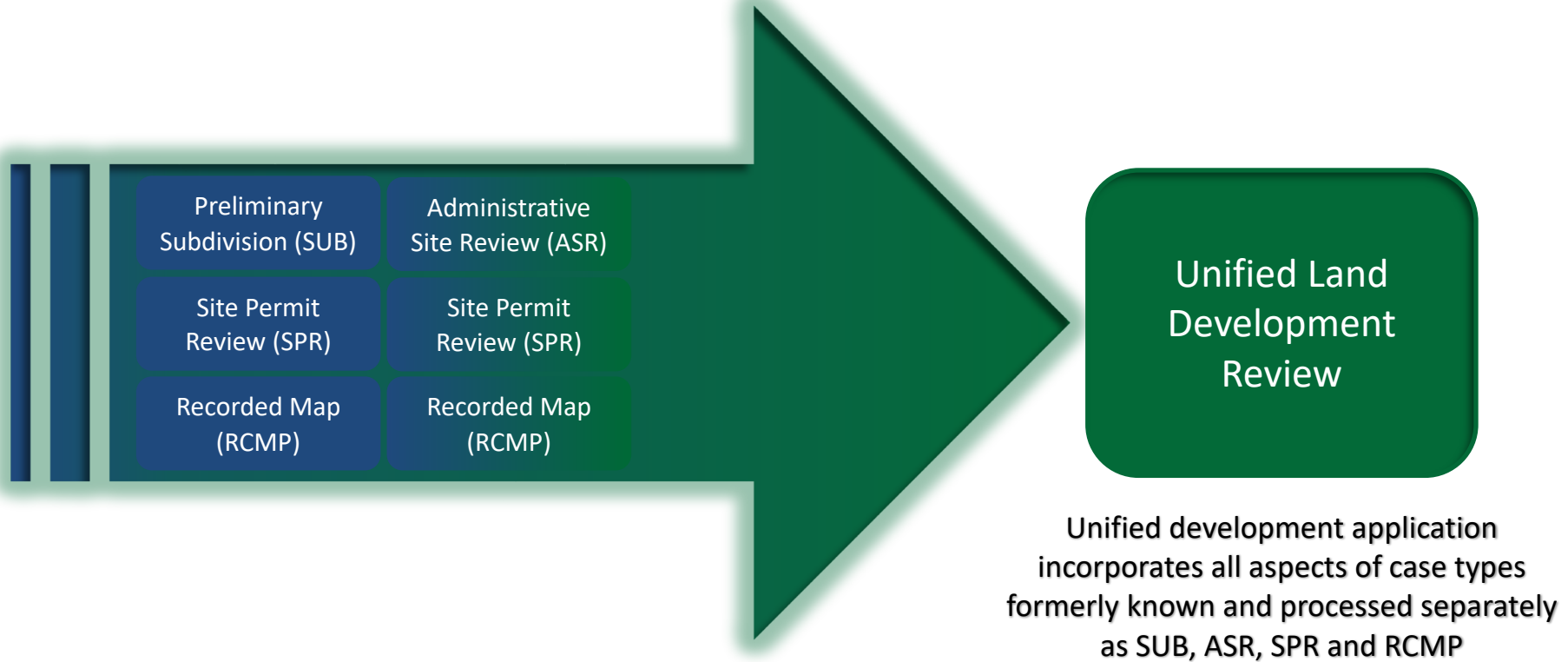
Current fragmented and overlapping processes:

- SUB, ASR, SPR, RCMP

New streamlined approach:

- Unified Land Development Review replaces multiple case types
- Combines overlapping processes into one coordinated review

Unified Land Development Review Process



Unified Land Development Review Process



Scoping Meeting

Optional

Identify site-specific challenges, procedural requirements, and critical path elements prior to formal application. Written checklist provided at the conclusion of the meeting.



Unified Land Development Review

Required

Results in approval of site development and issuance of site permits to construct site infrastructure. Includes review, approval, and recordation of plat/legal documents (as applicable).



Building Permits

Required

Results in issuance of a building permit, ensuring compliance with building, zoning, and safety.

How it works





Scoping Meeting

Paid, Optional Service

Applicant applies through the Portal and submits a conceptual drawing.

Scheduled Meeting

Staff schedules a scoping meeting and routes documents to reviewers.

Document Review

Staff reviews documents and completes the scoping meeting checklist.

Post-Meeting

Staff finalizes the checklist and uploads it to the Portal.



Unified Land Development Review

Application Submission

Applicant submits project through the Portal, indicating full scope of work.

Review Cycles and Approval

Staff reviews plans and provides review comments; applicant submits revised plans; cycle repeats until compliance and approval.

Site Permit Issuance

Pre-construction meeting is held; site permits issued and approved plans released

Map Recording

Final plat is recorded with County, either before site construction with sureties, or after site construction.



Unified Land Development Review

Application Submission

- Applicant identifies scope of work in application and prepares all applicable documents (plan set, subdivision plat, etc.)
- Applicant submits through the Portal
- Project is assigned one case number

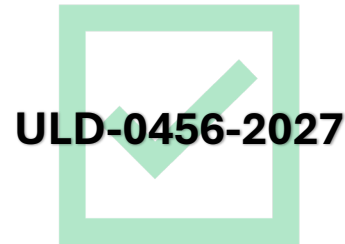
Example:

Land Development Application

Proposed Development Includes: (check all that apply)

- ☒ Subdivision (increasing the number of lots)
- ☐ Recombination (same or fewer number of lots)
- ☐ Miscellaneous Plat (e.g. easement, right-of-way dedication, etc.)
- ☐ Legal Documents
- ☒ Site Development (proposed use(s) and development on one or more lots)

Example:



ULD-0456-2027



SUB-0123-2027

ASR-0321-2027

SPR-0789-2027

RCMP-0987-2027



Unified Land Development Review

Review Cycles and Approval

- Staff reviews all plan documents simultaneously and issues review comments in the Portal
- Applicant revises plans to address review comments and resubmits
- Repeat review cycle as needed
- Staff verifies compliance and approves plans

Example:

Land Development Application

Proposed Development Includes: (check all that apply)

- ☒ Subdivision (increasing the number of lots)
- ☐ Recombination (same or fewer number of lots)
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- ☐ Legal Documents
- ☒ Site Development (proposed use(s) and development on one or more lots)

Example Submittal Documents:

- ✓ Construction Drawing Plan Set
- ✓ Subdivision Plat

*All drawings and information formerly
submitted separately under the SUB, ASR,
SPR and RCMP*



Unified Land Development Review

Site Permit Issuance

- All pre-site permit issuance tasks checked for completion (e.g. fees paid, contractor information, etc.)
- Pre-construction meeting held
- Stamped approved plans released and site permits issued





Unified Land Development Review

Map Recording

- Sureties posted if site construction is incomplete
- Final plat mylar and legal documents, as applicable, submitted for signatures
- Final plat mylar and legal documents, as applicable, recorded at County



Next Steps

- UDO text change
- Technology integration
- Fee schedule updates
- Training, education and communication
- Go-live in 2026

Additional Phases

- Monitor and evaluate new process
- Site Plan Tier Criteria Updates
- “Project Coordinator” role creation and implementation

Stakeholder Inquiries

DSAC Inquiry – Processing Projects

An idea was brought up at the October meeting to create a separate process for applications with General Contractor license (professionals) and those without a general contractor license. (DSAC) We would like to explore this further.

DSAC Inquiry – Surety and Deed of Easements

I think that the City needs to document/clarify the process for Sureties and Easement Deeds. Right now, various departments have control, and I think that the City could make it more efficient (reduce their cost, man hours, and provide a timeline).

DSAC Inquiry – Neighborhood Transitions in a Historic Overlay District

Occasionally, a **neighborhood transition** applies between two properties located within the same historic district, which sets up a conflict:

- A transition area is in place to address the assumed incompatibility between the parcels; and
- Development requires a COA to ensure compatibility; and
- The required neighborhood transition is usually, if not always, in conflict with the special character of the historic district, jeopardizing the ability to receive the required COA.

Since we have a quasi-judicial procedure in place to ensure a detailed and public review of compatibility within an HOA, the automatic neighborhood transition is superfluous at best in this situation, and more often directly working at cross purposes. I'd love to discuss the possibility of creating an exception to the neighborhood transition where the two parcels are in the same historic overlay district.

Questions?

Meeting Adjourned

Continuous Improvement and Customer Service

Announcements

- Upcoming Quarterly Stakeholder Meeting is January 8, 2026
 - 9AM at (Greg Poole, Jr. All Faiths Chapel), 1030 Richardson Drive
- Martha Lobo is retiring January 1, 2026
 - 20+ years in Planning and Development Department
 - Current Assignment: Principal Planner on the Special Projects Team



Continuous Improvement and Customer Service

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