



Rezoning Application and Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

Please complete all sections of the form and upload via the Permit and Development Portal (permitportal.raleighnc.gov). Please see page 11 for information about who may submit a rezoning application. A rezoning application will not be considered complete until all required submittal components listed on the Rezoning Checklist have been received and approved. For questions email rezoning@raleighnc.gov.

Rezoning Request			
Rezoning Type	<input type="checkbox"/> General use	<input checked="" type="checkbox"/> Conditional use	<input type="checkbox"/> Master plan
	<input type="checkbox"/> Text change to zoning conditions		
Existing zoning base district: R-4			Height:
Proposed zoning base district: RX			Height: 3
Frontage:		Overlay(s):	
Frontage:		Overlay(s):	
Helpful Tip: View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.			
If the property has been previously rezoned, provide the rezoning case number:			

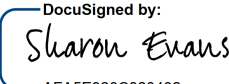
General Information		
Date:	Date amended (1):	Date amended (2):
Property address: 6520 & 6600 Battle Bridge Road		
Property PIN: 1731584301 & 1731586223		
Deed reference (book/page): 018452/02092 & 018585/01447		
Nearest intersection: Battle Bridge Rd & Rock Quarry Rd		Property size (acres): 5.74
For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property owner name and address: Trex Properties, LLC		
Property owner email: sharon@triangleexperts.com		
Property owner phone: (919) 271-3399		
Applicant name and address: Michael Birch and Samuel Morris, Longleaf Law Partners		
Applicant email: mbirch@longleaflp.com/smorris@longleaflp.com		
Applicant phone: (919) 643-4317 / (919) 780-5438		
Applicant signature(s): <i>Sharon Evans</i>		
Additional email(s): <small>AF-A5E926C820432...</small>		

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted:	OFFICE USE ONLY Rezoning case #
Existing zoning: R-4	Proposed zoning: RX-3-CU	

Narrative of Zoning Conditions Offered

1. The following Principal Uses as listed in UDO Section 6.1.4. that are permitted, limited, or special uses in the RX- District shall be prohibited: (i) cemetery.

The property owner(s) hereby offers, consents to, and agrees to abide, if the rezoning request is approved, the conditions written above. All property owners must sign each condition page. This page may be photocopied if additional space is needed.

Property Owner(s) Signature:  _____
AFA5E926C820432...

Printed Name: Sharon Evans

Rezoning Application Addendum #1	
Comprehensive Plan Analysis	OFFICE USE ONLY Rezoning case # <hr style="width: 20%; margin: 10px auto;"/>
<p>The applicant is asked to analyze the impact of the rezoning request and its consistency with the Comprehensive Plan. The applicant is also asked to explain how the rezoning request is reasonable and in the public interest.</p>	
Statement of Consistency	
Provide brief statements regarding whether the rezoning request is consistent with the future land use designation, the urban form map, and any applicable policies contained within the 2030 Comprehensive Plan.	
<p>The property is designated as Moderate Scale Residential on the Future Land Use Map (FLUM), which envisions a range of housing types, including townhouses and apartment buildings. The 2030 Comprehensive Plan calls for zoning districts ranging from R-6 to RX-4 for this FLUM designation. The property is located along an Urban Thoroughfare and adjacent to a Mixed Use Center. The proposed rezoning will encourage the development of new housing types on the property consistent with the city’s goals of promoting increased housing options. Therefore, the rezoning request to the RX-3 district is consistent with the Comprehensive Plan and the property’s Future Land Use Map designation.</p> <p>The rezoning request is consistent with Comprehensive Plan policies: LU 1.2 - Future Land Use Map and Zoning Consistency (the proposed rezoning is consistent with the Moderate Scale Residential FLUM designation); LU 2.2 – Compact Development (rezoning will promote more compact land use pattern); LU 8.1 - Housing Variety (rezoning will allow for a greater variety of housing types); EP 1.1 - Greenhouse Gas Reduction (rezoning will promote higher density residential and more energy efficient housing types); H 1.8 - Zoning for Housing (rezoning will allow for a greater variety of housing types).</p>	
Public Benefits	
Provide brief statements explaining how the rezoning request is reasonable and in the public interest.	
<ol style="list-style-type: none"> 1. The rezoning request is reasonable and in the public interest because it provides for increased residential housing variety and supply on an underutilized assemblage. 2. The request also furthers the goal of encouraging newer housing types that are substantially more energy-efficient than detached houses and provide greater density in proximity to employment, commercial options, and public amenities which will decrease overall carbon output in the city. 	

Rezoning Application Addendum #2

Impact on Historic Resources

The applicant is asked to analyze the impact of the rezoning request on historic resources. For the purposes of this section, a historic resource is defined as any site, structure, sign, or other feature of the property to be rezoned that is listed in the National Register of Historic Places or designated by the City of Raleigh as a landmark or contributing to a Historic Overlay District.

OFFICE USE ONLY
Rezoning case #

Inventory of Historic Resources

List in the space below all historic resources located on the property to be rezoned. For each resource, indicate how the proposed zoning would impact the resource.

NA

Proposed Mitigation

Provide brief statements describing actions that will be taken to mitigate all negative impacts listed above.

NA

Urban Design Guidelines Addendum

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Urban Design Guidelines	
<p>The Applicant must respond to the Urban Design Guidelines contained in the 2030 Comprehensive Plan if:</p> <ul style="list-style-type: none"> a) The property to be rezoned is within a "City Growth Center", "Mixed-Use Center", or "Transit Station Areas", OR; b) The property to be rezoned is located along a "Main Street" or "Transit Emphasis Corridor" as shown on the Urban Form Map in the 2030 Comprehensive Plan. <p>Policy UD 7.3: The Design Guidelines in Table UD-1 shall be used to review rezoning petitions and development applications for mixed-use developments; or rezoning petitions and development applications along Main Street and Transit Emphasis Corridors or in City Growth, TOD and Mixed-Use Centers, including preliminary site plans and development plans, petitions for the application of Downtown Overlay Districts, Planned Development Districts, and Conditional Use zoning petitions.</p>	
<p>Urban Form Designation: NA <i>Click here to view the Urban Form map.</i></p>	
1	<p>All mixed-use developments should generally provide retail (such as eating establishments, food stores, and banks), and other uses such as office and residential within walking distance of each other. Mixed uses should be arranged in a compact and pedestrian-friendly form.</p> <p>Response: The rezoning request anticipates residential uses.</p>
2	<p>Within all mixed-use areas, buildings that are adjacent to lower density neighborhoods should transition (height, design, distance, and/or landscaping) to the lower heights or be comparable in height and massing.</p> <p>Response: Transitions will be provided consistent with the UDO.</p>
3	<p>A mixed-use area's road network should connect directly into the neighborhood road network of the surrounding community, providing multiple paths for movement to and through the mixed-use area. In this way, trips made from the surrounding residential neighborhood(s) to the mixed-use area should be possible without requiring travel along a major street. Preferred and discouraged street networks.</p> <p>Response: Redevelopment of the property will be subject to the UDO block perimeter standards, which are consistent with this guideline.</p>
4	<p>Streets should interconnect within a development and with adjoining development. Cul-de-sacs or dead-end streets are generally discouraged except where topographic conditions and/or exterior lot line configurations offer no practical alternatives for connection or through traffic. Street stubs should be provided with development adjacent to open land to provide for future connections. Streets should be planned with due regard to the designated corridors shown on the Street Plan. Streets should connect adjacent developments.</p> <p>Response: Redevelopment of the property will be subject to the UDO block perimeter standards, which are consistent with this guideline.</p>

5	<p>New development should be composed of blocks of public and/or private streets (including sidewalks). Block faces should have a length generally not exceeding 660 feet. Where commercial driveways are used to create block structure, they should include the same pedestrian amenities as public or private streets.</p> <p>Response: Redevelopment of the property will be subject to the UDO block perimeter and connectivity standards, which are consistent with this guideline.</p>
6	<p>A primary task of all urban architecture and landscape design is the physical definition of streets and public spaces as places of shared use. Streets should be lined by buildings rather than parking lots and should provide interest especially for pedestrians. Garage entrances and/or loading areas should be located at the side or rear of a property.</p> <p>Response: The proposed development anticipates consistency with this guideline.</p>
7	<p>Buildings should be located close to the pedestrian-oriented street (within 25 feet of the curb), with off-street parking behind and/or beside the buildings. When a development plan is located along a high-volume corridor without on-street parking, one bay of parking separating the building frontage along the corridor is a preferred option.</p> <p>Response: Building placement will be provided consistent with the UDO.</p>
8	<p>If the site is located at a street intersection, the main building of a complex or main part of a single building should be placed at the corner. Parking, loading, or service should not be located at an intersection.</p> <p>Response: Building placement will be provided consistent with the UDO.</p>
9	<p>To ensure that urban open space is well-used, it is essential to locate and design it carefully. The space should be located where it is visible and easily accessible from public areas (building entrances, sidewalks). Take views and sun exposure into account as well.</p> <p>Response: Open space areas will be provided consistent with the UDO.</p>
10	<p>New urban spaces should contain direct access from the adjacent streets. They should be open along the adjacent sidewalks and allow for multiple points of entry. They should also be visually permeable from the sidewalk, allowing passersby to see directly into the space.</p> <p>Response: Urban space areas will be provided consistent with the UDO.</p>
11	<p>The perimeter of urban open spaces should consist of active uses that provide pedestrian traffic for the space including retail, cafés, and restaurants and higher-density residential.</p> <p>Response: Sidewalks and open spaces will be provided consistent with the UDO.</p>
12	<p>A properly defined urban open space is visually enclosed by the fronting of buildings to create an outdoor “room” that is comfortable to users.</p> <p>Response: Open space areas will be provided consistent with the UDO.</p>

13	New public spaces should provide seating opportunities.
	Response: Public spaces will be provided consistent with the UDO.
14	Parking lots should not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments.
	Response: Parking will be provided consistent with the UDO. The specific location of parking will be finalized at site plan.
15	Parking lots should be located behind or in the interior of a block whenever possible. Parking lots should not occupy more than 1/3 of the frontage of the adjacent building or not more than 64 feet, whichever is less.
	Response: Parking will be provided consistent with the UDO. The specific location of parking will be finalized at site plan.
16	Parking structures are clearly an important and necessary element of the overall urban infrastructure, but, given their utilitarian elements, can have serious negative visual effects. New structures should merit the same level of materials and finishes as that a principal building would. Care in the use of basic design elements can make a significant improvement.
	Response: Parking will be provided consistent with the UDO. The specific design of any parking structure will be finalized at site plan.
17	Higher building densities and more intensive land uses should be within walking distance of transit stops, permitting public transit to become a viable alternative to the automobile.
	Response: The proposed development anticipates consistency with this guideline.
18	Convenient, comfortable pedestrian access between the transit stop and the building entrance should be planned as part of the overall pedestrian network.
	Response: The proposed development will provide pedestrian access in accordance with the UDO.
19	All development should respect natural resources as an essential component of the human environment. The most sensitive landscape areas, both environmentally and visually, are steep slopes greater than 15 percent, watercourses, and floodplains. Any development in these areas should minimize intervention and maintain the natural condition except under extreme circumstances. Where practical, these features should be conserved as open space amenities and incorporated in the overall site design.
	Response: There are no known sensitive natural resources on the property. Design details will be determined as part of the site plan review process in compliance with UDO requirements.
20	All development should incorporate high-quality, productive landscapes that serve multiple functions. Such functions include noise mitigation and absorption; capturing and cleaning of particulate matter; collection and filtering of stormwater; and reduction of the urban heat island effect. Strategies include green walls, trellises, carefully planted trees, green infrastructure, and green roofs.
	Response: The proposed development anticipates consistency with this guideline.

21	<p>It is the intent of these guidelines to build streets that are integral components of community design. Public and private streets, as well as commercial driveways that serve as primary pedestrian pathways to building entrances, should be designed as the main public spaces of the city and should be scaled for pedestrians.</p> <p>Response: The proposed development anticipates consistency with this guideline.</p>
22	<p>Sidewalks should be 5-8 feet wide in residential areas and located on both sides of the street. Sidewalks in commercial areas and other areas where walkability is a focus should be a minimum of 14-18 feet wide to accommodate sidewalk uses such as vendors, merchandising, and outdoor seating.</p> <p>Response: Sidewalks will be provided in accordance with the UDO.</p>
23	<p>Streets should be designed with street trees planted in a manner appropriate to their function. Commercial streets should have trees that complement the face of the buildings and that shade the sidewalk. Residential streets should provide for an appropriate tree canopy, which shadows both the street and sidewalk and serves as a visual buffer between the street and the home. The typical width of the street landscape strip is 6-8 feet. This width ensures healthy street trees, precludes tree roots from breaking the sidewalk, and provides adequate pedestrian buffering. Street trees should be at least 6 ¼" caliper and should be consistent with the city's landscaping, lighting, and street sight distance requirements.</p> <p>Response: Street trees will be provided in accordance with the UDO.</p>
24	<p>Buildings should define the streets spatially. Proper spatial definition should be achieved with buildings or other architectural elements (including certain tree plantings) that make up the street edges aligned in a disciplined manner with an appropriate ratio of height to width.</p> <p>Response: Spatial definition of buildings will be provided in accordance with the UDO.</p>
25	<p>The primary entrance should be both architecturally and functionally on the front facade of any building facing the primary public street. Such entrances should be designed to convey their prominence on the fronting facade.</p> <p>Response: The proposed development anticipates consistency with this guideline.</p>
26	<p>The ground level of the building should offer pedestrian interest along sidewalks. This includes windows, entrances, and architectural details. Signage, awnings, and ornamentation are encouraged.</p> <p>Response: The proposed development anticipates consistency with this guideline.</p>
27	<p>The sidewalks should be the principal place of pedestrian movement and casual social interaction. Designs and uses should be complementary to that function.</p> <p>Response: Sidewalks will comply with the applicable UDO standards.</p>

Downtown Urban Design Guidelines

The Applicant must respond to the Downtown Urban Design Guidelines contained in the 2030 Comprehensive Plan if:

- a) The property to be rezoned is within "Downtown" as shown on the Urban Form Map in the 2030 Comprehensive Plan.

Policy DT 7.18:

The design guidelines in Table DT-1 shall be used to review rezoning, alternative means of compliance, special use permits, and planned development master plan applications in downtown.

Click [here](#) to view the Urban Form map

1	<p>Fayetteville Street should be free of service elements, including loading docks, mechanical equipment, and driveways.</p> <p>Response: NA</p>
2	<p>Loading or service entrances should be embedded within the block where possible. If embedding the loading dock is not possible, the loading dock should be located to the side or rear of a building. The width should be minimized and doors or gates should shield the loading docks from view. Roll-down gates should be decorative if facing the public realm.</p> <p>Response: NA</p>
3	<p>Surface and structured parking should be landscaped, emphasizing interior tree canopies in surface lots, formal borders, and street trees to reinforce the streetwall.</p> <p>Response: NA</p>
4	<p>Mechanical equipment, satellite or microwave dishes, elevator penthouses, and other utilitarian equipment should be screened from view by a structure that complements the design of the building through the use of similar materials, colors, finishes, and architectural details. Views from buildings above should also be considered when designing rooftop mechanical equipment.</p> <p>Response: NA</p>
5	<p>The widths of all curb cuts at parking deck entrances should be minimized. Design techniques should be used (such as lane splits within the deck to encourage consolidated single exit or entrance lanes at the street side, and/or columns between lanes to reduce the perceived size of the openings), while maintaining adequate ingress and egress capacity to provide efficient operations and meet air quality conformity.</p> <p>Response: NA</p>
6	<p>Building entries should be emphasized with architectural features, changes in roofline, different massing, or unique materials.</p> <p>Response: NA</p>

7	<p>The primary pedestrian building entrances should be located along the store front. For buildings that front on three streets, the primary pedestrian entrances should be located on the axial street or the corner if the building is located at an intersection.</p> <p>Response: NA</p>
8	<p>Building entries should be at grade.</p> <p>Response: NA</p>
9	<p>The level of architectural detail should be most intense at street level, within view of pedestrians on the sidewalk.</p> <p>Response: NA</p>
10	<p>The use of solid roll-down security gates is discouraged.</p> <p>Response: NA</p>
11	<p>Façades should be broken into distinct 20-30 foot modules or bays from side to side to prevent a monolithic edge to the street.</p> <p>Response: NA</p>
12	<p>Large unarticulated walls are discouraged and should have a window or functional public access at least every 10 feet.</p> <p>Response: NA</p>
13	<p>The articulation of the façade should be designed to appear more vertical than horizontal.</p> <p>Response: NA</p>
14	<p>Entries that provide access to a building's upper floors should be located along a street to promote street life. They should be designed as separate entries and distinguished from ground level spaces with different architectural details, materials, colors, lighting, signage, and/or paving so that it is clear which entries are public and which are private.</p> <p>Response: NA</p>
15	<p>Recessed entries are encouraged. They should be no wider than one-third of the width of the storefront or 20 feet, whichever is less. Recessed entries should be a minimum of 4 feet deep, except where necessary to meet fire code.</p> <p>Response: NA</p>

16	<p>A minimum of 2/3 of the first story façade should be windows. Of the total amount of glass on the first-floor façade, a minimum of 85 percent must be transparent. Tinted or reflective glass is discouraged. First-story windows should be located a maximum of three (3) feet above the adjacent sidewalk.</p> <p>Response: NA</p>
17	<p>Windows should be used to display products and services and maximize visibility into storefronts. Windows should not be obscured with elements that prevent pedestrians from seeing inside.</p> <p>Response: NA</p>
18	<p>The first-story, floor-to-floor height of any new building on Fayetteville Street should be a minimum of twenty (20) feet.</p> <p>Response: NA</p>
19	<p>If ceilings must be lowered below the height of ground level windows, provide an interior, full-height, three (3) foot minimum deep space immediately adjacent to the window before the drop in the ceiling.</p> <p>Response: NA</p>
20	<p>The use of deep awnings and canopies on the first story is recommended to help mitigate wind, reduce glare, and shade ground level spaces.</p> <p>Response: NA</p>
21	<p>Arcades, colonnades, and galleries are discouraged within the public right-of-way.</p> <p>Response: NA</p>
22	<p>Stairs and stoops in the public right-of-way are discouraged along Fayetteville Street in order to make entries more accessible.</p> <p>Response: NA</p>
23	<p>An outdoor ground plane that abuts or is adjacent to the public right-of-way should be paved with terrazzo, concrete pavers, concrete, stone, brick, tile, or another high-quality hardscape material. Asphalt and loose paving materials such as gravel are discouraged. The paving design and materials should complement the building or storefront architecture.</p> <p>Response: NA</p>

24	<p>In larger courtyard style spaces visible from the public right-of-way, use groundcovers, shrubs, and flowers to accent and fill blank areas with interest. Minimize the use of bare mulch and rocks. Areas of bare earth are discouraged.</p> <p>Response: NA</p>
25	<p>Walls of buildings should parallel the orientation of the street grid.</p> <p>Response: NA</p>
26	<p>Towers or high-rise buildings should have three zones: a streetwall or base zone, a tower transition zone, and a tower top zone. Cornices should be considered to separate base zone from tower transition zone.</p> <p>Response: NA</p>
27	<p>Distance between towers on different blocks should be a minimum of 100 feet to ensure access to light and air.</p> <p>Response: NA</p>
28	<p>Public art, performance facilities, and/or civic monuments should be an integral part of any building plan.</p> <p>Response: NA</p>
29	<p>Fences, railings, and walls are discouraged except to screen surface parking lots and unimproved lots, to protect pedestrians from grade changes, and to delineate a private courtyard. Fences are preferred over walls except where designed to hold grade.</p> <p>Response: NA</p>
30	<p>Fences should be a minimum of 36 inches and a maximum of 42 inches tall and a minimum of 70 percent open. Railings should be 42 inches tall. Solid walls should be a minimum of 18 inches and a maximum of 32 inches tall.</p> <p>Response: NA</p>
31	<p>Fences, railings, and walls should be designed to complement the adjacent architecture through the use of similar materials, colors, finishes, and architectural details.</p> <p>Response: NA</p>

32	<p>Designs should be contextual to adjacent buildings, including their cornice lines and horizontal banding.</p> <p>Response: NA</p>
33	<p>Innovative design and unusual lighting of the exterior of the building is important to emphasize the monumentality of government buildings.</p> <p>Response: NA</p>
34	<p>The principal building entrance should be easily identified by building features and landscape elements; additional public entrances should be provided at every street face.</p> <p>Response: NA</p>
35	<p>Building materials should be of stone, brick, or similar durable, high quality materials. Building form, articulation, and materials should respect and be sympathetic to the major governmental and institutional buildings in the area.</p> <p>Response: NA</p>
36	<p>Preferred materials (other than glass) include metal, brick, stone, concrete, plaster, and wood trim; discouraged materials include vinyl siding, pressed wood siding, and exterior insulated finishing systems (EIFS).</p> <p>Response: NA</p>
37	<p>Materials covering original architectural features of historic or architecturally significant buildings are discouraged.</p> <p>Response: NA</p>
38	<p>A minimum of 35 percent of each upper story should be windows.</p> <p>Response: NA</p>
39	<p>Building corners that face an intersection should strive for a distinctive form and high level of articulation.</p> <p>Response: NA</p>
40	<p>Buildings may step back further at intersections in order to articulate the corners.</p> <p>Response: NA</p>

41	<p>Buildings downtown and in Pedestrian Business Overlays should have stepbacks and articulated facades to mitigate wind effects and increase light and air. Buildings should step back 10 to 15 feet at the 60-foot point above the ground on a wide street and 15 feet on a narrow street. A wide street is 75 feet in width or more.</p> <p>Response: NA</p>
42	<p>Flat roof buildings should have decorative parapets with elements, such as detailed cornices, corbeling, applied medallions, or other similar architectural treatments.</p> <p>Response: NA</p>
43	<p>Signage should be compatible in scale, style, and composition with the building or storefront design as a whole.</p> <p>Response: NA</p>
44	<p>Diverse graphic solutions are encouraged to help create the sense of uniqueness and discovery found in an urban, mixed-use environment.</p> <p>Response: NA</p>
45	<p>All mechanical and electrical mechanisms should be concealed.</p> <p>Response: NA</p>
46	<p>Signs should not obscure a building's important architectural features, particularly in the case of historic buildings.</p> <p>Response: NA</p>
47	<p>Signs should be constructed with durable materials and quality manufacturing.</p> <p>Response: NA</p>
48	<p>Sign bands above transom and on awnings are preferred signage locations.</p> <p>Response: NA</p>
49	<p>Only the business name, street address, building name, and logo should be on an awning or canopy. The lettering should not exceed 40 percent of the awning area.</p> <p>Response: NA</p>

50	<p>Illuminated signs should avoid the colors red, yellow, and green when adjacent to a signal controlled vehicular intersection.</p> <p>Response: NA</p>
51	<p>Allowed sign types: channel letter signs, silhouette signs (reverse channel), individualized letter signs, projecting signs, canopy/marquee signs, logo signs, awning signs, and interior window signs.</p> <p>Response: NA</p>
52	<p>Discouraged sign types: signs constructed of paper, cardboard, styrofoam-type materials, formed plastic, injected molded plastic, or other such materials that do not provide a sense of permanence or quality; signs attached with suction cups or tape; signs constructed of luminous vacuum-formed plastic letters; signs with smoke-emitting components. Changeable copy signs are prohibited.</p> <p>Response: NA</p>

Rezoning Checklist (Submittal Requirements)

To be completed by Applicant			To be completed by staff		
General Requirements – General Use or Conditional Use Rezoning	Yes	N/A	Yes	No	N/A
1. I have referenced this Rezoning Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pre-application conference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Neighborhood meeting notice and report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rezoning application review fee (see Fee Guide for rates).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Completed application submitted through Permit and Development Portal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Completed Comprehensive Plan consistency analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Completed response to the urban design guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Two sets of stamped envelopes addressed to all property owners and tenants of the rezoning site(s) and within 500 feet of area to be rezoned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Trip generation study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Traffic impact analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For properties requesting a Conditional Use District:					
11. Completed zoning conditions, signed by property owner(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, see page 11:					
12. Proof of Power of Attorney or Owner Affidavit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For properties requesting a Planned Development or Campus District:					
13. Master plan (see Master Plan submittal requirements).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For properties requesting a text change to zoning conditions:					
14. Redline copy of zoning conditions with proposed changes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Proposed conditions signed by property owner(s).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Master Plan (Submittal Requirements)					
To be completed by Applicant			To be completed by staff		
General Requirements – Master Plan	Yes	N/A	Yes	No	N/A
1. I have referenced this Master Plan Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Total number of units and square feet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 12 sets of plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Completed application; submitted through Permit & Development Portal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Vicinity Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Existing Conditions Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Street and Block Layout Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. General Layout Map/Height and Frontage Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Description of Modification to Standards, 12 sets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Development Plan (location of building types)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pedestrian Circulation Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Parking Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Open Space Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Tree Conservation Plan (if site is 2 acres or more)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Major Utilities Plan/Utilities Service Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Generalized Stormwater Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Phasing Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Three-Dimensional Model/renderings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Common Signage Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REZONING OF PROPERTY CONSISTING OF +/- 5.74 ACRES,
LOCATED AT 6520 & 6600 BATTLE BRIDGE ROAD IN THE CITY OF RALEIGH

REPORT OF MEETING WITH ADJACENT PROPERTY OWNERS AND TENANTS ON
JUNE 20, 2024

Pursuant to applicable provisions of the Unified Development Ordinance, a meeting was held with respect to a potential rezoning with adjacent neighbors on Wednesday, June 20, 2024, at 5:30 p.m. The property considered for this potential rezoning totals approximately 5.74 acres and is located along Battle Bridge Road in the City of Raleigh, having the Wake County Parcel Identification Numbers 1731584301 & 1731586223. This meeting was held in-person at the Barwell Road Community Center, Barwell Road CC Meeting Room, 5857 Barwell Park Drive, Raleigh, NC 27610. All owners and tenants of property within 500 feet of the subject property were invited to attend the meeting. Attached hereto as **Exhibit A** is a copy of the neighborhood meeting notice. A copy of the required mailing list for the meeting invitations is attached hereto as **Exhibit B**. A summary of the items discussed at the meeting is attached hereto as **Exhibit C**. Attached hereto as **Exhibit D** is a list of individuals who attended the meeting.

EXHIBIT A – NEIGHBORHOOD MEETING NOTICE



To: Neighboring Property Owner and Tenants
From: Samuel Morris
Date: June 5, 2024
Re: Neighborhood Meeting for Rezoning of 6520 & 6600 Battle Bridge Road

You are invited to attend an informational meeting to discuss the proposed rezoning of 6520 & 6600 Battle Bridge Road (with Property Identification Number (PIN) 1731584301 & 1731586223). The meeting will be held on **June 20, 2024, from 5:30 PM until 6:30 PM**, at the following location:

**Barwell Road Community Center
Barwell Road CC Meeting Room
5857 Barwell Park Drive
Raleigh, NC 27610**

The property totals approximately 5.74 acres in size and is located along Battle Bridge Road. The property is currently zoned Residential-4 (R-4). The proposed zoning is Residential Mixed Use – 3 Stories (RX-3). The purpose of the rezoning is to allow for a broader range of residential development options.

The City of Raleigh requires a neighborhood meeting involving the owners and tenants of property within 500 feet of the property prior to filing the rezoning application. After the meeting, we will prepare a report for the Planning Department regarding the items discussed at the meeting.

Please do not hesitate to contact me directly if you have any questions or wish to discuss any issues. I can be reached at 919-780-5438 and smorris@longleaflp.com. Also, for more information about the rezoning, you may visit www.raleighnc.gov or contact the Raleigh City Planner Matthew McGregor at 919-996-4637 or mathew.mcgregor@raleighnc.gov. If you would like to submit written comments or questions after the neighborhood meeting, please participate in the applicable rezoning case at www.publicinput.com/rezoning.

Attached to this invitation are the following materials:

1. Subject Property Current Aerial Exhibit
2. Subject Property Current Zoning Exhibit

CURRENT PROPERTY MAP



CURRENT ZONING MAP



EXHIBIT B – NOTICE LIST

BELLAMY, DANNY T BELLAMY,
PAULETTE W
6515 BATTLE BRIDGE RD
RALEIGH NC 27610-6207

FATOLU, ADEDAYO A
6706 HARTER CT
RALEIGH NC 27610-6588

SMITH, MONICA SMITH, DWIGHT
6304 SLOPESIDE CT
RALEIGH NC 27610-0001

BISSETTE, MARIA D BISSETTE,
LINWOOD TRUET II
6610 BATTLE BRIDGE RD
RALEIGH NC 27610-6210

PORTER, DENNIS HUNTER,
CYNTHIA
6603 BATTLE BRIDGE RD
RALEIGH NC 27610-6209

WASHINGTON, MICHAEL A
6329 SLOPESIDE CT
RALEIGH NC 27610-0001

DAVIS, ERNEST LESLIE JR DAVIS,
LUREEN DELOIS
6336 SLOPESIDE CT
RALEIGH NC 27610-0001

BAKER, VONDA L
6312 SLOPESIDE CT
RALEIGH NC 27610-0001

SUMERLYN COMMUNITY
ASSOCIATION INC
CHARLESTON MGMT
812 SALEM WOODS DR STE 202
RALEIGH NC 27615-3346

NAFIE, AHMED A. MOHAMMED,
TESEER H.
6313 SLOPESIDE CT
RALEIGH NC 27610-0001

SEABORN, TERRENCE V.
SEABORN, CHEVONA H.
6324 SLOPESIDE CT
RALEIGH NC 27610-0001

BLACKWELL, BRIAN P BLACKWELL,
VICTORIA
6601 BATTLE BRIDGE RD
RALEIGH NC 27610-6209

BELLAMY, DANNY T BELLAMY, HELEN
6515 BATTLE BRIDGE RD
RALEIGH NC 27610-6207

SHOPPES AT BATTLE BRIDGE
ASSOCIATION INC
6000 BATTLE BRIDGE RD
RALEIGH NC 27610-6206

HARDY, MARC C
6325 SLOPESIDE CT
RALEIGH NC 27610-0001

POOLE, MONICA E
6710 HARTER CT
RALEIGH NC 27610-6588

NAY, CHAP K DAM, HNHUYEN NIE
6702 HARTER CT
RALEIGH NC 27610-6588

WOOD, BOBBY ALLEN
6521 BATTLE BRIDGE RD
RALEIGH NC 27610-6207

CARPENTER, COREY
6328 SLOPESIDE CT
RALEIGH NC 27610-0001

HINTON, ANTHONY DERRICK
HINTON, ALLEN DUANE
6623 BATTLE BRIDGE RD
RALEIGH NC 27610-6209

MOUASSA, FRIZE NZAHOU, AISSA
6332 SLOPESIDE CT
RALEIGH NC 27610-0001

ONEAL, THOMAS R III LYONS,
KAYDEE L
6714 HARTER CT
RALEIGH NC 27610-6588

LOPEZ, MARIA LUZ MEJIA MEJIA,
TANIA ITZEL ZUMAR
6309 SLOPESIDE CT
RALEIGH NC 27610-0001

AMH NC PROPERTIES, LP
PROPERTY TAX DEPT
30601 AGOURA RD STE 200PT
AGOURA HILLS CA 91301-2150

ENDARA, GALO R ENDARA,
GRETCHEN
6620 BATTLE BRIDGE RD
RALEIGH NC 27610-6210

SPOHR, NICHOLAS
6305 SLOPESIDE CT
RALEIGH NC 27610-0001

KING, SANDRA K
6516 BATTLE BRIDGE RD
RALEIGH NC 27610-6208

PALMER, ELLIOTT G PALMER,
JENNIFER E
6551 BATTLE BRIDGE RD
RALEIGH NC 27610-6207

LUCIA, CHRISTY
6321 SLOPESIDE CT
RALEIGH NC 27610-0001

ROLANDO, METTA NICOLE
ROLANDO, DANIEL V
6529 BATTLE BRIDGE RD
RALEIGH NC 27610-6207

HODSDEN, WAYNE K HODSDEN,
BARBARA A
6627 BATTLE BRIDGE RD
RALEIGH NC 27610-6209

TREX PROPERTIES LLC
5012 WINDING VIEW LN
RALEIGH NC 27615-1899

BISSETTE, MARIA D BISSETTE,
LINWOOD TRUETT II
6610 BATTLE BRIDGE RD
RALEIGH NC 27610-6210

"CURRENT RESIDENT OR TENANT"
6520 BATTLE BRIDGE RD
RALEIGH NC 27615-1899

SW SUMERLYN LP
ALLIANCE TAX ADVISORS
6191 N STATE HIGHWAY STE 100
IRVING TX 75038-2290

MARLOWE & MOYE LLC
PO BOX 20667
RALEIGH NC 27619-0667

"CURRENT RESIDENT OR TENANT"
6300 SLOPESIDE CT
30601 AGOURA RD STE 200PT
AGOURA HILLS CA 91301-2150

"CURRENT RESIDENT OR TENANT"
6600 BATTLE BRIDGE RD
RALEIGH NC 27615-1899

WALL, LARRY PARKER, SERET
6320 SLOPESIDE CT
RALEIGH NC 27610-0001

HAROLD K. JORDAN AND CO INC
1086 CLASSIC RD STE 201
APEX NC 27539-6390

"POSTED NOTICE REQUIRED - 3
SIGNS"
6245 ARSENAL AVE
6191 N STATE HIGHWAY STE 100
IRVING TX 75038-2290

EXHIBIT C – MEETING ATTENDEES

1. Samuel Morris (Longleaf Law Partners)
2. L.E. Inman (City of Raleigh)
3. DaQuanta Copeland
4. Jennifer Palmer
5. Elliot Palmer
6. Brian Blackwell
7. Dan Rolando
8. Latonia Williams

EXHIBIT D – ITEMS DISCUSSED

1. Introductions.
 - a. Samuel Morris from Longleaf Law Partners introduced himself and provided an agenda for the meeting.
2. Overview of the Raleigh rezoning process and purpose of neighborhood meeting.
 - a. Mr. Morris provided a detailed overview of the Raleigh rezoning process including future neighborhood meetings and public hearings. The group also discussed the conditional rezoning process and the option for the developer to provide conditions in response to concerns from the city or the neighborhood.
3. Description of the subject property.
 - a. Mr. Morris provided a description of the size, location, and physical characteristics of the subject property.
4. Current zoning of the property and Planned Development regulations.
 - a. Mr. Morris provided a description of the current R-4 zoning of the subject property and showed the existing zoning designation for surrounding properties.
5. Overview Future Land Use Map, Comprehensive Plan, and Urban Form policy guidance.
 - a. Mr. Morris showed the Future Land Use Map Designation and the Urban Form Designation for the subject property and provided a brief overview regarding what role those policy maps play in the Raleigh rezoning process.
6. Proposed rezoning and basis of request.
 - a. Mr. Morris explained that the proposed zoning for the subject property is Residential Mixed Use with a Three Story Height Maximum (RX-3). He explained that the purpose of this rezoning was to allow a broader range of residential building types and sizes and that the vision for this property would likely include townhouses and/or smaller-scale apartments. Mr. Morris explained that the RX zoning district allows for limited scale commercial development, but that the vision for the property at this time is residential.
7. History of the subject property and the surrounding development.
 - a. Mr. Morris gave an overview of the existing development in the area, specifically the several new townhouse developments located along Battle Bridge and Rock Quarry as well as the adjacent commercial development.
8. Discussion regarding anticipated development plans/timeline for this property.
 - a. Mr. Morris explained that the purpose of this rezoning was to allow a broader range of residential building types and sizes and that the vision for this property

would likely include townhouses and or smaller-scale apartments. Mr. Morris explained that the RX zoning district allows for limited scale commercial development, but that the vision for the property at this time is residential. From a timing perspective, he Mr. Morris explained that the rezoning process can take 6 to 12 months and the site plan and construction process can take several years after that.

9. Discussion regarding transportation issues.

- a. Neighbors asked whether any type of traffic analysis will be conducted. Mr. Morris explained that Raleigh Transportation staff will provide anticipated trip generation numbers. For this rezoning, a TIA would be required if the peak hour trips exceed 100 vehicles per hour, but this can be avoided through density limitation conditions. A TIA could also potentially be required at the site plan stage. Neighbors also asked about access points to the property. Mr. Morris explained that the property would have access somewhere along Battle Bridge, but the exact location is not known at this time. He further explained that the Raleigh UDO requires driveways to be spaced 200-300 feet apart. Neighbors inquired about internal circulation. Mr. Morris explained that the exact layout and internal circulation network is not known at this time and that the UDO often required stubs/access points to adjacent properties unless certain exceptions apply.

10. Discussion regarding affordable housing issues in this area and in the City of Raleigh.

- a. Neighbors asked whether the project would provide affordable housing, what the anticipated price points would be, and whether the project would be for sale or for rent. Mr. Morris explained that the project is envisioned as “market rate” and that it is not known at this time whether the units would be for rent or for sale. Neighbors disagreed about whether affordable housing was appropriate at this location. One neighbor expressed concerns regarding the effect of increase in housing prices and the impact that might have on property taxes. Another neighbor expressed concern about architectural quality and stated that there was already enough affordable housing along Rock Quarry Road.

11. Discussion regarding commercial component.

- a. Mr. Morris explained that the RX zoning district allows for limited scale commercial development, but that the vision for the property at this time is residential. Some neighbors expressed support for smaller-scale commercial and others expressed opposition based on traffic concerns.

12. Timeline for future meetings and hearings related to this rezoning request.

- a. Mr. Morris gave the group a rough anticipated timeline for filing of the rezoning application and future neighborhood meetings and public hearings.

Who Can Initiate a Zoning Request?

If requesting to down-zone property, the rezoning application must be signed by all the property owners whose property is subject to the downzoning. Downzoning is defined as a zoning ordinance that affects an area of land in one of the following ways:

1. By decreasing the development density of the land to be less dense than was allowed under its previous usage.
2. By reducing the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage.

If requesting to rezone property to a conditional district, the rezoning application must be signed by all owners of the property to be included in the district. For purposes of the application only (not the zoning conditions), the City will accept signatures on behalf of the property owner from the following:

1. the property owner;
2. an attorney acting on behalf of the property owner with an executed power of attorney; or
3. a person authorized to act on behalf of the property owner with an executed owner's affidavit.

An owner's affidavit must be made under oath, properly notarized and, at a minimum, include the following information:

- The property owner's name and, if applicable, the property owner's title and organization name.
- The address, PIN and Deed Book/Page Number of the property.
- A statement that the person listed as the property owner is the legal owner of the property described.
- The name of the person authorized to act on behalf of the property owner as the applicant. If applicable, the authorized person's title and organization name.
- A statement that the property owner, as legal owner of the described property, hereby gives authorization and permission to the authorized person, to submit to the City of Raleigh an application to rezone the described property.
- A statement that the property owner understands and acknowledges that zoning conditions must be signed, approved and consented to by the property owner.
- The property owner's signature and the date the property owner signed the affidavit.

If requesting to rezone property to a general use district that is not a down-zoning, the rezoning application may be signed, for the purpose of initiating the request, by property owners or third-party applicants.

Certificate Of Completion

Envelope Id: 968CA4A8DA4A4951AF7605AECFE527F2	Status: Completed
Subject: Complete with DocuSign: Rezoning Application - 6520 & 6600 Battle Bridge Rd (Owner Signature Pa...	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kaline Shelton
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	4509 Creedmoor Road
	Suite 302
	Raleigh, NC 27612
	kshelton@longleaflp.com
	IP Address: 173.95.226.178

Record Tracking

Status: Original	Holder: Kaline Shelton	Location: DocuSign
7/18/2024 10:59:36 AM	kshelton@longleaflp.com	

Signer Events

Sharon Evans
 sharon@triangleexperts.com
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 AFA5E926C820432...

Timestamp

Sent: 7/18/2024 11:03:05 AM
 Viewed: 7/19/2024 10:08:07 AM
 Signed: 7/19/2024 10:51:25 AM

Signature Adoption: Pre-selected Style
 Using IP Address: 107.15.157.187
 Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 7/19/2024 10:08:07 AM
 ID: d5e4c332-5d21-477c-8161-8602784627b3
 Company Name: McCaskill Law Group PLLC dba Longleaf Law Partners

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Samuel Morris
 SMorris@longleaflp.com
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 7/18/2024 11:03:05 AM
 Viewed: 7/19/2024 8:55:42 AM

Electronic Record and Signature Disclosure:

Accepted: 7/18/2024 8:37:29 AM
 ID: ef6dd524-926e-4218-8c4f-12dab8c1197c
 Company Name: McCaskill Law Group PLLC dba Longleaf Law Partners

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	7/18/2024 11:03:05 AM
Certified Delivered	Security Checked	7/19/2024 10:08:07 AM
Signing Complete	Security Checked	7/19/2024 10:51:25 AM

Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	7/19/2024 10:51:25 AM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, McCaskill Law Group PLLC dba Longleaf Law Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact McCaskill Law Group PLLC dba Longleaf Law Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by phone call: 919-645-4300

To advise McCaskill Law Group PLLC dba Longleaf Law Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at info@longleaf-law.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from McCaskill Law Group PLLC dba Longleaf Law Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to info@longleaf-law.com and in the body of such request you must state your email address, full name, mailing address, and telephone number.

To withdraw your consent with McCaskill Law Group PLLC dba Longleaf Law Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify McCaskill Law Group PLLC dba Longleaf Law Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by McCaskill Law Group PLLC dba Longleaf Law Partners during the course of your relationship with McCaskill Law Group PLLC dba Longleaf Law Partners.

ATTESTATION TEMPLATE

Attestation Statement

I, the undersigned, do hereby attest that the electronic verification document submitted herewith accurately reflects notification letters, enclosures, envelopes and mailing list for mailing the neighborhood meeting notification letters as required by Chapter 10 of the City of Raleigh UDO, and I do hereby further attest that that I did in fact deposit all of the required neighborhood meeting notification letters with the US. Postal Service on the 4th, day of June, 2024. I do hereby attest that this information is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may be a violation of the UDO subjecting me to administrative, civil, and/or, criminal liability, including, but not limited to, invalidation of the application to which such required neighborhood meeting relates.



07/30/2024

Signature of Applicant/Applicant Representative

Date