



Planning and Development

Raleigh

Permit Pathways: Guidance on Subdivisions

November 6, 2025

12:00pm – 2:00pm



Raleigh



Agenda

Opening Remarks

Departments and Divisions

Objectives

Subdivision Process and Compliance

Question and Answer

Session Adjourned



Departments & Divisions

Planning

**Stormwater
Management**

**Customer
Service**

Fire

**Raleigh
Water**

**Urban
Forestry**

Transportation

Address

Objectives

Permit Pathways: Guidance on Subdivisions

Stakeholder Engagement

Strengthen working relationships between Staff and the Public through in-person engagements

Education

Provide a visual aid to convey the technical and process components to subdividing property

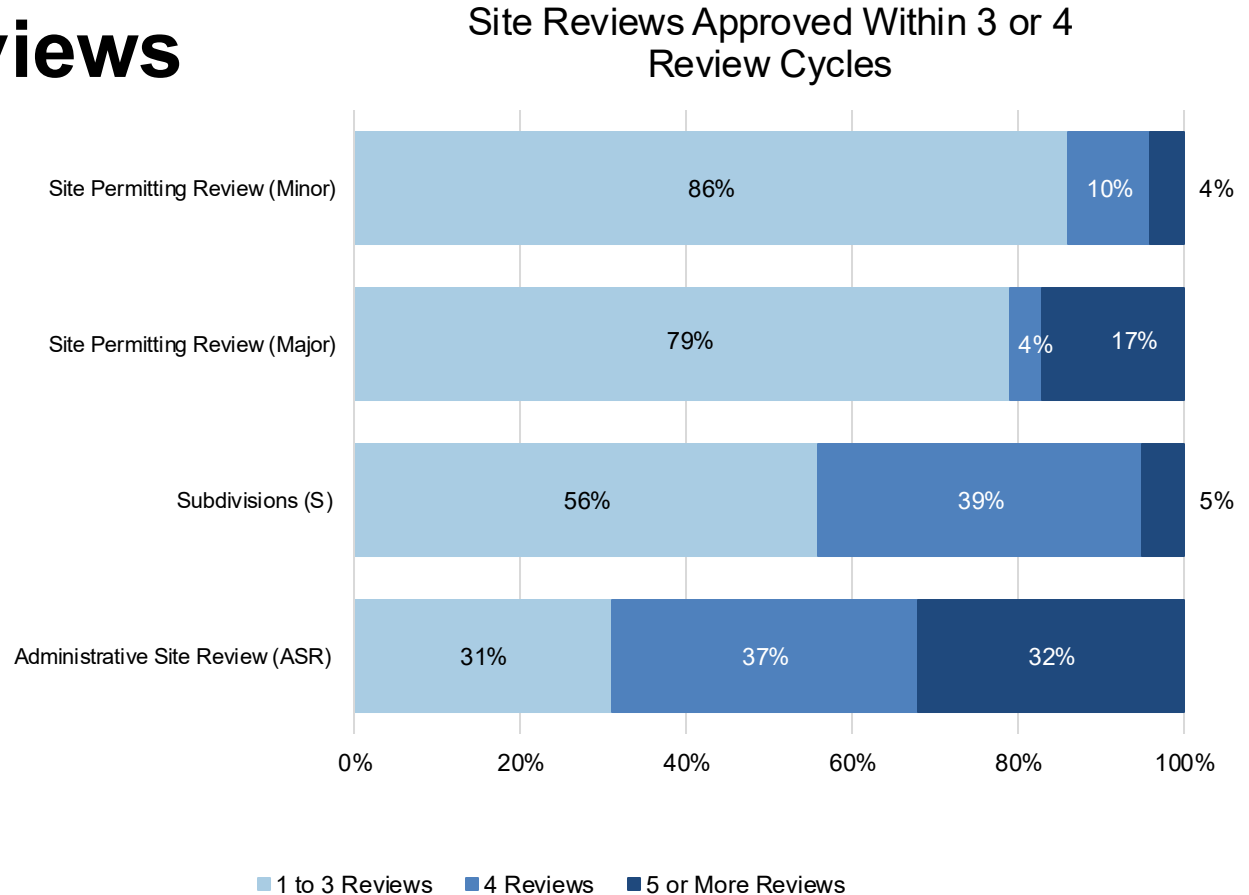
Successful Submittals

Increase successful submittals by reducing the number of review cycles for approval to less than 3



**Customer
satisfaction
is the goal!**

How Many Reviews It Takes for Approval

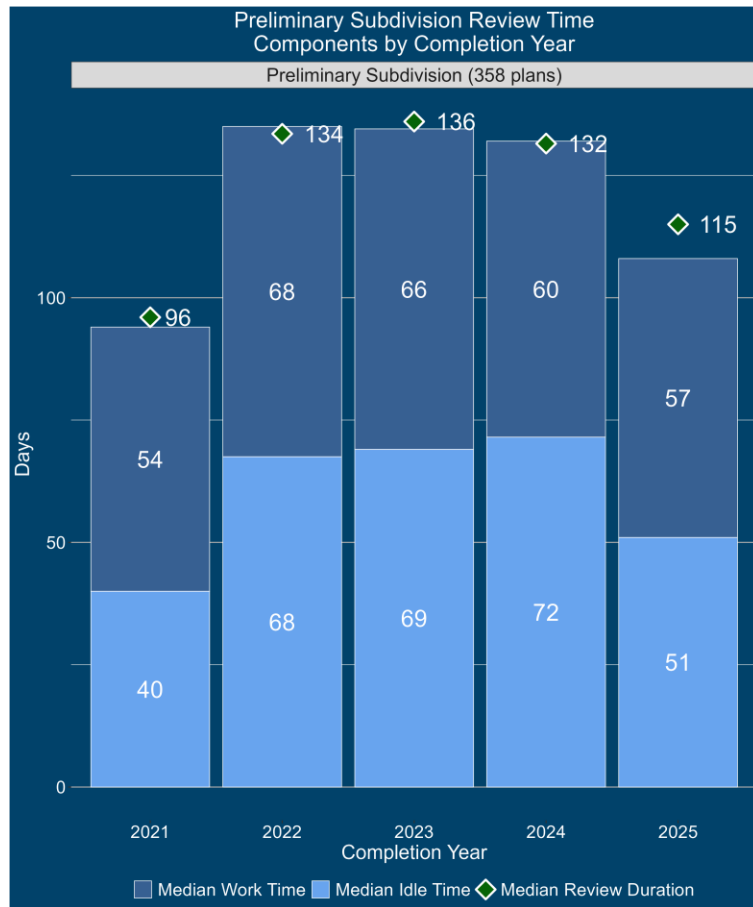


Year 2025 covers January 1st through June 30th.

Preliminary Subdivision Duration

Completion Year	Total Plans	Median Review Duration	Median Work Time	Median Idle Time
2021	79	96.0	54.0	40.0
2022	70	133.5	67.5	67.5
2023	62	136.0	65.5	69.0
2024	64	131.5	60.5	71.5
2025	83	115.0	57.0	51.0

- *Totals for 2025 are only through the end of September.*
- **Work Time** = project is under review with the City.
- **Idle Time** = project is with the applicant between reviews



Subdivision Review and Approval Process

Application

Submit a complete Application and Plans
Establish an Account in the Portal
Triage and Pay fees

Preliminary Subdivision

Establishes how land will be divided, including lot layout, access and utility planning.

Site Permit Review

Reviews detailed construction documents (grading, utilities, stormwater) for site development. Detailed infrastructure needs.

Recorded Maps

Legal recording of plats or easements after approvals, finalizing property boundaries.

Building Permits

Authorizes vertical construction, ensuring compliance with building codes and safety standards.

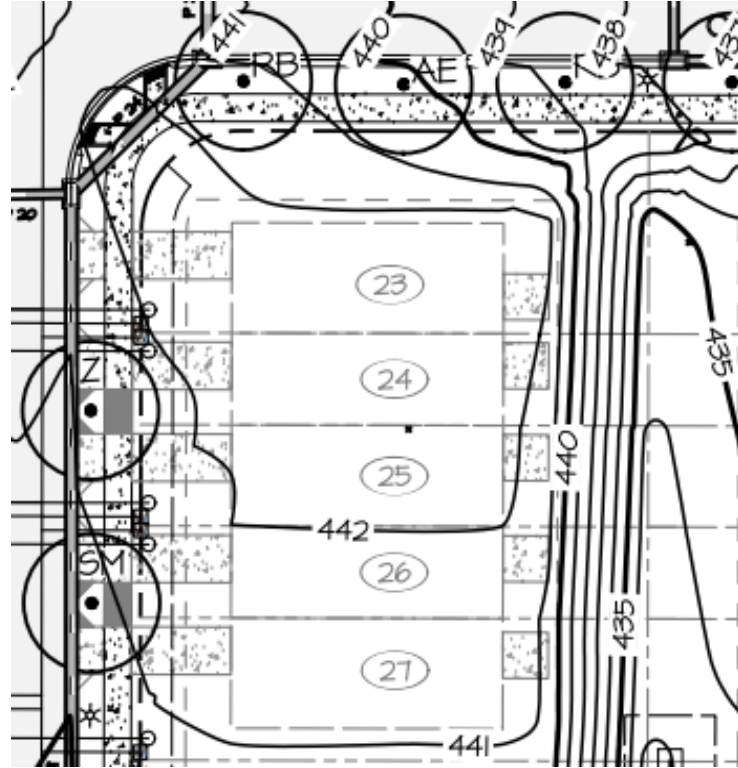
Subdivision Plan Review

Major Items for Review

- Gross Site Area of 2 acres or more = compliance with UDO 9.1 Tree Conservation
- New Street Trees shown in r/w along public streets

Common Issues in Plan Review

- Keep Urban Forestry in conversations about street cross section layout



SPR-0023-2024

Subdivision Plan Review

Major Items for Review

- Correct Street Typology
- Block Perimeter/Connectivity (exhibits)
- Driveway Conflicts/Spacing

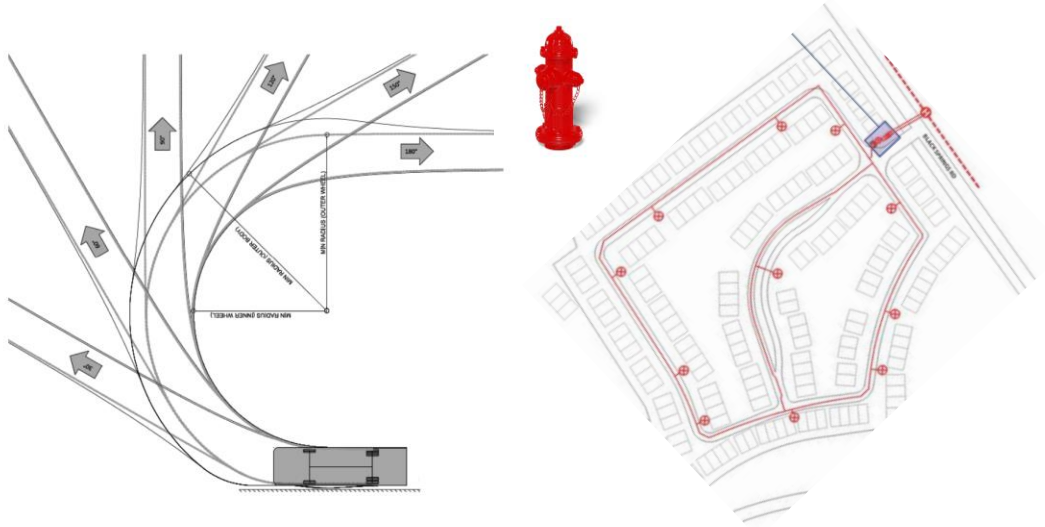
Common Issues in Plan Review

- Incomplete Plans (pavement markings, adjacent drives, topo, etc.)
- Comp Plan/Stub Streets
- TIA, Signal Mod., & NCDOT Coord

Fire Marshal's Office

Subdivision Plan Review

- **Major Items for Review**
- Fire Apparatus Access Roads
- Fire Department Water Supplies
- Access Identification
- **Common Issues in Plan Review**
- TBD

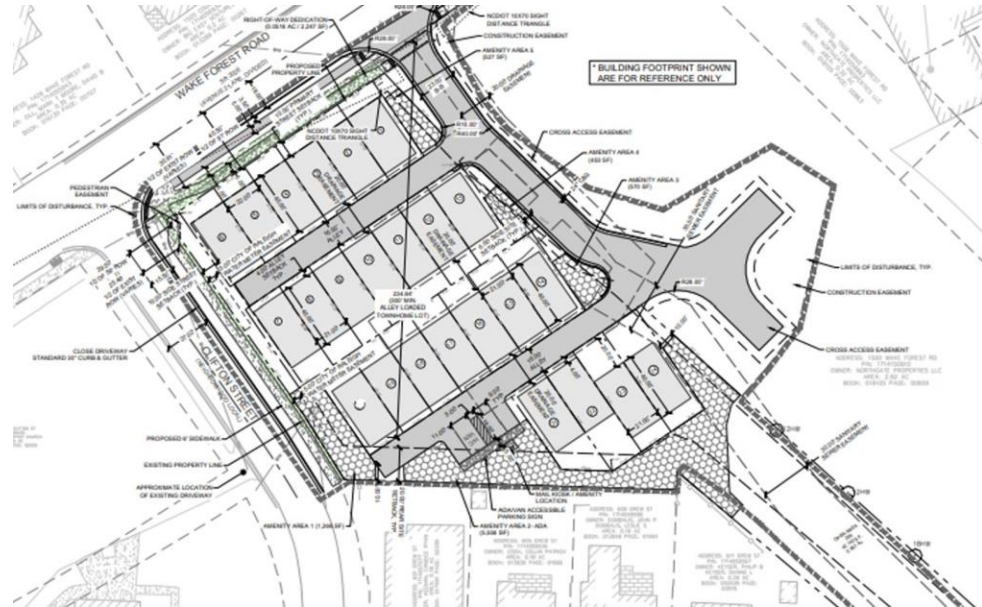


Subdivision Plan Review

Fire Apparatus Road Dimensions

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates.

Exception: Fire apparatus access roads constructed and maintained in accordance with North Carolina DOT Minimum Construction Standards for Subdivision Roads, when approved by the fire code official.



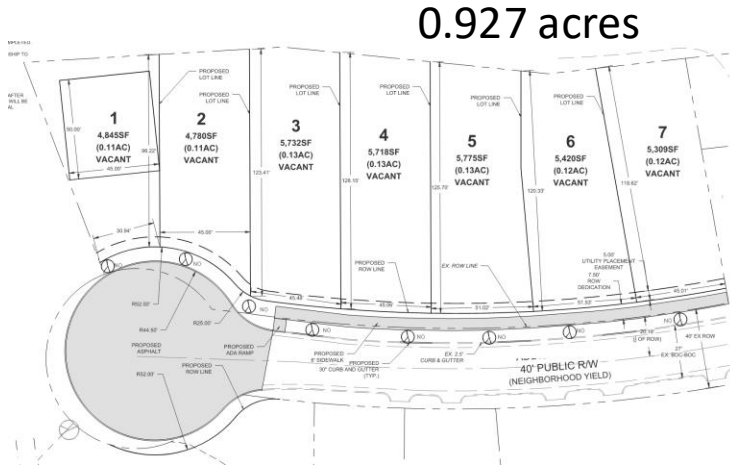
Addressing

Subdivision Plan Review

- **Major Items for Review**
- Verify Wake County PINs and Addresses
- Determine the number of required streets and start the Street Name Application process
- **Common Issues in Plan Review**
- Not all PINs/Addresses are listed
- Unable to determine structure orientation (front door location)

Stormwater Management

Subdivision Plan Review



- “Grandfathered”
- UDO 9.2.2.A



- “Traditional”/“Full”
- UDO 9.2.2.B-H

Stormwater Management

Subdivision of “grandfathered lots”

- ≤ 1 acre for one- or two-unit living
- $\leq \frac{1}{2}$ acre for any other use
- Exempt from active stormwater measure requirements
- Impervious surface limits based on zoning
- Limits can be exceeded with engineered solution (UDO 9.2.2.A.4.b)
- “Lot Grading Plan” requirements apply to lots created (SWDM 2.1)

R-1	20%
R-2	25%
R-4	38%
R-6	51%
R-10 and all other base zoning districts	65%

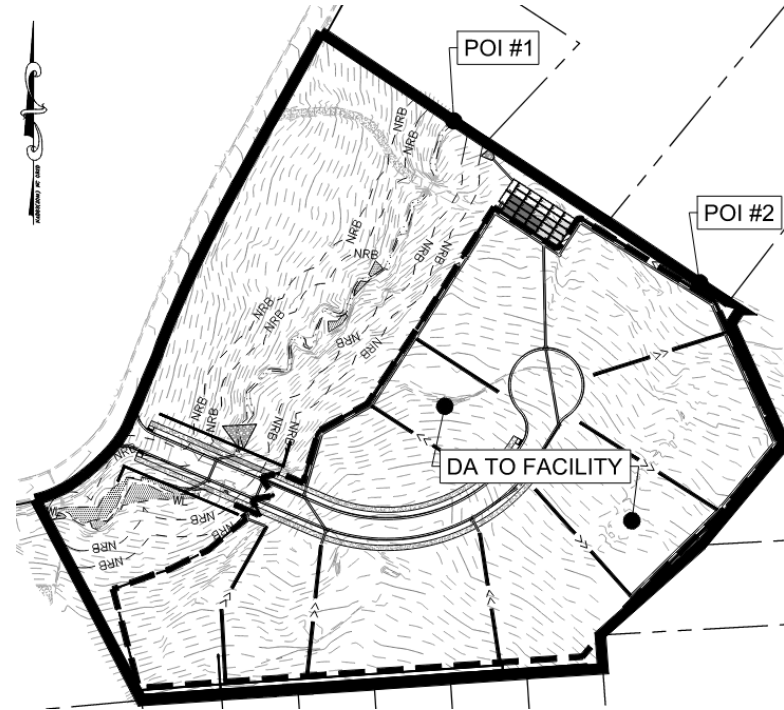
“Traditional”/“Full” Regulations

- **Treatment of ALL new impervious surface if > 24% BUA**
 - If initially proposing <24%, but would later exceed, must set up drainage to capture and treat when required
- **Impervious surface allocations for lots**
 - Including common/HOA/open
- **Land covers – See SNAP User’s Manual**
 - In ROW (“roadway”) vs. on lot (“parking/driveway/sidewalk”)
 - Ground-level (“parking/driveway/sidewalk”) vs. raised (“roof”)
 - “Protected forest” – Neuse Buffer Zone 1 or PPUOS (UDO 9.2.2.F)

Stormwater Management

Points of Discharge

- **Flow Leaving the Site (SWDM 4.2.3)**
 - Approved discharge to a jurisdictional stream or stream buffer
 - Connection to the ROW
 - Discharge to an existing or proposed public or private drainage easement
 - Contact Stormwater Plan Review staff to discuss other options
- **Points of analysis – See SWDM 5.2.2 for guidance when sheet flow discharges to multiple downstream properties**



Stormwater Control Measures

- **Must show how all design requirements will be met**
 - **NCDEQ Stormwater Design Manual (“Minimum Design Criteria”)**
 - **Raleigh Stormwater Design Manual Chapter 6**
 - **Including requirements related to**
 - **SHWT**
 - **Permanent pool**
 - **Vegetation**
 - **Access**

Stormwater Management

Required Approvals

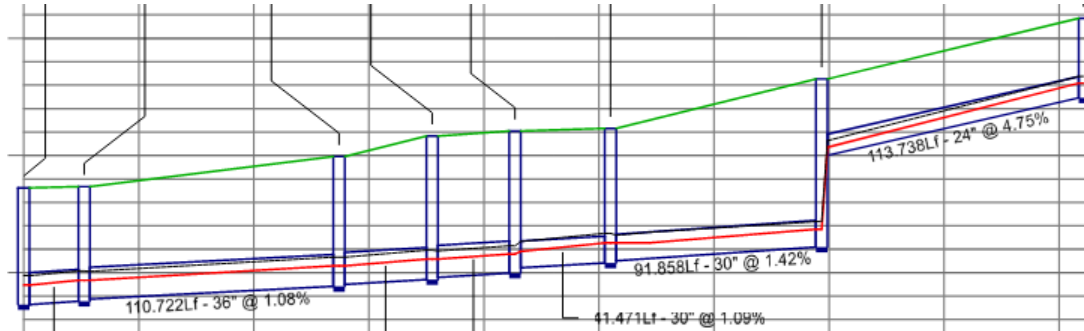
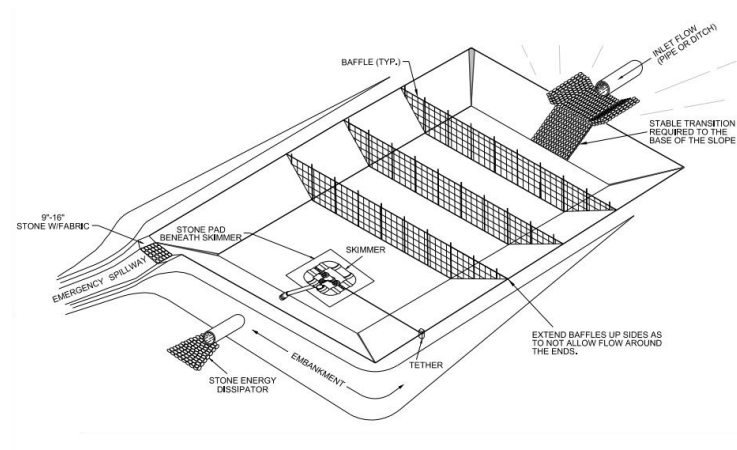
- Required prior to SUB approval:
 - Buffer/stream/wetland
 - Determinations
 - Approvals
 - Flood studies
 - Submitted, reviewed, and approved as separate SPR minors



Stormwater Management

Site Permitting Review

- Not reviewed with SUB:
 - Erosion control plans
 - Storm drainage design



Subdivision Plan Review

- **Major Items for Review**

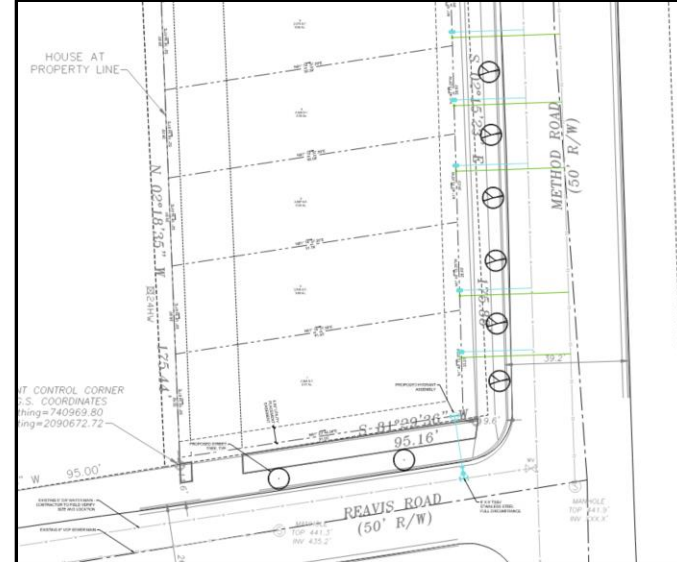
- All parcels are served with utility mains (easement or right-of-way)
- All upstream and adjacent parcels are served with sewer or an easement extended
- Color coding of mains on plans and labeling
- Standard Utility Notes are shown (latest version)
- Easement location and widths
- Is a Downstream Sewer Capacity Analysis required (40 lots or more)?
- Fire Hydrant spacing, valve placements



**PU – Design Manual
Website**

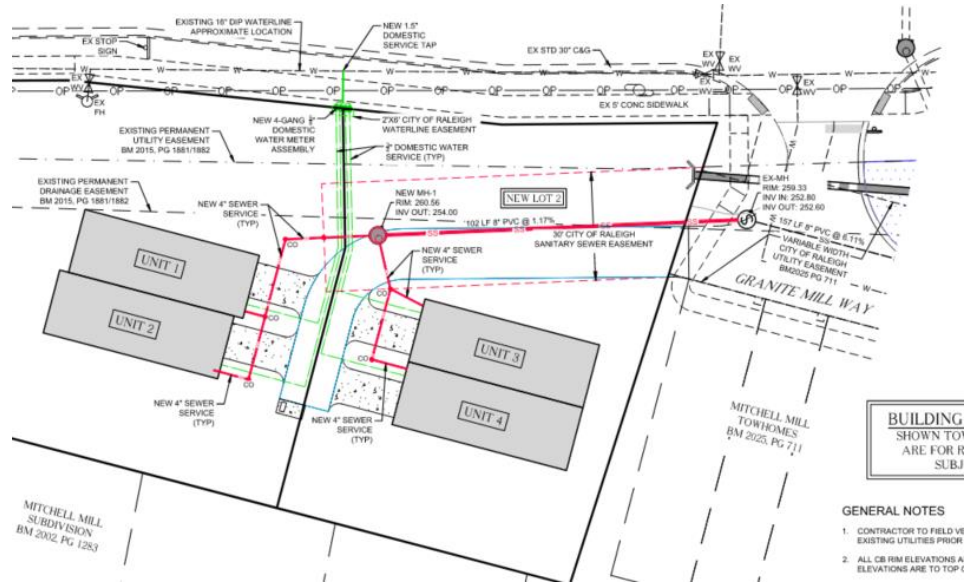
Subdivision Plan Review

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Subdivision Plan Review

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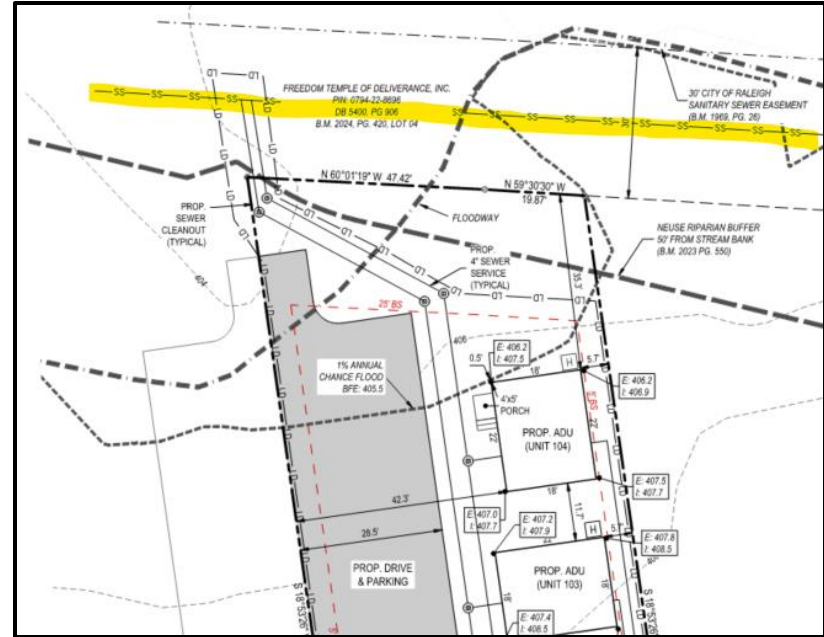
Subdivision Plan Review

- **Common Issues in Plan Review**

- Existing and proposed meters or cleanouts not shown.
- Main sizes are labeled inaccurately **(please do not use GIS)**.
- Missing notes.
- Water mains not ending with Blowoff Assemblies for future road stubs.
- Public vs private mains. Do they serve other properties?
- Easement widths, locations, and deed/plat reference.
- Use latest details

Subdivision Plan Review

- **Common Issues in Plan Review**
- Main sizes are labeled inaccurately (**please do not use GIS**).



Subdivision Plan Review

- **Major Items for Review**
- Type of dwelling and use to determine public or private collection, means of collection, frequency of collection, collection efficiency, route optimization, and method of collection
- Dumpster location, Container storage location, point of collection, and collection vehicle maneuverability.
- **Common Issues in Plan Review**
- Lack of pre-submission conversation when City services desired in attached dense locations
- City Services cannot be provided due to no place for vehicle to turn around (dead ends), container storage in attached dwellings of any type, and point(s) of collection in attached dwellings.

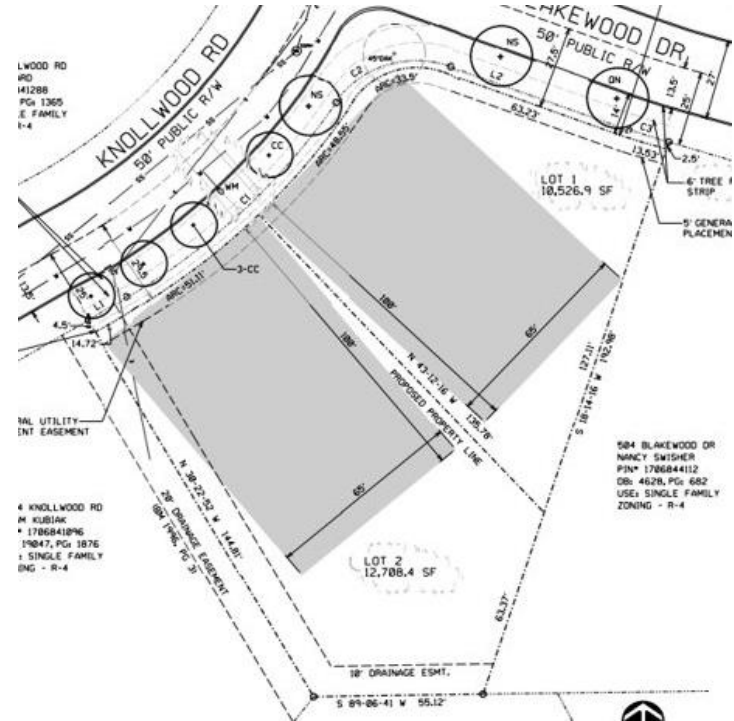
Subdivision Review

- **Major Items for Review**
- Identify Building Type(s)
- Address all the UDO requirements
- Lot width, lot depth, and lot area
- Use the checklist as a guide



Subdivision Review

- **Common Issues on Plan Review**
- Consistency across submittal documents
- Too much information on one plan sheet
- Use clear legends and symbols
- FTDO versus Overlay Districts
- Subdivision Standards in UDO Chapters 8 & 10
- Design Alternates and Variances



Plat Recordation Overview

Purpose

- Establish official property boundaries and addresses
- Confirm compliance with state laws, local ordinances, and approved development plans
- Ensure plats reflect prior approvals (preliminary subdivision, site review, or master plan)

Who is Involved

- Department of Planning and Development coordinates review
- Staff representing Planning, Transportation, Stormwater, Public Utilities, Urban Forestry, Addressing, Greenways
- Licensed Professional Land Surveyor prepares, stamps, and seals plats

Plat Recordation Overview Cont'd

Key Requirements and Process

- Submit recorded map packet to sitereview@raleighnc.gov
- Legal documents submitted to legaldocumentreview@raleighnc.gov when required
- Corrections issued through the Permit and Development Portal, applicant resubmits until all corrections are resolved.
- Mylars signed by review officer authorize recordation
- Plat must be recorded within 14 days of certification

Legal Document Overview

Purpose

- Secure required easements and agreements associated with public infrastructure and development conditions
- Ensure legal compliance prior to plat approval and recordation

What is Reviewed

- Easements required by UDO Sec. 8.1.7
- Legal instruments tied to approved development plans
- Accuracy of document templates and recorded information

Legal Document Overview Cont'd

Who is Involved

- City staff conducting document review
- Licensed attorneys and surveyors preparing legal instruments
- Wake County Register of Deeds final recordation

Key Requirements and Process

- Submit documents to legaldocumentreview@raleighnc.gov
- Use locked City templates from Development Forms webpage
- Executed documents must be received before recorded map approval
- Legal documents must be recorded within 1 business day after the plat

Legal Document Overview Cont'd

Locked Templates for Deeds of Easement

[City Code Covenant](#)

[General Public Access Easement](#)

[Sidewalk Easement](#)

[Stormwater Maintenance Covenant](#)

[Transit Easement](#)

[Waterline Easement](#)

[Bicycle and Pedestrian Access Easement](#)

[Sewer Easement](#)

[Slope Easement](#)

[Street Right-of-Way Easement](#)

[Utility Placement Easement](#)

Legal document reviews using official locked COR templates have a 10-business-day turnaround. Altered deeds or deeds without a locked template do not have an established benchmark. Template modifications are approved on a case by case by the City Attorney's Office.

Questions?



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