

Rezoning Application and Checklist

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



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

Rezoning Request				
Rezoning Type	☐ General use	☒ Conditional use	☐ Master plan	OFFICE USE ONLY Rezoning case #
	☐ Text change to zoning conditions			
Existing zoning base district: R-4		Height:	Frontage:	Overlay(s):
Proposed zoning base district: R-6		Height:	Frontage:	Overlay(s):
Helpful Tip: View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.				
If the property has been previously rezoned, provide the rezoning case number:				

General Information		
Date: 10/30/2025	Date amended (1): 6/3/2026	Date amended (2):
Property address: 6309 Litchford Road, Raleigh, NC 27615		
Property PIN: 1717807399		
Deed reference (book/page): DB 019921; PG 01251		
Nearest intersection: Litchford Road and Johnsdale Road		Property size (acres): 3.79
For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property owner name and address: Litchford Point LLC, 716 Mial Street, Raleigh NC 27608-1822		
Property owner email:		
Property owner phone:		
Applicant name and address: Toby Coleman (150 Fayetteville Street, Ste 2300, Raleigh, NC 27701) on behalf of Property Owner		
Applicant email: tcoleman@smithlaw.com		
Applicant phone: 919- [REDACTED]		
Applicant signature(s): [REDACTED]		
Additional email(s):		

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By Hiram J Marziano II at 5:15 pm, Jun 18, 2026

Conditional Use District Zoning Conditions

Zoning case #: **Z-43-25**

Date submitted: 07/31/26

OFFICE USE ONLY
Rezoning case #

Existing zoning: R-4

Proposed zoning: R-6-CU

Narrative of Zoning Conditions Offered

The following zoning conditions shall apply to the property located at 6309 Litchford Road (PIN 1717807399, Deed Book 19921, Page 1251, Wake County registry) (the "Property"):

1. The following Principal Uses as listed in UDO Section 6.1.4 that are permitted, limited, or special uses in the R-6 District shall be prohibited: Cemetery.
2. The apartment building type shall be prohibited on the Property.
3. Prior to submittal of the first building permit for development impacting the existing structure (the "Building"), photographs and dimensional documentation of the Building (collectively "Documentation") shall be made. Documentation shall include at least the following: a) color photographs at least 4x6 inches of each façade of the Building; b) color photographs of the front façade door, window, and cornice details; c) 12x18 inch site plan to scale with property lines and north arrow noted; and d) front elevation drawings to scale with known alterations noted (collectively the "Standards"). Documentation must be approved by the City of Raleigh Planning and Development Department--Historic Preservation Team for compliance with the above Standards prior to providing a copy to the Planning and Development Department--Historic Preservation Team, Raleigh Historic Development Commission, and the State Historic Preservation Office.
4. Developer shall install super silt fencing along the Limits of Disturbance during grading and construction.
5. Developer shall request a driveway permit allowing the Property to have driveway access to Litchford Road.
6. If the North Carolina Department of Transportation grants a driveway permit allowing the Property to have driveway access to Litchford Road, then the following conditions shall apply:

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: _____

Printed Name: _____

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By Hiram J Marziano II at 10:31 am, Aug 06, 2026

Conditional Use District Zoning Conditions

Zoning case #: **Z-43-25**

Date submitted: 07/31/26

OFFICE USE ONLY
Rezoning case #

Existing zoning: R-4

Proposed zoning: R-6-CU

Narrative of Zoning Conditions Offered

- a. The number of principal dwelling units on the Property shall not exceed 47.
 - b. Until the southern portion of Johnsdale Road from Johnsdale Road's southernmost intersection with Litchford Road to Johnsdale Place is improved to meet the curb and sidewalk requirements for a Neighborhood Local street section, the Property may only have driveway access to Johnsdale Road for the exclusive use of utility and emergency vehicles and personnel. Driveway access to Johnsdale Road reserved exclusively for utility and emergency vehicles and personnel shall be limited by a locked gate or similar device. If the southern portion of Johnsdale Road from Johnsdale Road's southernmost intersection with Litchford Road to Johnsdale Place is improved to meet the curb and sidewalk requirements for a Neighborhood Local street section, the Property may have driveway access to Johnsdale Road for vehicular traffic.
7. If the North Carolina Department of Transportation DOES NOT grant a driveway permit allowing the Property to have driveway access to Litchford Road, then the following condition shall apply: the number of principal dwelling units on the Property shall not exceed 32.
8. The post-development stormwater discharge peak flow rate for the Property shall not exceed the pre-development peak flow rate for the two-year, 10-year and 25-year storms at every point of discharge.

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: _____

Printed Name: _____

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Z-43-25 (6309 Litchford Rd.)

Additional Information in Support of Condition 6(b)

Condition 6(b) provides that if the Property at 6309 Litchford has driveway access to Litchford Road, then the Property shall not have vehicular access to Johnsdale Road (except for emergency and utility vehicles) until certain improvements are made to Johnsdale Road. The purpose of this condition is to restrict vehicular traffic from future development on 6309 Litchford to Johnsdale Road to avoid exacerbating the neighborhoods' existing traffic concerns on Johnsdale Road.

According to UDO section 10.2.4.D.2.C, when such a zoning condition is included, "the application shall be accompanied by additional information addressing how safe, efficient, and convenient vehicular and pedestrian access within developments and between adjacent developments is being achieved."

The North Carolina Department of Transportation has indicated in preliminary conversations that the Property will have driveway access to Litchford Road. With driveway access to Litchford Road, safe, efficient, and convenient vehicular and pedestrian access to 6309 Litchford remain even with vehicular access to Johnsdale Road restricted.

For vehicles, safe, efficient and convenient access to the site is available via Litchford Road. Litchford Road is maintained by NC Department of Transportation (NCDOT). Based on our meetings with NCDOT to date, we expect that both northbound and southbound vehicles will be permitted to enter the site from Litchford Road. ("Left-in" and "Right-in" access.) Vehicles leaving the site will be prohibited from turning left onto Litchford Road. ("Right-out" access only.) It is anticipated that the majority of traffic leaving the property will be making a right out of the property towards the major roads in the area: Old Wake Forest Road, Atlantic Avenue, and Spring Forest Road.

The Litchford Road entrance will provide safe site access regulated by NCDOT. Johnsdale Road is a narrow, neighborhood road with existing traffic issues that make utilizing the road inefficient and inconvenient. Most vehicles entering and leaving the site are expected to utilize the Litchford Road entrance, so restricting the Johnsdale Road access will not impact efficiency or convenience.

For pedestrians entering and leaving the site, access to the site is unaffected by the zoning condition restricting vehicular access. Restricting vehicular access from the site to Johnsdale Road will help promote pedestrian safety on Johnsdale Road, an issue of particular concern given the road's lack of sidewalks.

At the behest of City transportation staff, Condition #5 has been modified to specifically provide that the restriction on vehicular access to Johnsdale will only apply once the NCDOT approves a driveway permit allowing the Property to access Litchford Road. NCDOT has indicated that it expects it would issue a driveway permit allowing the Property to access Litchford Road, which means that there is little risk of Johnsdale Road being used to access new development on the Property.

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By Hiram J Marziano II at 10:31 am, Aug 06, 2026