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		General u	se 🗸	Conditiona	ıl use		Mast	er plan	OFFICE USE ONLY Rezoning case #	
Туре	Type Text change to zoning conditions									
Existing zoning base d	listric	t: R-6	Height: F		Fr	Frontage:			Overlay(s): SRPOD	
Proposed zoning base	distr	rict: R-10	Height	:	Fr	ontag	ge:		Overlay(s): SRPOD	
Helpful Tip: View the layers.	Helpful Tip : View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.								n the 'Zoning' and 'Overlay'	
If the property has bee	n pre	eviously rez	oned, pi	rovide the re	ezoning	case	numb	er:		
				General Inf	ormati	on				
Date: June 26, 2025			Date an	nended (1):				Date amended (2):		
Property address: 721	and 7	'25 Grove A	venue							
Property PIN: 0783-49-	5491	and 0783-4	9-5285							
Deed reference (book/	page): 19870 / 8	09 and	19879 / 177	0					
Nearest intersection: G	rove	Avenue and	d Grovew	vood Place	Propert	ty siz	e (acre	s): 2.65		
For planned developm	ent		Total units:				Total square footage:			
applications only:			Total parcels:				Total buildings:			
Property owner name and address: Urban Oak Properties LLC; 8801 Fast Park Drive, Suite 301, Raleigh, NC 27617										
Property owner email: info@steeloak.com										
Property owner phone: (919) 395-3773										
Applicant name and address: Worth Mills, Longleaf Law Partners; 4509 Creedmoor Road, Suite 302, Raleigh, NC 27612										
Applicant email: wmills@longleaflp.com										
Applicant phone: (919) 645-4313										
Applicant signature(s):	John	ned by: Anton								
Additional email(s):	C69D849	FB85A4DD								

RECEIVED

By Metra Sheshbaradaran at 10:44 am, Jul 10, 2025

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Conditional Use District Zoning Conditions					
Zoning case #: TBD	Date submitted: June 26, 2025	OFFICE USE ONLY Rezoning case #			
Existing zoning: R-6	Proposed zoning: R-10-CU				

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:	Unconsigned by: John Marton — 20004049 BBSAUD.
Printed Name:	— COSCORP BOUNDU

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Rezoning Application Addendum #1 Comprehensive Plan Analysis OFFICE USE ONLY The applicant is asked to analyze the impact of the rezoning request and Rezoning case # its consistency with the Comprehensive Plan. The applicant is also asked to explain how the rezoning request is reasonable and in the public interest.

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.

- 1. The Future Land Use Map (FLUM) designates the property as Low Scale Residential, which recommends a variety of housing types, but at a scale that generally follows the precedent set by existing homes. The proposed zoning to R-10 would permit single-family detached, single-family attached, and townhomes, but the rezoning also limits development to a scale that is compatible with surrounding single-family detached homes and townhomes. Thus, the proposed rezoning is consistent with the FLUM.
- 2. The Urban Form Map includes both properties within the Frequent Transit Area, which would allow the applicant to utilize the Frequent Transit Development Option. The FTDO would allow the applicant to develop twelve (12) market-rate homes on each lot (24 total) by right. The proposed rezoning would increase density in an area where the City has prioritized additional housing.
- 3. The proposed rezoning is consistent with the following Comprehensive Plan policies: LU 1.2 "Future Land Use Map and Zoning Consistency"; LU 1.3 "Conditional Use District Consistency"; LU 2.2 "Compact Development"; LU 4.7 "Capitalizing on Transit Access"; LU 5.1 "Reinforcing the Urban Pattern"; LU 5.4 "Density Transitions"; LU 8.1 "Housing Variety"; Policy 8.10 "Infill Development"; and Policy 8.12 "Infill Compatibility".

Public Benefits

Provide brief statements explaining how the rezoning request is reasonable and in the public interest.

- 1. The proposed rezoning would facilitate missing-middle housing within a Frequent Transit Area.
- 2. The proposed rezoning would increase housing supply in the area. While there are existing townhomes nearby, the predominate housing type is single-family detached.
- 3. The proposed rezoning would add housing near the Powell Drive Community Center and Park.

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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.					
There are no known historic resources located on the property.					
Proposed Mitigation					
Provide brief statements describing actions that will be taken to mitigate all ne	egative impacts listed above.				
Not applicable.					

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	Urban Design Guidelines			
a) b)	e applicant must respond to the Urban Design Guidelines contained in the 2030 Comprehensive Plan if: The property to be rezoned is within a "City Growth Center" or "Mixed-Use Center", OR; 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.			
Urb	an form designation: None Click <u>here</u> to view the Urban Form Map.			
1	All Mixed-Use developments should generally provide retail (such as eating establishments, food stores, and banks), and other such uses as office and residential within walking distance of each other. Mixed uses should be arranged in a compact and pedestrian friendly form. Response:			
	N/A			
2	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. Response: N/A			
3	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 thoroughfare or arterial. Response: N/A			
4	Streets should interconnect within a development and with adjoining development. Cul-de-sacs or deadend 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 Thoroughfare Plan. Response: N/A			
5	New development should be comprised 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. Response: N/A			
6	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. Response: N/A			

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7	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. Response: N/A
8	If the site is located at a street intersection, the main building or main part of the building should be placed at the corner. Parking, loading or service should not be located at an intersection. Response: N/A
9	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. Response: N/A
10	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. Response: N/A
11	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. Response: N/A
12	A properly defined urban open space is visually enclosed by the fronting of buildings to create an outdoor "room" that is comfortable to users. Response: N/A
13	New public spaces should provide seating opportunities. Response: N/A

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14	Parking lots should not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments. Response: N/A
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: N/A
16	Parking structures are clearly an important and necessary element of the overall urban infrastructure but, given their utilitarian elements, can give 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 cane make a significant improvement. Response: N/A
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: N/A
18	Convenient, comfortable pedestrian access between the transit stop and the building entrance should be planned as part of the overall pedestrian network. Response: N/A
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: N/A
20	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. Response: N/A

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21	Sidewalks should be 5-8 feet wide in residential areas and located on both sides of the street. Sidewalks in commercial areas and Pedestrian Business Overlays should be a minimum of 14-18 feet wide to accommodate sidewalk uses such as vendors, merchandising and outdoor seating. Response: N/A
22	Streets should be designed with street trees planted in a manner appropriate to their function. Commercial streets should have trees which complement the face of the buildings and which shade the sidewalk. Residential streets should provide for an appropriate 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 1/4" caliper and should be consistent with the City's landscaping, lighting and street sight distance requirements. Response:
23	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. Response: N/A
24	The primary entrance should be both architecturally and functionally on the front facade of any building facing the primary public street. Such entrances shall be designed to convey their prominence on the fronting facade. Response: N/A
25	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. Response: N/A
26	The sidewalks should be the principal place of pedestrian movement and casual social interaction. Designs and uses should be complementary to that function. Response: N/A

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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	~					
2. Pre-application conference.	'					
3. Neighborhood meeting notice and report	v					
4. Rezoning application review fee (see Fee Guide for rates).	'					
5. Completed application submitted through Permit and Development Portal	~					
6. Completed Comprehensive Plan consistency analysis	•					
7. Completed response to the urban design guidelines		~				
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.	~					
9. Trip generation study		\				
10. Traffic impact analysis	~					
For properties requesting a Conditional Use District:						
11. Completed zoning conditions, signed by property owner(s).	~					
If applicable, see page 11:						
12. Proof of Power of Attorney		~				
For properties requesting a Planned Development or Campus District:						
13. Master plan (see Master Plan submittal requirements).						
For properties requesting a text change to zoning conditions:						
14. Redline copy of zoning conditions with proposed changes.	~					
15. Proposed conditions signed by property owner(s).		~				

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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.						
2. Total number of units and square feet						
3. 12 sets of plans						
4. Completed application; submitted through Permit & Development Portal						
5. Vicinity Map						
6. Existing Conditions Map						
7. Street and Block Layout Plan						
8. General Layout Map/Height and Frontage Map						
9. Description of Modification to Standards, 12 sets						
10. Development Plan (location of building types)						
11. Pedestrian Circulation Plan						
12. Parking Plan						
13. Open Space Plan						
14. Tree Conservation Plan (if site is 2 acres or more)						
15. Major Utilities Plan/Utilities Service Plan						
16. Generalized Stormwater Plan						
17. Phasing Plan						
18. Three-Dimensional Model/renderings						
19. Common Signage Plan						

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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 can grant power of attorney. This 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.

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REZONING OF PROPERTY CONSISTING OF +/- 2.65 ACRES, LOCATED SOUTHWEST OF THE GROVE AVENUE AND SCARLET MAPLE DRIVE INTERSECTION, IN THE CITY OF RALEIGH

REPORT OF MEETING WITH ADJACENT PROPERTY OWNERS AND TENANTS ON JUNE 10, 2025

Pursuant to applicable provisions of the Unified Development Ordinance, a meeting was held with respect to a potential rezoning with adjacent neighbors on Tuesday, June 10, 2025 at 6:00 p.m. The property considered for this potential rezoning totals approximately 2.65 acres and is located southwest of the Grove Avenue and Scarlet Maple Drive intersection, in the City of Raleigh, having Wake County Parcel Identification Numbers 0783-49-5491 and 0783-49-5285. This meeting was held at the Method Road Community Center, located at 514 Method Road, Raleigh, NC 27607. 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: Worth Mills Date: May 22, 2025

Re: Neighborhood Meeting for Rezoning of 721 and 725 Grove Avenue

You are invited to attend an informational meeting to discuss the proposed rezoning of 721 and 725 Grove Avenue (with Property Identification Numbers (PINs) 0783-49-5491 and 0783-49-5285). The meeting will be held on **Tuesday**, **June 10**, **2025**, **from 6:00 PM until 7:00 PM**, at the following location:

Method Road Community Center Large Meeting Room 514 Method Road Raleigh, NC 27607

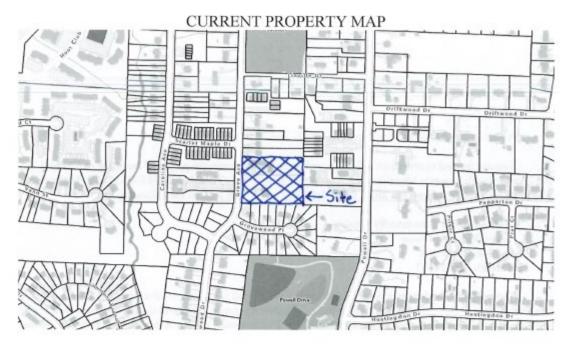
The property totals approximately 2.65 acres in size and is located southwest of the Grove Avenue and Scarlet Maple Drive intersection. The property is currently zoned Residential-Six (R-6) and within the Special Residential Parking Overlay District (-SRPOD). The proposed zoning is Residential-Ten, conditional use (R-10-CU), and would retain the -SRPOD. The purpose of the rezoning is to facilitate a townhouse subdivision.

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 919-645-4313 and wmills@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 matthew.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



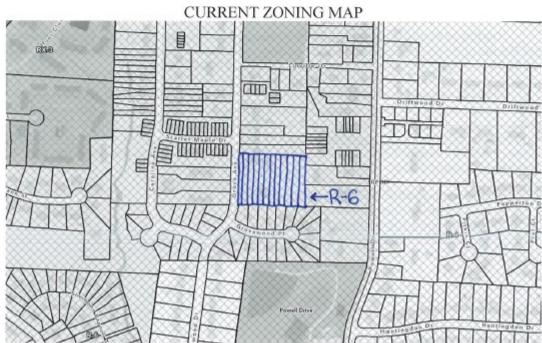


EXHIBIT C – ITEMS DISCUSSED

Applicant Presentation

- 1. The property's location, existing conditions, and current zoning.
- 2. The current parking overlay district.
- 3. The City of Raleigh's rezoning process and estimated timeline.
- **4.** The Future Land Use Map and its recommendations for future development.
- **5.** The Urban Form Map, its impact on infill development, and recommended frontages for mixed-use zoning
- **6.** Future neighborhood meetings and opportunities for comment at the Planning Commission and City Council.

Q&A

Question. Does the development require all the existing trees to be clear cut?

Response. The developers want to be thoughtful when designing the subdivision and do not want to cut down any more trees than is necessary. Vegetation and tree cover often play a large factor in whether someone wants to move into a home, so the developers want to preserve as much tree cover as possible. That said, the developers have not yet drafted a concept plan of the future subdivision. But the developers are willing to share new information with neighbors when these concept plans are fleshed out.

<u>Comment</u>. The developer of the Chapman Cottages project along Powell Drive clearcut most of that property and left only a small area of trees near its western property line.

<u>Comment</u>. This area has seen lots of new development, and there are other properties that residents believe have recently sold or are under contact to developers.

Question. What is the timeline for development? When would those tenants living at 721 Grove Avenue need to move?

<u>Answer</u>. It will likely take two years to obtain all the necessary permits to begin demolition or new construction. The developers can provide periodic updates to the tenants throughout the process to give them as much notice as possible.

Question. How much notice will 721 Grove Avenue tenants be given?

<u>Answer</u>. The developer can provide as much notice as you need. As mentioned, the entitlement process takes a long time. The developer can provide news/updates to these tenants as they progress through entitlements.

<u>Comment</u>. Neighbors have concerns about stormwater runoff and downstream impacts. The lake near Ravenwood Drive and I-440 had to be drained a few years ago.

Question. How long does the rezoning process typically take.

<u>Answer</u>. Rezoning applications are often completed in Raleigh in 6-8 months. Obtaining all necessary permits will likely take 2 years.

Question. How many townhomes is the developer planning to build?

<u>Answer</u>. At this point, the developer does not know. They would like to be able to build between 25-35 homes.

Question. How much additional traffic would these homes generate? Every townhome will likely have at least 2 cars.

<u>Answer</u>. Townhomes often generate less traffic than a typical single-family home. But we will receive preliminary traffic generation numbers from the City after we file the rezoning application.

<u>Comment</u>. Residents have contacted the City's Traffic Calming Program to improve safety on these streets. The City posted signs for a period of time but has taken no steps to permanently address the issues.

<u>Comment</u>. People often use Carolina Avenue and Grove Avenue as cut-throughs. These cars often speed, and this has created a safety concern for residents and their children.

Comment. Speeding down Powell Drive is also a problem for residents who live on that street.

<u>Comment</u>. These cars also run stop signs in the neighborhood, and residents feel a serious accident is bound to occur.

<u>Comment</u>. Many families living this area have small children, so pedestrian safety in this area needs to improve. There is little pedestrian infrastructure in the neighborhood today.

<u>Comment</u>. There is an opportunity for the developer and the community to partner together during the rezoning process to bring attention to the safety issues and the speeding.

EXHIBIT D – MEETING ATTENDEES

- Worth Mills (Longleaf Law Partners)
 Walt Heath (Applicant)
 Larry Miller (Community Connector)
- 4. Pat Banko
- 5. Donna Newman
- 6. Monty Foster
- 7. Jordan Cranman



Certificate Of Completion

Envelope Id: B8E0E2CE-62B9-4A9F-9A1A-FB45DF875350

Subject: Complete with Docusign: Grove Ave - Rezoning Application (6.26.25).pdf

Source Envelope:

Document Pages: 14 Signatures: 2
Certificate Pages: 5 Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator: Whitney Keep

4509 Creedmoor Road

Suite 302

Raleigh, NC 27612 wkeep@longleaflp.com IP Address: 173.95.226.178

Record Tracking

Status: Original

6/26/2025 2:39:06 PM

Holder: Whitney Keep

wkeep@longleaflp.com

Location: DocuSign

Signer Events

John Anton info@steeloak.co

Security Level: Email, Account Authentication

(None)

Signature

Docusigned by:

John Anton

C69D849FB85A4DD...

Signature Adoption: Pre-selected Style

Using IP Address:

2600:1700:830:9570:70b1:aab:a75:4619

Timestamp

Sent: 6/26/2025 2:41:07 PM Viewed: 7/2/2025 8:32:10 AM Signed: 7/2/2025 8:32:23 AM

Electronic Record and Signature Disclosure:

Accepted: 7/2/2025 8:32:10 AM

ID: e409e3b6-2c2d-4e7e-8505-78e50f8db86e

Company Name: McCaskill Law Group PLLC dba Longleaf Law Partners

In Person Signer Events

Signature

Timestamp

Timestamp

Editor Delivery Events Status Timestamp

Status

Intermediary Delivery Events Status Timestamp

Certified Delivery Events Status Timestamp

COPIED

Carbon Copy Events

Agent Delivery Events

Status

Timestamp

Sent: 6/26/2025 2:41:08 PM

Worth Mills

wmills@longleaflp.com

Attorney

Longleaf Law Partners

Witness Events

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signature Timestamp

Notary Events Signature Timestamp

Envelope Summary Events Status Timestamps

Envelope Sent Hashed/Encrypted 6/26/2025 2:41:08 PM

Envelope Summary Events	Status	Timestamps			
Certified Delivered	Security Checked	7/2/2025 8:32:10 AM			
Signing Complete	Security Checked	7/2/2025 8:32:23 AM			
Completed	Security Checked	7/2/2025 8:32:23 AM			
Payment Events	Status	Timestamps			
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

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