



Raleigh

Planning and Development

Development Services Advisory Committee Meeting

March 14, 2024



Agenda

- Text Change Updates
 - Jason Hardin & Keegan McDonald
- Staffing Updates
- Innovation Team
- Stormwater Update
- Raleigh Water Update
- Permit Portal Updates
- Question and Answer

Text Change Updates



Staffing Updates



Innovation Team



I-Team Update – What’s Happening in March

Change of Use

- Bookings with Zoning & Building
- New webpage



Applications

- Non-res application
- Think aloud user sessions
- Contact
Elizabeth.faw@raleighnc.gov



Site Review

- Matrix Consulting



- 8-week assessment (Mar – May)
- Survey & interviews

Stormwater Design Manual



Raleigh Water Updates





Past and future goals – Raleigh Water

Goals achieved in 2023

- Cross Connection Reviews – no Certificate of Compliance required
- Energov Merger Town payments for UC and Stub Permits over portal now
- Reimbursement submittals over portal for Raleigh Water only
- Web Updates ongoing. Keep checking for updates

Future goals

- EnerGov cases for Merger Towns
- Infrastructure permits for Merger Town inspections
- ~~Update Private Water and Sewer inspections as part of Infrastructure permits~~
- ~~Handbook Updates – final review and roll out~~



Raleigh

Infrastructure permit updates

- Contractors now can now request inspections on private water and sewer mains for collection and distribution systems.
- Part of the Infrastructure permits for Water and Sewer
- Sewer mains and manholes as part of a collection system – 6” and 8” lines
 - Inspect private sewer services 6” or larger from manhole to within 5’ of the building.
A cleanout is required as termination at the building.
- Water mains 4” and larger as part of a distribution system.
- No separate plumbing utility permit required for private collection and distribution systems.
 - Inspections can still require a plumbing utility permit for services from the private system to the building.
- Joint effort between multiple teams – Infrastructure Inspections, Plumbing Inspections, Customer Service Center and Raleigh Water.



Infrastructure updates continued

- Updated Infrastructure Inspections Quantities Table
- Additional line items for
 - Force main
 - Private Water mains
 - Private Sewer mains
 - Average Daily Flow

INFRASTRUCTURE INSPECTIONS QUANTITIES TABLE			
Phase Number(s)	PHASE 1	PHASE 2	PHASE 3
Number of Lot (s)	15	30	12
Lot Number (s) by Phase	1-15	16-45	46-57
Number of Units			
Livable Buildings	15	30	12
Open Space?	Yes	No	No
Number of Open Space Lots	2	0	0
Public Water (LF)	235	587	218
Private Water* (LF)			
Public Sewer (LF)	289	612	237
Public Force Main (LF)			
Private Sewer** (LF)			
Public Street (LF) - FULL	365	590	309
Public Street (LF) - PARTIAL	118	256	333
Public Sidewalk (LF) - FULL	243	600	235
Public Sidewalk (LF) – PARTIAL	499	621	323
Multi-Use Path*** (LF)			
Public Stormdrain (LF)			
Street Signs (LF)	365	590	309
Water Service Stubs	15	30	12
Sewer Service Stubs	15	30	12
Average Daily Flow per phase****			

* Water mains 4" and larger
 **Sewer mains and manholes as part of a collection system
 *** 10 or 12 ft wide path in lieu of sidewalk or a Multi-Use path as part of a development amenity
 **** Entire Project Flow. Based on 75gpd per bedroom for residential (Apartments, single Family dwelling, townhouse, condos), or based on 15A NCAC 02T .0114 Wastewater Design Flow Rates for Commercial and Industrial.



Infrastructure updates continued

- Updated Infrastructure Permit
- Selection items for Private inspections
- GPD on Permit

Manhole Installation [DSENG]		
Priority Order	Sort Order	
0	20	
Main Installation (Sewer) [DSENG]		
Priority Order	Sort Order	
0	30	
Private Main Installation (Sewer) [DSENG]		
Priority Order	Sort Order	
0	35	
Manhole Vacuum Test [DSENG]		
Priority Order	Sort Order	
0	40	

AS-BUILT INFORMATION LEGACY

State Public Sewer Permit #
3-5414

State Private Sewer Permit #
78912 Flow (GPD)

Comments

Zoning
R-10, R-6

Permit Type
Public

IMPROVEMENT QUANTITIES

# of Lots	Lot Ranges	Water LF
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Updated Notes in Appendix D

- Updated Site Permitting Page for the additional items from appendix D of the Public Utilities Handbook

5. [Traffic Control and Pedestrian Plan \(TCPED\) Notes](#) (placed on cover sheet)
6. [Financial Responsibility Ownership form](#)
7. [Public Improvement Quantity Table](#) (required on ALL SPR Majors even if there are no improvements. Put "0" if there are not improvements)
8. [Appendix - D](#) - Public Utility notes and Signature blocks.
 - A. [Contractor Note](#) - required on all plans requiring water and sewer main extensions (public or private)
 - B. [Permits/Signature Blocks](#) - required on Cover page, Utility page, Plan and Profiles.
 - C. [Standard Utility Notes](#) - required on the Utility page
9. For retaining walls five feet or higher, a [Building Code Summary Sheet](#) ^o is required.



Raleigh Water Team and contacts

Development plan review group Raleigh Water			
Team member		Title	Area
Cydney Terry	Cydney.terry@raleighnc.gov	Engineer, Senior	Wendell/Knightdale
Jordan McAdams	Jordan.mcadams@raleighnc.gov	Engineer, Senior	Zebulon
Vacant		Engineer, Senior	Wendell
Tim Beasley	Tim.beasley@raleighnc.gov	Engineer, Senior	Wake Forest/Rolesville
Pat Paine	Pat.paine@raleighnc.gov	Engineer, Senior	Garner
Mike Fowler	Mike.fowler@raleighnc.gov	Engineer	Knightdale/Garner, Raleigh
Mitchell Wilson	Mitchell.wilson@raleighnc.gov	Engineer	Wendell/Zebulon, Raleigh
Autumn Smith	Autumn.smith@raleighnc.gov	Engineer	Wake Forest/Rolesville, Raleigh
Rene Haagen	Rene.haagen@raleighnc.gov	Engineering Supervisor	
Jonathan Ham	Jonathan.ham@raleighnc.gov	Division Manager	

Team email for general information – water.review@raleighnc.gov



Handbook Updates

- March 1 – final staff reviews – It's off now.
- First meeting in April – Council request to begin text change process
- Planning Commission/Public Comment Period and back to Council
- Aiming for July 1, 2024 roll-out
- Permit Choice will keep both handbooks active for a time

Permit Portal Update

Isaac Roldan





Permit and Development Portal Upgrade/Changes cont.

What does this mean for our end users?

- Initial Submittal
 - A system automated email will be sent indicating receipt and expected turnaround time to process.
- Re-Submittals
 - Status only visible only when re-routed; if plans do not meet intake approval, CSC staff will Req-Resubmit along with any other trades.



Permit and Development Portal cont.

Current View

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

[View Details](#)

Workflow

- Application Completeness Review [Townhouse] - Not Passed : 01/18/2024
- Application Completeness Review [Townhouse] - Started - Scheduled for 03/14/2024
- Plan Review [BLDR | Townhouse]
- Create/Link - Electrical (Residential)
- Create/Link - Mechanical (Residential) Permit
- Create/Link - Plumbing (Residential) Permit
- Create/Link - UC / Stubs Permit(COR ETJ)
- Create/Link - Urban Forestry [Tree Impact Permit]

Available Actions

No Actions



Permit and Development Portal cont.

Upgrade View

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

Progress

0% Completed

● Completed
● In Progress
● Not Started

Fees

\$0.00

[View Details](#)

Workflow

- Plan Review [BLDR | Alteration/Repair]
- Create/Link - Electrical (Residential)
- Create/Link - Mechanical (Residential) Permit
- Create/Link - Plumbing (Residential) Permit
- Final Review [BLDR | 1 Day Review]
- Batch Fees and Create Invoice
- Framing [Residential] -
- Insulation [Residential] -
- Final [Residential] -

Available Actions

i
No Actions



Permit and Development Portal cont.

Summary Locations Fees **Reviews 3** Inspections Attachments Contacts Sub-Records More Info

Plan Review [BLDR | Alteration/Repair]

Submittal Status	Received Date	Due Date	Completed Date
*Requires Re-submit	03/12/2024	03/15/2024	03/12/2024

ES - Stormwater • *Requires Re-submit • Wilkenshoff Suni • Completed : 03/12/2024

DS - CSC Plan Intake [Residential] • *Requires Re-submit • Bland-Fowler Courtney • Completed : 03/12/2024

Plan Review [BLDR | Alteration/Repair]

Submittal Status	Received Date	Due Date	Completed Date
*Requires Re-submit	03/12/2024	03/15/2024	03/12/2024

ES - Stormwater • *Requires Re-submit • Wilkenshoff Suni • Completed : 03/12/2024

Due Date	Completed Date
03/15/2024	03/12/2024

Comment
The file you submitted was incorrect. The previous review comments will appear in the corrections report, but the issue is that you submitted the wrong file.

DS - CSC Plan Intake [Residential] • *Requires Re-submit • To Be Assigned CSC Reviewer [Residential] • Completed : 03/12/2024

Due Date	Completed Date
03/15/2024	03/12/2024

Comment
The file you submitted was incorrect. The previous review comments will appear in the corrections report, but the issue is that you submitted the wrong file.

Correction (1)

Correction Type	General	Category	DS Intake - BLDR Application Checklist (NSFD)
Comment	Courtney is beyond amazing...stressed out...but amazing nonetheless.		

V.1

V.2



Permit and Development Portal Upgrade/Changes cont.

Overall Impacts

- Internal
 - Unreliable Data Collection and Data Reporting
- External
 - Lack of status visibility prior to formal plan review

Questions?

