# Land Development Review Process



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## **Preliminary Subdivision Process**

**STEP 1 PRELIMINARY SUBDIVISION** 

#### **STEP 2** INFRASTRUCTURE DRAWINGS

### **STEP 3** BUILDING PERMITS

#### **SUBMITTAL PROCESS**

- 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)

- 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)

· Addresses are solidified after the map is recorded.

#### **BUILDING PERMIT**

Departments reserve the option to place

holds on site permits.

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Building permits can be submitted when SUB SPR is in final review.

HOLDS on building permits may include but are not

- 1. SUB SPR plan release or permit issuance is pending.
- 2. RCMP is not recorded.
- 3. SUB SPR revisions have been submitted.

## **Administrative Site Review Process**

**STEP 1 ADMINISTRATIVE SITE REVIEW** 

### INFRASTRUCTURE DRAWINGS

#### **STEP 3** BUILDING PERMITS

#### **SUBMITTAL PROCESS**

- 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)

- 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)

· Addresses are solidified after the map is recorded.

#### **BUILDING PERMIT**

Building permits can be submitted when ASR SPR is in final review.

HOLDS on building permits may include but are not

- 1. ASR SPR plan release or permit issuance is pending. 2. RCMP is not recorded.
- 3. ASR SPR revisions have been submitted.

- OR -



## Subdivision and Administrative Site Review Process Combined

#### **STEP 1 SUB and ASR**

## **STEP 2** INFRASTRUCTURE DRAWINGS

#### **STEP 3** BUILDING PERMITS

#### **SUBMITTAL PROCESS**

- 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)

- 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)

- 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**

Building permits can be submitted when SUB SPR and ASR SPR are in final review.

HOLDS on building permits may include but are not

- 1. SUB SPR and ASR SPR plan release or permit issuance is pending.
- 2. RCMP for SUB SPR and ASR SPR are not recorded.
- 3. SUB SPR and ASR SPR revisions have been submitted.

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# Land Development Review Process



## Where to Submit

<u>SiteReview@raleighnc.gov</u> for: Preliminary Subdivision (SUB), Recorded Map (RCMP), Administrative Site Review (ASR), SUB/ASR combined, Site Permit Review (SPR)/Recorded Map (RCMP) combined

Permit and Development Portal for: Site Permit Review (SPR) and Building Permits

## Acronyms:

**SUB:** Preliminary Subdivision process

RCMP: Recorded Map process

**ASR:** Administrative Site Review process

**SPR:** Site Permit Review process

raleighnc.gov search: Land Development Review Process