



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 12 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	☐ General use	☐ Conditional use	☐ Planned Development
	☐ Text Change to Zoning Conditions		
Existing zoning base district: PD		Height:	Frontage:
Proposed zoning base district: CX		Height:	Frontage:
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: Z-20-04 / MP-02-03			

General Information		
Date:	Date amended (1):	Date amended (2):
Property address: 2901 Forestville Road		
Property PIN: 1748713545		
Deed reference (book/page): 11762/1752		
Nearest intersection: Forestville Road & US 401		Property size (acres):
For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property Owner/Applicant*		
Printed Property Owner Name and Title:		
Printed Name: _____		
Printed Name: _____		
Property Owner Signature(s):		
Signature: [REDACTED]	_____	
Signature: _____	_____	
Applicant Signature (If different than Property Owner) *:		
Signature: _____		
Signature: _____		

Contact Information**Property Owner/Applicant***

Name & Title:
Tom Fox, Manager

Email:

Phone:

Name & Title:

Email:

Phone:

Point of Contact (If different than above)**

Point of Contact Name:
Beth Trahos, Fox Rothschild, LLP

Email:
btrahos@foxrothschild.com

Phone:

Point of Contact Name:

Email:

Phone:

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted:	OFFICE USE ONLY Rezoning case #
Existing zoning: PD	Proposed zoning:	

Narrative of Zoning Conditions Offered
1. The following Principal Uses, as listed in UDO Section 6.1.4., that permitted, limited, or special uses in the CX-district shall be prohibited: (i) dormitory, fraternity, sorority; (ii) cemetery; (iii) adult establishment; (iv) detention, center, jail, prison. 2. In the area of the site located within five hundred feet (500') of the common property line with PIN Nos. 1748825463 (Book15092, Page 998- Davis); 1748825237 (Book 16515, Page 865- Gunderson); 1748824182 (Book 18415, Page 589- Reeves); 1748814936 (Book 19522, Page 18-Montague); 1748813852 (Book 13547, Page 76 -Aqua NC); 1748813638 (Book 4847, Page 574 -Estes); 1748812584 (Book 13646, Page 1787- Okam); 1748812443 (Book 18272, Page 2656- Ryan); 1748812311 (Book 19306, Page 900- Bogart); 1748811280 (Book 5249, Page 561 - Lowman); 1748811048 (Book 19390, Page 236- Lomuscio); and 1748801916 (Book 18099, Page 1542- Silverberg), all recorded in the Wake County Registry (the "Bay Laurel Adjacent Neighbors", as those property lines exist as of the date of rezoning approval, permitted uses shall be limited to Household Living uses as identified in UDO Section 6.2.1 and permitted ancillary and accessory uses. 3. Upon submittal of a Tier 3 site plan or subdivision, the area of the site within seventy-five feet (75') of the Bay Laurel Adjacent Neighbors (as defined above) (the "Bay Laurel Transition Area") shall be established as a vegetated buffer yard with at least 4 shade trees and 4 understory trees per one hundred linear feet. (100'). The Bay Laurel Transition Area may be designated as Tree Conservation Area pursuant to Section 9.1 of the UDO, if basal area requirements are met. 4. The total building square footage for non-Residential uses shall be limited to 205,000 square feet. 5. Upon submittal of a Tier 3 site plan, the area of the site located within fifty feet (50') of Louisburg Road (U.S. 401) right-of-way except for approved vehicular and pedestrian access points and utility crossings, shall be landscaped in accordance with the SHOD-1 requirements found in UDO Section 5.3.1.F or preserved as Tree Conservation Area in accordance with Section 9.1 of the UDO. Primary buildings and parking shall be setback a minimum of fifty feet (50') from Louisburg Road (U.S. 401). 6. Upon submittal of a Tier 3 site plan, the area of the site located within fifty feet (50') of Forestville Road except for approved vehicular and pedestrian access points and utility crossings, shall be landscaped in accordance with SHOD-1 requirements found in UDO Section 5.3.1.F or preserved as Tree Conservation Area in accordance with Section 9.1 of the UDO. Primary buildings and parking shall be set back a minimum of fifty feet (50') from Forestville Road (U.S. 401).

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: [REDACTED]

Printed Name (and Title): _____

RECEIVED
By Diego Joao Murphy-Mendez at 11:20 am, Jul 22, 2026

Rezoning Application Addendum #1	
Comprehensive Plan Analysis	OFFICE USE ONLY Rezoning case # _____
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.	
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 Property is designated as Community Mix-Use on the Future Land Use Map, which envisions to "medium-sized shopping centers" where the typical commercial uses include "large-format supermarkets, large drug stores, department stores and variety store . . .offices, restaurants." This request seeks to maintain the property's community mixed- use intent by rezoning to the CX-district which is consistent with the Future Land Use designation. 2. Provision of housing in general and housing variety in particular is a key element of the Comprehensive Plan. The proposed rezoning would allow for efficient residential use within a designated mixed use community. 3. The rezoning request seeks to rezone the property from a Planned Development to the CX district to allow for the development of the property to be more consistent with the City's current Unified Development Ordinance and Comprehensive Plan standards. 4. The rezoning request 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 4.4 (Reducing Vehicle Miles Traveled Through Mixed-use), LU 5.1 (Reinforcing the Urban Pattern), LU 5.2 (Managing Commercial Development Impacts), LU 5.4 (Density Transitions), LU 5.6 (Buffering Requirements), LU 6.1 (Composition of Mixed-Use Centers), LU 6.2 (Complementary Land Uses and Urban Vitality), LU 10.1 (Mixed-Use Retail), LU 10.6 (Retail Nodes), UD 2.1 (Building Orientation), UD 2.4 (Transitions in Building identity), UD 2.7 (Public Open Space), LU 8.1 (Housing Variety), and AP-FV 6 (Forestville Village East Core & Transition Areas). 5. In response to the urban form map guidance, the request includes zoning conditions that address both existing street frontages (US 401 and Forestville Rd). In accordance with the Mixed Use Center designation, the rezoning request allows for a mix of uses and provides zoning conditions that ensure the scale and location of uses are appropriate for the area. 6. The site-is-within the Forestville Village Special Area Plan,-which provides additional policies for location of uses and transitions.. The request provides zoning conditions that ensure the scale and location of uses provide an appropriate transition to existing residential, making the request consistent with the special area guidance.	
Public Benefits	
Provide brief statements explaining how the rezoning request is reasonable and in the public interest.	
1. The rezoning request is reasonable and in the public interest because it allows for much needed housing within walking distance to commercial uses within the site. 2. The rezoning request increases the area's housing variety and housing supply. 3. The rezoning request is consistent with the intent of the site's current Planned Development designation.	

Rezoning Application Addendum #2	
Impact on Historic Resources	OFFICE USE ONLY Rezoning case # _____
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.	
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.	
N/A	
Proposed Mitigation	
Provide brief statements describing actions that will be taken to mitigate all negative impacts listed above.	
N/A	

Urban Design Guidelines

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

- a) The property to be rezoned is within a "City Growth Center" or "Mixed-Use Center", 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.

Urban form designation: Mixed- Use Center & Transit Emphasis Corridor

Click [here](#) 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:

The proposed CX district will provide an appropriate mix of uses within walking distance of each other.

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:

Appropriate transitions and limitations on uses have been proposed as conditions of the rezoning to alleviate potential impacts on adjacent lower-density neighborhoods.

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:

The applicant will work with transportation staff to ensure there is appropriate connectivity to the road network of the surrounding community.

4

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 Thoroughfare Plan.

Response:

The applicant will work with transportation staff to ensure there is appropriate connectivity to the road network of the surrounding community.

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:

The applicant will work with transportation staff to ensure there is appropriate connectivity to the road network of the surrounding community.

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:

Appropriate street design, landscaping, and building location will be considered to support urban architecture and landscape design.

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: Appropriate pedestrian- friendly streetscapes will be incorporated at the site plan stage.
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: Building locations will remain consistent with UDO standards, as applicable.
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: Open space will be incorporated on the site as identified in the proposed conditions and will be appropriately placed during the site plan review process.
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: Urban spaces will be provided as required by the UDO, as applicable.
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: The proposed rezoning allows for the desired mix of uses on the site.
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: Urban open spaces will be designed so that it appropriately addresses the desire for comfort and accessibility.
13	New public spaces should provide seating opportunities. Response: Urban open spaces will be designed so that it appropriately addresses the desire for comfort and accessibility.

14	Parking lots should not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments. Response: Parking will be designated during the site plan review phase consistent with UDO requirements, as applicable.
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 designated during the site plan review phase consistent with UDO requirements, as applicable.
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 can make a significant improvement. Response: Parking will be designated during the site plan review phase consistent with UDO requirements, as applicable.
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: As reflected in zoning conditions, the highest density/intensity will be concentrated around the intersection of Forestville Road and US 401 and will transition to household living uses to the east.
18	Convenient, comfortable pedestrian access between the transit stop and the building entrance should be planned as part of the overall pedestrian network. Response: Pedestrian connectivity will be provided as required by the UDO, as applicable.
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: Development in environmentally sensitive natural areas will adhere to federal, state, and local regulations, as applicable, to minimize potential intervention.
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: New public and private streets will incorporate pedestrian facilities that are designed and scaled appropriately.

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: Sidewalks will be designated during the site plan review process to comply with UDO requirements, as applicable.
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: Street trees will be designated at the site plan stage to comply with UDO requirements, as applicable.
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: Building location and spacing will be designated during the site plan stage to comply with UDO requirements, as applicable.
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: Architectural elements will be designated during the site plan stage to be consistent with this policy.
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: Building design will be designated during the site plan stage to comply with UDO requirements, as applicable.
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: Sidewalks will be provided throughout the site for connectivity and provide a pedestrian friendly environment.

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	☒	☐	☐	☐	☐
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. <u>Two</u> 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 (May be required after submittal)	☐	☒	☐	☐	☐
10. Traffic impact analysis (May be required after submittal)	☐	☒	☐	☐	☐
11. If signed electronically, e-signature confirmation page(s)	☒	☐	☐	☐	☐
For properties requesting a Conditional Use District:					
11. Completed zoning conditions, signed by property owner(s).	☒	☐	☐	☐	☐
For properties requesting a Planned Development or Campus District:					
12. Master plan (see Master Plan submittal requirements).	☐	☒	☐	☐	☐
For properties requesting a text change to zoning conditions:					
13. Redline copy of zoning conditions with proposed changes.	☐	☒	☐	☐	☐
14. Proposed conditions signed by property owner(s).	☐	☒	☐	☐	☐

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	☐	☒	☐	☐	☐

***Signature Requirements**

1. Accepted Signatures

Rezoning applications and conditional pages (when applicable) must be signed by the property owner(s) listed on the Wake County Deeds registry for the property.

If the owner and/or applicant is a corporate entity, the application must be signed by a duly authorized representative of the applicant (the “Manager” or “Managing Member” listed on the NC State Business Secretary page). If that is not readily apparent to the City’s reviewer(s), the signatory may be asked to provide documentation that such person is authorized to make a request to rezone the property and/or submit to the property being placed in a conditional district.

Property owner signatures for rezoning applications will only be accepted in the following forms:

1. Original, wet signatures – If a rezoning application is signed with a physical signature, the original, wet copy must be submitted to city staff before the application is deemed complete.
2. Adobe or DocuSign e-signatures – If a rezoning application is signed electronically, it must be either an Adobe or DocuSign signature. The signature verification page must be submitted for the application to be deemed complete.

****Differentiation Between Property Owner, Applicant, & Point of Contact**

1. Property Owner/Applicant

The Property Owner is the individual(s) or organization listed on Wake County Deeds for the property.

- For a conditional rezoning request, the property owner must be the individual making the rezoning request (i.e. the applicant).
- For a general use rezoning request, the property owner and applicant (individual making the request) can be different for the purposes of the rezoning application.

2. Point of Contact

The Point of Contact is the individual that city staff will coordinate with throughout the rezoning process. This section can be left blank if the property owner and/or applicant intends to be staff’s main point of contact throughout the rezoning process.

NOTIFICATION LETTER TEMPLATE

Date:

Re: Potential (REZONING/TEXT CHANGE TO ZONING CONDITIONS) of (SITE LOCATION ADDRESS(ES) AND WAKE COUNTY PIN(s)

Neighboring Property Owners and Tenants:

You are invited to attend a neighborhood meeting on (MEETING DATE and TIME). The meeting will be held at (MEETING LOCATION, INCLUDING ADDRESS) and will begin at (TIME).

The purpose of this meeting is to discuss a potential rezoning of the property located at (SITE ADDRESS AND NEARBY LANDMARKS/NEAREST INTERSECTION). This site is currently zoned (CURRENT ZONING DISTRICT- FULL DISTRICT AND ABBREVIATION) and is proposed to be rezoned to (PROPOSED ZONING DISTRICT – FULL DISTRICT AND ABBREVIATION). (ANY OTHER RELEVANT DETAILS OF THE REQUEST.)

Prior to the submittal of any rezoning application, the City of Raleigh requires that a neighborhood meeting be held for all property owners and tenants within 500 feet of the area requested for rezoning.

Information about the rezoning process is available online; visit www.raleighnc.gov and search for “Rezoning Process.” If you have further questions about the rezoning process, please contact Raleigh Planning & Development at 919-996-2682 (option 2) or rezoning@raleighnc.gov.

If you have any concerns or questions about this potential rezoning I (WE) can be reached at:
(NAME)
(CONTACT INFO)

Sincerely,

SUMMARY OF ISSUES

A neighborhood meeting was held on _____ (date) to discuss a potential rezoning located at _____ (property address). The neighborhood meeting was held at _____ (location). There were approximately _____ (number) neighbors in attendance. The general issues discussed were:

Summary of Issues:

[illegible]