



CITY OF RALEIGH

PLANNED DEVELOPMENT

DISTRICT

APPLICATION GUIDE

Copies of this and other Development Services Guides are available available online at:
www.raleighnc.gov
Search for the term "Master Plan Guide".

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Department of City Planning
City of Raleigh

Version 1.0 June 2016



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ABOUT THE PLANNED DEVELOPMENT DISTRICT

The Planned Development (PD) District, as described in Article 4.7 of the City's Unified Development Ordinance, offers an applicant the ability to modify certain required development standards in the UDO in order to address site-specific challenges and/or to produce a development which, on the whole, offers more public benefits as outlined in the Comprehensive Plan than would a development produced under the typical standards.

As stated in Section 4.1.1.F of the UDO, the intent of the PD District is as follows:

The PD District is intended as a relief mechanism from the prescriptive standards of a general use zoning district.

The PD District is intended to be used to achieve a higher quality of project design than could be accomplished through the strict application of a general use district or set of general use districts, without adversely impacting the adequate facilities required to serve the property and surrounding area.

In other words, the PD District offers applicants additional flexibility on certain development standards in return for projects with higher quality design.

Not all development standards may be adjusted in a PD District. The list of standards that may be modified is found in Section 4.7.2.B of the UDO. Standards not included may not be modified. The following standards may be modified:

- Chapter 2: Residential Districts
- Chapter 3: Mixed Use Districts
- Chapter 6: Allowed Uses
- Chapter 7: General Development Standards
- Article 8.3: Blocks, Lots, Access
- Article 8.4: New Streets; and
- Article 8.5: Existing Streets

Additionally, applicants applying for a PD District should review Section 4.7.5 of the UDO, which outlines the design principles that will be considered by the City during review of a PD District application. It is not necessary for applicants to provide a written narrative for each of these principles. Rather, they should be incorporated into the actual project design.



PROCEDURE FOR ESTABLISHMENT OF A PLANNED DEVELOPMENT DISTRICT

In order to use the PD district, applicants must follow the rezoning procedure described in Section 10.2.4 of the UDO and illustrated in to the right.

Conducting a pre-application conference with City staff is the first step in the rezoning application procedure. Step two is to conduct a neighborhood meeting. See <http://www.raleighnc.gov/business/content/PlanDev/Articles/DevServ/Rezoning.html> for additional details on these two pre-application steps.

After the neighborhood meeting has been completed and a report of the meeting has been prepared, an applicant may submit a rezoning application.

Applicants for a PD District designation must complete the “Master Plan Application” portion of the rezoning application form. The submittal requirements are listed below.



Rezoning procedure flow chart. See UDO Sec. 10.2.4.

Master Plan Application Package

- | | |
|--|--|
| 1. Vicinity Map | 11. Tree Conservation Plan (if the site is 2+ acres) |
| 2. Existing Conditions Map | 12. Major Utilities Plan/Utilities Service Plan |
| 3. Rezoning Application Form | 13. Generalized Stormwater Plan |
| 4. Street and Block Layout Plan | 14. Phasing Plan |
| 5. General Layout Map/Height and Frontage Map | 15. Three-Dimensional Model/renderings* |
| 6. Description of Modification to Standards | 16. Common Signage Plan |
| 7. Development Plan (location of building types) | |
| 8. Pedestrian Circulation Plan | |
| 9. Parking Plan | |
| 10. Open Space Plan | |
- *The 3D model is illustrative and is not used as a regulatory drawing.

A Layout Map or other required Plan drawing can show multiple elements. For instance, the street and block plan, the pedestrian circulation plan and the parking plan can be combined.



THE INTENT OF A MASTER PLAN

The intent of the Master Plan document is to graphically communicate the coordinated development of a tract of land. The City modified the PD District review procedure by bringing application requirements into closer alignment with other general use rezoning applications. A “Layout Map” is the heart of a PD Application. The UDO provides the option of submitting either a general or detailed layout map. Choosing the General Layout map option allows an applicant to file a generalized concept plan (supported by a brief written Statement of Concept) instead of highly detailed and expensive technical plans that are more similar to a site plan.

This approach offers several benefits:

- Avoids the requirement to commit to site details before the exact requirements of the site and the project are known;
- Focuses discussion about the proposal on conceptual aspects of the project rather than site-specific plans;
- Removes the need to present hypothetical imagery of a proposed project to the public;
- Lowers the initial cost of the application;
- Decreases the likelihood that amendments or additional rezonings will be necessary, saving applicants time and resources;
- Allows the applicant/developer additional flexibility when they are ready to build; and
- Helps City staff, Planning Commission, and City Council review the application in a more timely and efficient manner.

Submitting a general layout map will likely result in lower costs to applicants, a more transparent and user-friendly process for all parties, and reduced need for subsequent amendments to PD District approvals.

The applicant may choose to submit a more precise layout that delineates specific building locations. The tradeoff is that choosing the Detailed Layout Map option will require a larger upfront investment and will provide less flexibility should modifications to the development concept be required at a later date. The Detailed Layout Map should only be chosen when the applicant feels certain that a viable project can be delivered in conformance with these detailed plans.



TIPS FOR STREAMLINING YOUR APPLICATION

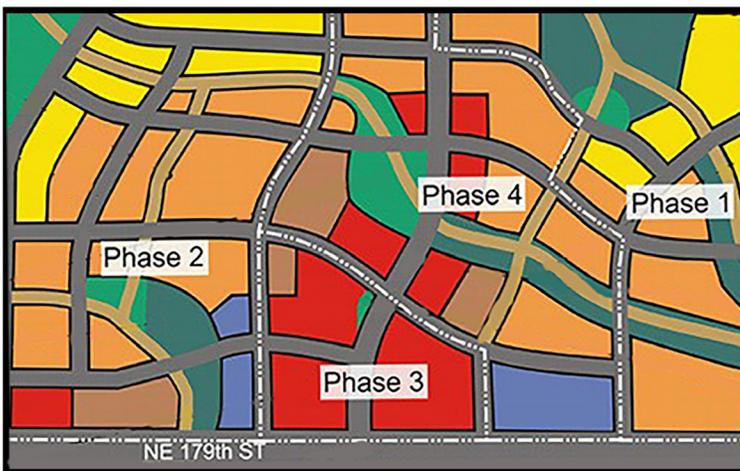
Applicants choosing to follow the General Layout Map submittal option should keep the following in mind to ensure applications are processed in a timely and efficient manner.

ENCOURAGED:

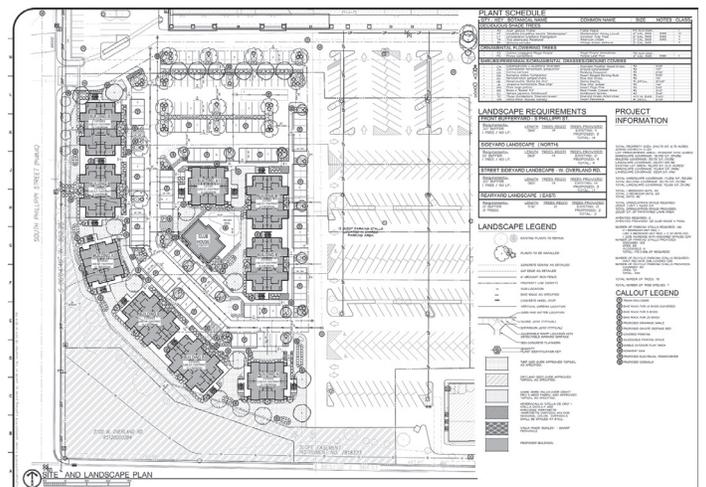
- Read this application guide and Article 4.7 of the UDO fully before beginning the application process.
- Read the Comprehensive Plan and be prepared to discuss how the proposed PD District meets the goals outlined in the plan.
- Submit conceptual plans, prepared following the model conceptual plans on pages 6-7 of this guide. Only include what is absolutely necessary on the conceptual plans.
- Use the matrix on pages 10-13 of this guide to structure the Statement of Concept.
- Use the standards from the site’s existing zoning district, or another City zoning district, to inform proposed standards in the Statement of Concept. If no change from the base district standard is requested, simply list “no change from base zoning.”

DISCOURAGED:

- Submit fully detailed site plans.
- Submit detailed hypothetical elevations, renderings, or composite images.
- Wait to communicate with City staff until the technical site planning stages of the application are underway.
- Provide information not requested in the Statement of Concept.
- Submittal of a text document master plan.



Conceptual plans that convey the proposed land uses, phasing, and general layout are sufficient for the rezoning stage.



Submitting full technical site plans at the rezoning stage is unnecessary and could complicate the review process.



GENERAL LAYOUT MAP

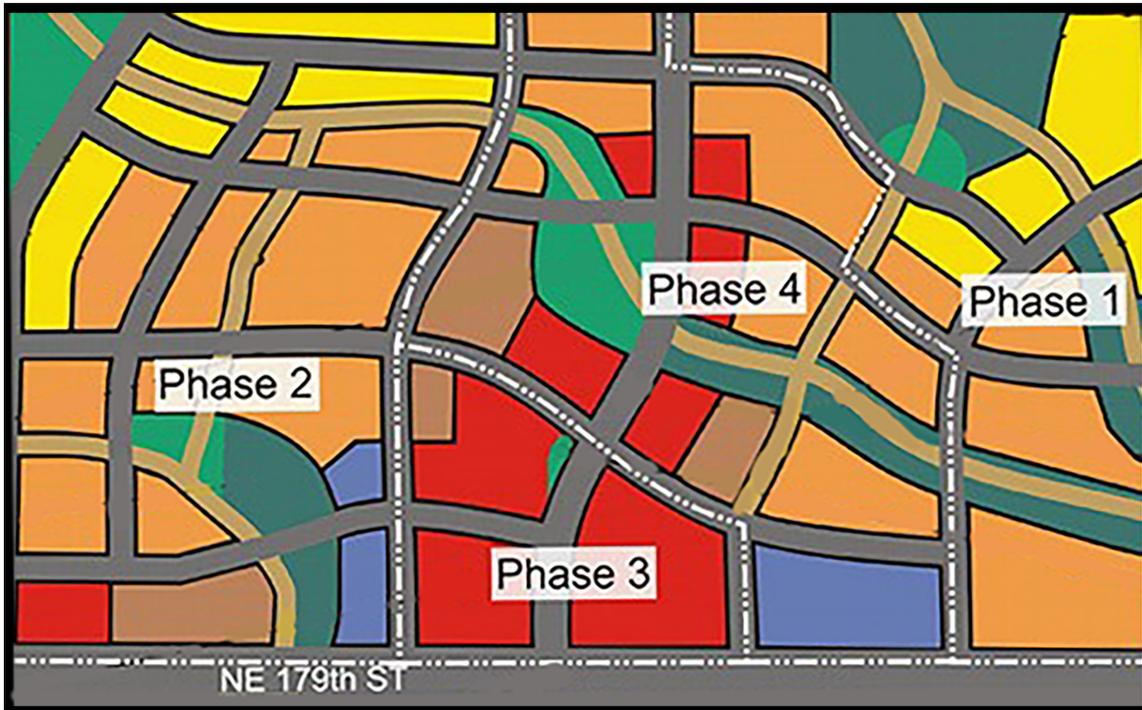
Applicants choosing to submit a Planned Development Master Plan with their Rezoning Application are required to submit a Layout Map and a Statement of Concept. The Layout Map is intended to assist City staff, the Planning Commission, City Council, and the public in understanding the general proposed land uses and character of the project.

Required elements of the concept plan:

- Title;
- Date;
- North arrow;
- Site boundary lines;
- Parcel lines, if site includes more than one parcel;
- Delineation of phases, sections, or tracts within the planned development which will be treated as sub-areas within the development (this may be for shown by anticipated phasing, or by planned character of the sub-area; see the examples on the following pages for more information);
- General locations of land uses;
- General locations of natural or recreation areas;
- Riparian areas;
- Adjacent lot lines, districts, and existing development within 500 feet of the project boundaries;
- Existing streets serving the development; and
- Internal circulation (pedestrian & vehicle).



EXAMPLE #2:



CONCEPTUAL MAP LEGEND	
<i>Percentages refer to % of total developable land</i>	
■ Retail/Restaurant (20%) <i>(may include some mixed-use)</i>	■ Roads
■ Office (6%)	■ Parks
■ Low-rise/Walk-up Apartments (8%)	■ Natural Areas
■ Townhouses (49%)	■ Pathways
■ Single Family (17%)	

Notable elements of this concept plan example include:

- Color-coded tracts based on primary land use;
- Superimposed phasing sub-areas delineated and labeled with their planned chronological ordering;
- Conceptual locations of proposed streets (unlabeled in diagram), blocks, and pathways; and
- Conceptual location of proposed parks and natural areas.



STATEMENT OF CONCEPT

Applicants choosing to submit a Master Plan with their Rezoning Application are required to submit a Statement of Concept as part of the submittal package. The Statement of Concept outlines the development standards proposed for the PD District and provides City staff with other additional information that is relevant to the review of the application (such as description of existing development on the site).

Applicants may prepare the Statement of Concept as a text document to provide narrative as background information to communicate intent of the development. This narrative is language of intent that will be used to interpret development allowances or requirements. Applicants should provide the requested information on proposed district features in the order they are listed in the matrix below. The matrix will contain all development standards, including any minimum requirements and maximum allowances. Each response on the statement should be numbered to correspond with the matrix. Note that if the proposed development contains sub-areas, phases, or sections, some questions require that features be described for each.

It is important to provide a response to every feature in the matrix. If an applicant does not wish to modify a development standard from the base district, they should write “no change from base zoning” regarding that feature. Statements of Concept should be fully completed. Applications with blanks or missing information will be returned to the applicant as incomplete. An example matrix is included as an addendum to this document. The applicant is not required to reproduce the matrix exactly; however, a matrix of some sort is strongly encouraged.

FOR ADDITIONAL INFORMATION:

City of Raleigh Department of City Planning
Comprehensive Planning Unit
919-996-2626

222 W. Hargett St.
Raleigh, NC 27601

This document and more information about the rezoning process are available online at:

www.raleighnc.gov

Search for the term "Master Plan Guide".

ADDENDUM

#	Feature (units, if applicable)
Description of required information	
1	Name of Development
2	Current Zoning District Designation
	Current zoning, including any applicable zoning conditions and overlay district designations
3	Proposed Base Zoning District
	If different from current zoning, including justification for the change referencing the future land use designation and the goals of the development
4	Future Land Use Designation
	Comprehensive plan future land use map designation(s)
5	Building Types
	List the building types that will be included in each phase, section, or pod
6	Total Development Size (acres)
	Project total and total by phase, section, or pod
7	Existing Development
	Describe any existing development or site features to be retained (including any designated historic resources)
8	Brownfields or Hazardous Conditions
	Describe any brownfield designations or other hazardous conditions on the site
9	Total Number of Dwelling Units (#)
	Project total and total by phase, section, or pod (including minimum and maximum density)
10	Total Nonresidential Square Footage (sf)
	Project total and total by phase, section, or pod
11	Total Number of Detached Principal Structures (#)
	Project total and total by phase, section, or pod
12	Number of Structures Intended for Mixed-Use (#)
	Total number and percentage of total
13	Building Height (feet & stories)
	Minimum and maximum building height by use type, by phase, section, or pod
14	Frontages
	If the proposed development will contain frontages, describe the types proposed and any modifications to the frontage types identified in the UDO
15	Allowable Uses
	List of proposed uses, including principal, accessory, and temporary use types (use types listed here must match the terminology in Chapter 6 of the UDO)
16	Use Mix (% of total)
	Anticipated range of total acreage to be occupied by each use type by phase, section, or pod (it is acceptable to consolidate individual use types into more general categories such as single-family detached, retail, institutional, etc.)
17	Residential Unit Type Mix

#	Feature (units, if applicable)
	Description of required information
	Describe the mix of different residential use types by number and percentage for the entire development as well as for each phase, section, or pod
18	Lot Area (square feet)
	Range of minimum, maximum, and average by phase, section, or pod
19	Setbacks (feet)
	Range of minimum, maximum, and average street, side, and rear setbacks by phase, section, or pod, including any build-to lines
20	Project Phasing
	Expected commencement date and anticipated completion date by phase, section, or pod. In addition, describe how each phase, section, or pod can function or stand alone in the event future phases are delayed
21	Conversion of Uses
	Describe any potential conversion from one use type to another and the parameters of such a conversion (anticipated timing, conditions, limitations, etc.)
22	Location(s) of Proposed Potable Water System Connection
	Identify the general location(s) where the proposed development will connect to the City's potable water system and the details of the connection, including pipe size(s) and material(s)
23	Location(s) of Proposed Sanitary Sewer System Connection
	Identify the general location(s) where the proposed development will connect to the City's sanitary sewer system and the details of the connection, including pipe size(s) and material(s)
24	Location(s) of Proposed Roadway Connections
	Anticipated location(s) of roadway connections between the proposed development and the existing roadway system
25	Street Types
	Identify the street types to be used section, area, or pod (including alleys, private streets, and private drives), including any modifications from the standards prescribed for each type in the UDO
26	Block Configuration
	Identify the minimum and maximum block length or bloc perimeter by phase, section, or area
27	Anticipated Vehicle Trips
	Identify the anticipated average and peak daily vehicle trips resulting from the development
28	Sidewalk Width (feet)
	Identify the minimum and maximum sidewalk width by section, area, or pod (identify locations and composition of alternative paving materials)
29	Open Space (acres)
	Identify the proposed amount of open space, including the project total and the total by section, area, or pod
30	Active and Passive Recreation Features
	Describe the type and general location of recreation features (active and passive) and the percentage of total open space occupied by active recreation features. Identify if any greenways or trails will be extended into or through the development
31	Number of Parking Spaces

#	Feature (units, if applicable)
	Description of required information
	Description of the minimum and maximum number of parking spaces by section, area, or pod (including a description on the configuration of the spaces, whether on-street, surface, or structured).
32	Parking Location Controls
	Description of off-street parking location standards intended to minimize the visibility of parking from off-site areas
33	Parking Screening
	General description of methods of screening surface parking from off-site areas
34	Bicycle Facilities
	Description of bicycle parking and storage facilities by section, area, or pod
35	Stormwater Management
	Description of the methods for addressing stormwater runoff quality and quantity, including the general locations of outfalls to the public stormwater system
36	Stormwater Device Appearance
	Identify if and in what ways stormwater management devices will be configured as amenities (versus utility features)
37	Low Impact Development
	Identify the extent to which LID techniques will be integrated into the development
38	Exterior Lighting
	Describe the proposed exterior lighting heights, shielding, and methods for limiting glare on lands outside the development
39	Signage
	Describe the general theme for signage in the development and how signage in the development will be unified
40	Solid Waste
	Describe how solid waste will be collected and disposed of, and how refuse collection devices will be screened from off-site views
41	Screening
	Describe how outdoor storage will be addressed, and how storage and service facilities will be screened from areas outside the development
42	Private Agreements
	Provide a description of all restrictive covenants, deed restrictions, maintenance agreements, and other management tools proposed for the development
43	Compatibility
	Describe the techniques or methods anticipated for project "edge" areas (areas within 1,000 feet of the project perimeter) to maintain compatibility with adjacent areas
44	Modifications
	Identify any modifications or deviations from the applicable standards in the UDO and how the proposed modification or deviation will help ensure the development is in closer alignment with adopted policy guidance or sound planning practice
45	In-Lieu Fees
	Describe any pending requests for payment of a fee in-lieu of providing a required feature

Mock-up of Revised Page 7 of the Rezoning Application

March 25, 2016



This is a mock-up of the changes we are proposing to page 7 of the City’s existing Rezoning Application to reflect the addition of the Concept Plan Package submittal option.

New or revised language is shown in blue.

TO BE COMPLETED BY APPLICANT	YES	N/A	COMPLETED BY CITY STAFF		
			YES	NO	N/A
Requirements for all Master Plan Applications					
1. Total number of units and square feet					
2. 12 sets of plans					
3. Completed application; Include electronic version via CD or flash drive					
4. Vicinity Map					
5. Existing Conditions Map					
Requirements for the Concept Plan Package (Option 1)					
6. I choose to submit using the Concept Plan Package Option. I have referenced the Planned Development District Application Guide and by using this as a guide, will ensure that I receive a complete and thorough first review by the City of Raleigh.					
7. Concept Plan					
8. Statement of Concept					
Requirements for the Detailed Plan Package (Option 2)					
9. I choose to submit using the Detailed Master Plan Package option. I have referenced the Master Plan Checklist and by using this as a guide, will ensure that I receive a complete and thorough first review by the City of Raleigh					
10. Street and Block Layout Plan					
11. General Layout Map/Height and Frontage Map					
12. Description of Modification to Standards					
13. Development Plan (location of building types)					
14. Pedestrian Circulation Plan					
15. Parking Plan					
16. Open Space Plan					
17. Tree Conservation Plan (if the site is 2 acres or more)					
18. Major Utilities Plan/Utilities Service Plan					
19. Generalized Stormwater Plan					
20. Phasing Plan					
21. Three-Dimensional Model/renderings					
22. Common Signage Plan					