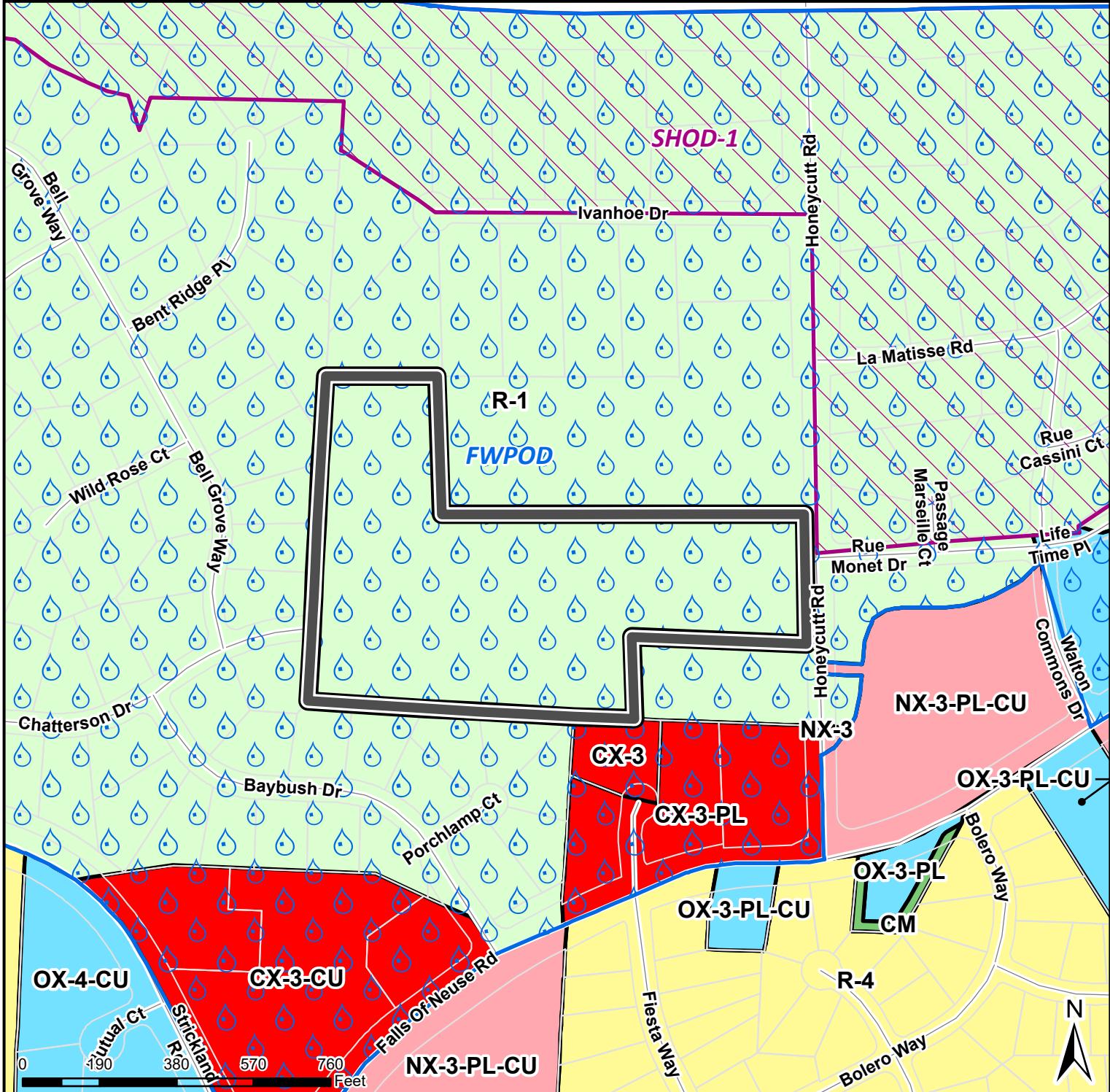
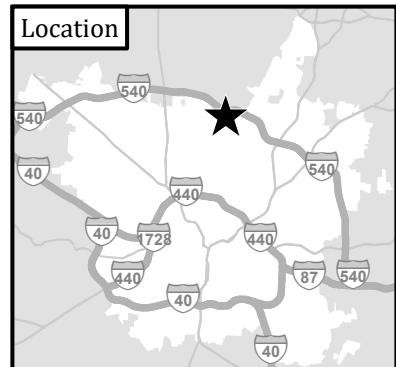


Existing Zoning

Z-39-2024



Property	8415 Honeycutt Rd
Size	14.15 acres
Existing Zoning	R-1 w/ FWPOD
Requested Zoning	R-6-CU w/ FWPOD



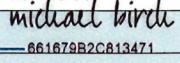


Rezoning Application and Checklist

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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"/>	Text change to zoning conditions		
Existing zoning base district: R-1	Height:	Frontage:	Overlay(s): FWPOD	
Proposed zoning base district: R-6	Height:	Frontage:	Overlay(s): FWPOD	
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: October 3, 2024	Date amended (1):	Date amended (2):
Property address: 8415 Honeycutt Road		
Property PIN: 1718019192		
Deed reference (book/page): Deed Book 002576, Page 00023		
Nearest intersection: Honeycutt Rd & Rue Monet Dr	Property size (acres): 14.15	
For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property owner name and address: Heirs of the estate of Eloise G. Greene		
Property owner email:		
Property owner phone:		
Applicant name and address: Michael Birch, Longleaf Law Partners		
Applicant email: mbirch@longleaflp.com		
Applicant phone: (919) 645-4317		
Applicant signature(s):  661679B2C813471		
Additional email(s):		

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Rezoning Application and Checklist

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Rezoning Request							
Rezoning Type	<input type="checkbox"/>	General use	<input checked="" type="checkbox"/>	Conditional use	<input type="checkbox"/>	Master plan	OFFICE USE ONLY Rezoning case # _____
	<input type="checkbox"/>	Text change to zoning conditions					
Existing zoning base district: R-1	Height:	Frontage:			Overlay(s): FWPOD		
Proposed zoning base district: R-6	Height:	Frontage:			Overlay(s): FWPOD		
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Property PIN: 1718019192			
Deed reference (book/page): Deed Book 002576, Page 00023			
Nearest intersection: Honeycutt Rd & Rue Monet Dr		Property size (acres): 14.15	
For planned development applications only:	Total units:		Total square footage:
	Total parcels:		Total buildings:
Property owner name and address: David Roy Greene, as heir of the estate of Eloise G. Greene			
Property owner email:			
Property owner phone:			
Applicant name and address: Michael Birch, Longleaf Law Partners			
Applicant email: mbirch@longleaflp.com			
Applicant phone: (919) 645-4717			
Applicant signature(s):  FFF8AE04693A4C3...			
Additional email(s):			

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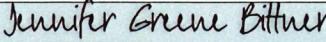


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	<input type="checkbox"/>	Text change to zoning conditions					
Existing zoning base district: R-1	Height:	Frontage:	Overlay(s): FWPOD				
Proposed zoning base district: R-6	Height:	Frontage:	Overlay(s): FWPOD				
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For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property owner name and address: Jennifer Greene Bittner, as heir of the estate of Eloise G. Greene		
Property owner email:		
Property owner phone:		
Applicant name and address: Michael Birch, Longleaf Law Partners		
Applicant email: mbirch@longleaflp.com		
Applicant phone: (919) 645-4817		
Applicant signature(s):  <small>Signed by: 22DAB648EFDE485...</small>		
Additional email(s):		

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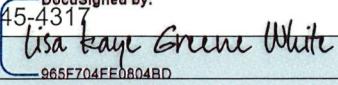
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For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property owner name and address: Lisa Kaye Greene White, as heir of the estate of Eloise G. Greene		
Property owner email:		
Property owner phone:		
Applicant name and address: Michael Birch, Longleaf Law Partners		
Applicant email: mbirch@longleaflp.com		
Applicant phone: (919) 645-4317		
Applicant signature(s):  665F704FED0804BD		
Additional email(s):		

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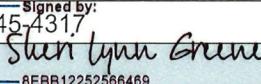


Rezoning Application and Checklist

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Existing zoning base district: R-1	Height:	Frontage:			Overlay(s): FWPOD		
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	Total parcels:		Total buildings:	
Property owner name and address: Sheri Lynn Greene, as heir of the estate of Eloise G. Greene				
Property owner email:				
Property owner phone:				
Applicant name and address: Michael Birch, Longleaf Law Partners				
Applicant email: mbirch@longleaflp.com				
Applicant phone: (919) 645-4317				
Applicant signature(s):  BBB12252566469				
Additional email(s):				

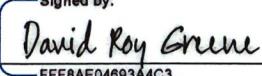
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By Matt McGregor at 2:59 pm, Nov 12, 2024

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted: October 3, 2024	OFFICE USE ONLY Rezoning case #
Existing zoning: R-1 w/FWPOD	Proposed zoning: R-6-CU w/FWPOD	

Narrative of Zoning Conditions Offered
<p>1. The number of principal dwelling units developed on the property shall not exceed 56 dwelling units.</p> <p>2. The apartment building type shall be prohibited.</p> <p>3. The following principal uses shall be prohibited: (i) cemetery; (ii) school, public or private (K-12); (iii) telecommunication tower; (iv) day care center; (v) golf course; (vi) outdoor sports or entertainment facility - all types; (vii) parking facility.</p> <p>4. The property shall be exempt from the Block Perimeter and Dead End Street requirements under UDO section 8.3.2., and the Stub Street requirements under UDO section 8.3.4.C., such that there shall be no vehicular connection from the property to the existing right-of-way of Chatterson Drive.</p> <p>5. Development on the property shall provide a 5-feet wide path between the western boundary of the property at Chatterson Drive to a sidewalk within the public street right-of-way on the property.</p>

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.

Signed by:
 Property Owner(s) Signature: 
 FFF8AE04693A4C3...
 Printed Name: David Roy Greene, as heir of the estate of Eloise G. Greene

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted: October 3, 2024	OFFICE USE ONLY Rezoning case #
Existing zoning: R-1 w/FWPOD	Proposed zoning: R-6-CU w/FWPOD	

Narrative of Zoning Conditions Offered

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Signed by:
 Property Owner(s) Signature: 
22DAB648EFDE485...

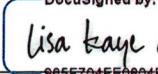
Printed Name: Jennifer Greene Bittner, as heir of the estate of Eloise G. Greene

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted: October 3, 2024	OFFICE USE ONLY Rezoning case #
Existing zoning: R-1 w/FWPOD	Proposed zoning: R-6-CU w/FWPOD	

Narrative of Zoning Conditions Offered

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Property Owner(s) Signature:  Lisa Kaye Greene White

Printed Name: Lisa Kaye Greene White, as heir of the estate of Eloise G. Greene

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted: October 3, 2024	OFFICE USE ONLY Rezoning case #
Existing zoning: R-1 w/FWPOD	Proposed zoning: R-6-CU w/FWPOD	

Narrative of Zoning Conditions Offered
<p>1. The number of principal dwelling units developed on the property shall not exceed 56 dwelling units.</p> <p>2. The apartment building type shall be prohibited.</p> <p>3. The following principal uses shall be prohibited: (i) cemetery; (ii) school, public or private (K-12); (iii) telecommunication tower; (iv) day care center; (v) golf course; (vi) outdoor sports or entertainment facility - all types; (vii) parking facility.</p> <p>4. The property shall be exempt from the Block Perimeter and Dead End Street requirements under UDO section 8.3.2., and the Stub Street requirements under UDO section 8.3.4.C., such that there shall be no vehicular connection from the property to the existing right-of-way of Chatterson Drive.</p> <p>5. Development on the property shall provide a 5-feet wide path between the western boundary of the property at Chatterson Drive to a sidewalk within the public street right-of-way on the property.</p>

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.

Signed by:

 Property Owner(s) Signature: _____

Printed Name: Sheri Lynn Greene, as heir of the estate of Eloise G. Greene _____

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.	
<p>1. The property is designated Rural Residential on the Future Land Use Map (FLUM). This classification is often mapped over properties currently zoned R-1 and subject to water supply watershed constraints. This category suggests primarily residential land uses, and encourages the clustering of density, provision of open space and preservation of trees. The property is currently zoned with the Falls Watershed Protection Overlay District, which requires 40% forestation on the site and limits impervious surface to 30% of the site - both of which necessitate the clustering of density, provision of open space and preservation of trees. The rezoning request maintains this overlay district, consistent with the FLUM guidance.</p> <p>2. The property is located within Falls Lake Area Plan boundaries, and is specifically within the secondary watershed protection area. The rezoning request for R-6 with conditions that prohibit certain non-residential uses is consistent with Policy AP-FL 1, which states no new non-residential zoning or land uses should be permitted. Additionally, by maintaining the watershed protection overlay district, the rezoning request is consistent with Policy AP-FL 3, which suggests a maximum of 30% impervious surface when connected to public utilities. This property has direct access to public water and sewer.</p> <p>3. The rezoning request includes a condition that limits density to 56 dwelling units, which is equal to 4 units per acre based on the property acreage of 14.15 acres. And, maintaining the FWPOD means that development of the property must set aside at least 40% of the site as forestation area. The rezoning request, with the density limitation and the FWPOD standards, is consistent with Policy AP-FL 2, which states that density up to 4 units per acre is appropriate when significant open space is provided. Additionally, Policy AP-FL 2 is a more specific policy related to density than the general guidance provided by the FLUM designation, and should therefore control in terms of applicable policy guidance related to density.</p> <p>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 2.2 (Compact Development); LU 2.3 (Open Space Preservation); LU 2.5 (Healthy Communities); LU 3.2 (Location of Growth); LU 5.1 (Reinforcing the Urban Pattern); LU 5.4 (Density Transitions); LU 8.1 (Housing Variety); LU 8.5 (Neighborhood-scale Housing); and LU 8.10 (Infill Development).</p>	
Public Benefits	
Provide brief statements explaining how the rezoning request is reasonable and in the public interest.	
<p>1. The rezoning request is reasonable and in the public interest because it provides for additional housing opportunities and housing variety on an undeveloped site surrounded by the City's corporate limits.</p> <p>2. The rezoning permits additional housing options that are compatible with surrounding development and walkable to retail/restaurant/office amenities.</p> <p>3. The rezoning is reasonable and in the public interest by preventing a vehicular connection to the Bent Tree South neighborhood, which has narrow streets with no sidewalks, while still providing a pedestrian connection through the property between the Bent Tree South neighborhood and the Lafayette Village mixed-use area.</p>	

Rezoning Application Addendum #2	
Impact on Historic Resources <p>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.</p>	OFFICE USE ONLY Rezoning case # _____
Inventory of Historic Resources <p>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.</p>	
None.	
Proposed Mitigation <p>Provide brief statements describing actions that will be taken to mitigate all negative impacts listed above.</p>	
None.	

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: None	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:
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:
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:
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:
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:
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:

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:</p>
8	<p>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.</p> <p>Response:</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:</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:</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:</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:</p>
13	<p>New public spaces should provide seating opportunities.</p> <p>Response:</p>

	Parking lots should not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments.
14	Response:
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:
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:
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:
18	Convenient, comfortable pedestrian access between the transit stop and the building entrance should be planned as part of the overall pedestrian network. Response:
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:
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:

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

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.

NOTIFICATION LETTER TEMPLATE

Date:

Re: Potential (REZONING/TEXT CHANGE TO ZONING CONDITIONS) of (SITE LOCATION)

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). This site is currently zoned (CURRENT ZONING DISTRICT) and is proposed to be rezoned to (PROPOSED ZONING DISTRICT). (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,

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 _____, day of _____, 2020. 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.

Signature of Applicant/Applicant Representative

Date

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:

ATTENDANCE ROSTER