

Residential Tier One Site Plan Checklist

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



This checklist is applicable to Tier One Site Plans for new one- and two-family dwellings, one- and two-family additions, and residential zoning permits. Submit this checklist and the Residential Permit Data Form with the Residential Permit Application.

IMPORTANT NOTE: If your project is subject to residential infill compatibility (UDO Section 2.2.7) a foundation survey may be required. The foundation survey must be available at the time of zoning site inspection and must include a temporary benchmark, the elevation grade points of all corners, and the elevation at top of wall.

OFFICE USE ONLY	
Case #:	Supplemental info:

DEVELOPMENT TYPE (check all that apply)	
Accessory Dwelling Unit Accessory Structure (A foundation survey is required if height is greater than 12' AND the structure is subject to UDO Section 2.2.7) Addition Fence and/or Wall/Retaining Wall Other: _____	Mechanical Equipment (ex. HVAC) Replacement of Mechanical Equipment (If replacement increases in area, in any direction, a site plan drawing may be required). Single-family Detached Dwelling Townhome Two-family/Duplex Dwelling

TO BE COMPLETED BY APPLICANT	
Applicant name:	Date:
Project address:	

TIER ONE SITE PLAN Submittal instructions, requirements checklist, and other helpful information
>> REQUIRED FOR NEW ONE- AND TWO-FAMILY-DWELLINGS, ADDITIONS, and NEW BUILDINGS/STRUCTURES <<
<ul style="list-style-type: none"> For the purposes of this review, a survey plot plan can be used as a site plan. A site plan is a plan drawing/diagram which shows the buildings, easements, ground mounted mechanical equipment, fences and/or walls, the position of roads, and other constructions of an existing or proposed property at a defined scale. A survey/site plan used to meet the requirements for a site plan can only be drawn, signed, and sealed by a surveyor licensed in the state of North Carolina. When submitting a survey/site plan, you must provide the most current signed and sealed version showing a) existing conditions only; OR b) both existing and proposed conditions. If only a survey plot plan is submitted, show existing and proposed conditions, and follow both the Supplemental Plan and Site Plan Checklists. Please also read through the Supplemental Drawing Checklist, as this may also be applicable to your project.

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REVISION 05.10.21

Residential Tier One Site Plan Checklist		Completed by City of Raleigh Staff	
REQUIREMENTS	YES	YES	NO
1. North Arrow (must be at the top), metes and bounds of property boundary, adjacent right-of-way, and graphic scale.			
2. Site Data Table: Include Property Identification Numbers (PIN) for subject property, site size, zoning, overlay districts, current use(s), existing impervious, residential infill status, allowed building height, setback requirements, and building square footage(s). NOTE: Use the site data table requirements under the “Supplemental Plan Checklist” if the Site Plan includes both existing and proposed conditions.			
3. Contact information for owner, applicant, and all consultants.			
4. Date of drawing, signature and seal of the surveyor preparing the document, and recorded lot number and address. Reference to the Book of Maps and page number of the recorded lot.			
5. Label street name(s) and provide dimensions between buildings and property lines, buildings and other buildings, ground mounted equipment and property lines, and fences and/or walls and property lines.			
6. Dimension setbacks of building features, mechanical equipment and other types of elements encroaching within the setback (UDO Sec. 1.5.4.D.)			
7. Existing easements (open spaces, greenways, buffers, flood, utilities, etc.) shown and labeled.			
8. The plot plan must be drawn to a normal scale, such as 1:20, 1:30, etc. and labeled and submitted on legal (8 ½” X 14”) paper.			
9. Clearly label existing and proposed development.			
10. Show existing and proposed contours in intervals of two feet or less.			
11. Show setback dimensions on drawing in relation to the proposed development and the property line(s) and/or existing buildings.			
12. Label existing and proposed driveways and/or areas used by vehicles.			
13. Show and label existing and/or proposed fencing. Provide an elevation of the fence and label the height.			
14. Show and label existing and/or proposed retaining wall(s) and include wall height.			

SUPPLEMENTAL PLAN Submittal instructions, requirements checklist, and other helpful information
<ul style="list-style-type: none"> • If an existing survey/site plan drawn by a surveyor is used to show existing conditions and it does not include proposed improvements, a Supplemental Plan illustrating the proposed improvements may be provided as a supplement to the existing survey/site plan. • The supplemental plan is not required to be drawn by a surveyor and may only be submitted in addition to the signed and sealed survey which shows the current existing conditions of the property. • If a parcel is vacant, only a survey/site plan representing existing AND proposed use will be accepted. The Supplemental Plan is NOT an option.

Continue to the Supplemental Plan Checklist on page three >>

Supplemental Plan Checklist		Completed by City of Raleigh Staff	
REQUIREMENTS	YES	YES	NO
1. The supplemental plan must be drawn to a normal scale, such as 1:20, 1:30, etc. and labeled and submitted (minimum) on legal (8 ½" X 14") paper.			
2. Seals and signatures and title blocks language			
3. Show all information from the survey plot plan, and all proposed development. Existing and proposed development for this submittal must be clearly labeled, and the site data table shall include: Property Identification Numbers (PIN) for subject property, site size, zoning, overlay districts, current use(s), proposed use(s), existing impervious, proposed impervious, residential infill status, allowed building height, proposed building height, setback requirements, and building square footage(s).			
4. Show pre-development grade elevation and proposed grade elevation at the corners of any proposed buildings or building additions. Also list finish floor elevation and roof ridge elevation. Accessory structures 12' or less do not have to provide proposed grade elevations.			
5. Show proposed mechanical equipment (such as HVAC) and provide dimensions from the equipment to the property line.			
6. If the site is in a flood zone, place elevation of structure and any new plumbing, electrical or mechanical features on the drawing. NOTE: The elevation must be at or above the City's Regulatory Flood Protection Elevation.			
7. Complete "Residential Permit Data" form and submit with permit application and checklist. NOTE: Information on the data form can be referenced on Supplemental Drawings in lieu of providing duplicate information.			

SUPPLEMENTAL DRAWINGS | Submittal instructions, requirements checklist, and other helpful information

- Elevations for new buildings, building additions, fences, and walls are required to convey proposed heights and articulations.
- Copies of drawings should not exceed tabloid (11" x 17") size and may be submitted (PDF) electronically to downtownDS@raleighnc.gov.

Supplemental Drawing Checklist		Completed by City of Raleigh Staff	
REQUIREMENTS	YES	YES	NO
1. Provide fully dimensioned building elevations. Building elevations should be drawn to scale with dimension information OR height and length dimensions must be clearly indicated on a graphic depicting the proposed structure.			
2. Elevation graphics included. Please note grades are required on the Site Permit Data form. They do not need to be included here.			
3. The plan should indicate if the lot is level or slopes up/down from the street. <ul style="list-style-type: none"> Per UDO 1.5.7.A.4, when the lot slopes up from the street, building height is measured from the average post-development grade of the front and rear wall plane. 			
4. If the structure is subject to Residential Infill Compatibility (UDO Sec 2.2.7.) the elevation graphic shall include: <ul style="list-style-type: none"> Calculate and dimension the side wall height(s) by averaging the four points consisting of the highest and lowest elevations of each of the pre-development and post-development grades along that side wall of the building. When a side wall a side wall incorporates a recession or projection of 2 feet or more multiple side wall plane heights apply and should be dimensioned. Articulation is required for side walls on additions or new construction that are 22 feet or taller, extending for more than 50' and located within 15' of the side lot line. 			